**Attendance on one page**

At our school we take attendance extremely seriously and implement a robust and rigorous approach towards monitoring individuals’ attendance.

**Day 1**

If a parent/carer calls in to notify us of a day’s absence, a member of SLT or office staff will establish the reason for absence and if necessary, will challenge and ask for further information especially in the case of a child who falls into our ‘ Persistent Absentee’ category. If a parent/carer does not notify us of an absence, a member of our office staff will contact parents/carers before 9:30am to check why a child is absent from school.

If we are unable to establish contact with parents by telephone this will be followed up with a text message.

**Subsequent days of absence**

A member of school staff will speak daily with parents/carers of any child absent from school and will challenge any absence if deemed necessary.

**Cause of concern**

Members of SLT and our DSL meet termly to discuss and analyse attendance data. If a child’s attendance falls below the schools aspirational target of 97% ( LA target 96%) parents will be sent a red or amber letter (Red for those whose attendance falls below 90%). The letter informs parents of their child’s attendance and are offered a meeting to discuss ways in which attendance can be improved.

**Improving attendance**

When we undertake next term;s analysis of attendance data we will contact parents as follows;

* If their child’s attendance has improved and has now moved into an improved category ( e.g. red to amber or amber to green) They will be sent a letter thanking them for their commitment to improve attendance.
* If their attendance has improved though still falls in the amber or red category, they will be sent a letter thanking them for improving their child’s attendance but we are still concerned that is below the school target.
* If their child’s attendance has not improved we will write a letter to parents/carers inviting them to an attendance meeting in school.

( when analysing attendance, we take into consideration any mitigating factors such as long-term illness and/or medical conditions which impact on a child’s attendance)

Attendance meeting

In the meeting we will look at ways that we can support the family to improve attendance but parents /carers will also be advised that if the situation does not improve, they may face a fine. In cases where we feel additional support is required our Early Help process will follow.