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| **Daily procedures** | **By whom** | **Outcomes / action** |
| Parents ensure pupils arrive at school on time | Parents/carers |  |
| Parents inform the school by 9 am, if their child is absent that day | Parents/carers | Office/Support staff update registration codes |
| Pupils arriving late to school are registered at reception, by Admin staff | Admin | Absence mark on SIMS amended to a late mark by admin staff |
| Teachers record attendance using the schools SIMS system. This is done at 9am and 1pm.  Complete attendance/punctuality record for DHT – as required. Send to the office by 9.15 am | Teachers/Supply staff  Teacher/TA | Staff use a paper register, if required.  Teacher takes responsibility for promptly informing DHT/SA of concerns. |
| 1st day absence phone calls are made to inform parents of their child’s unexplained absence for that day  DHT informed of attendance/punctuality | Admin staff  DHT | Admin staff updates attendance codes |
| **Weekly procedures** | **By whom** | **Outcomes / action** |
| Attendance/punctuality statistics produced by year group and school | Admin staff | Entered into Attendance Overview spread sheet to allow for monitoring and analysis |
| Attendance statistics produced and shared in Celebration Assembly, website and displayed on the School Attendance Boards | Admin Staff | Parents are able to see which class(es) have been successful with their attendance. |
| Absence codes for individual pupils are updated using SIMS to show reason for absence | Admin staff | Information provided here is used to provide targeted interventions as appropriate |
| **Half termly and termly procedures** | **By whom** | **Outcomes / action** |
| Analyse attendance/punctuality data to monitor trends and progress | Admin/DHT |  |
| Assemblies to promote attendance/punctuality and share term’s data and progress | Admin/DHT |  |
| Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils | HT/DHT |  |
| Individual attendance/punctuality discussed with pupils and families, at parents’ evenings | Class teachers | Mentoring and advice on attendance/  punctuality issues provided to all families |
| Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions | DHT | Targeted intervention for individual concerns |
| Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families. | DHT/HT |  |
| Review success and impact of attendance/punctuality strategies for the term | DHT/Admin/HT | Amend and refine interventions as |

The following tables show specific procedures to maintain and encourage excellent attendance at Boarshaw Primary School.