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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.