



## LaceyField Attendance

	Description
<b>Promoting attendance</b>	<ul style="list-style-type: none"> <li>• Holiday requests to be made in writing to E.Beveridge outlining the exceptional circumstances.</li> <li>• Two week October break beginning 2020/2021 to encourage parents to take holidays outside of term time.</li> <li>• Attendance banners in front entrances.</li> <li>• Weekly announcement of winning class attendance in assembly.</li> <li>• Weekly attendance to be displayed on classroom doors and sent home to parents.</li> <li>• At the end of the year, certificates will be issued to children who get 98%+ and a prize will be given to children who achieved 100%.</li> <li>• Children whose attendance improves significantly will receive a postcard or a telephone call depending on circumstances.</li> </ul>
<b>Day to day</b>	<ul style="list-style-type: none"> <li>• Class registers completed by 8.55am in KS2, 9.05am in KS1 and Foundation 9.10am</li> </ul> <p>Arrival after</p> <ul style="list-style-type: none"> <li>• 8.55am in KS2 is recorded as Late,</li> <li>• 9.05am in KS1 is recorded as Later</li> <li>• 9.10am in Foundation is recorded as Late</li> </ul> <p>Arrival after 9.30am is recorded as Unauthorised absence.</p> <ul style="list-style-type: none"> <li>• By 9.45 office/ SLT generates an absence report.</li> <li>• First day absence phone calls are completed where a reason has not been given. These are logged on Arbor.</li> <li>• If first contact is unavailable, then all other contact numbers and sibling schools are contacted.</li> <li>• If there is no answer or there are concerns, a home visit is completed. Calling card left if there is no answer. This is recorded on CPOMS.</li> <li>• If no answer, continue to attempt contact and when a family is open to social care or early help then they will also be contacted.</li> <li>• At third day absence, all parents will be contacted to find out when they will be back/ advise doctors/ organise support</li> <li>• This protocol should continue to be followed for the first 10 days.</li> <li>• After 10 days of no contact, a Child Missing in Education report is filed. This can be done before 10 days.</li> </ul>
<b>PA and attendance issues</b>	<p>Continuous review takes place</p> <ul style="list-style-type: none"> <li>• As soon as a child hits below 96% attendance, a letter 1 is sent to parents and a sticker chart is started in class (where deemed necessary).</li> <li>• If not improved, then letter 2 is sent explaining to parents that attendance is now being monitored for 4 weeks and if it does not improve significantly then a meeting will be called.</li> <li>• Attendance surgeries with the EWO may also be used to support / challenge attendance/ absences</li> <li>• After 4 weeks, SAP will be arranged if attendance does not improve (this will include EWO when necessary). .</li> <li>• If attendance does not improve after SAP then a GAP will be called.</li> <li>• Prosecution may follow.</li> </ul>