



# St. Joseph's Attendance Culture

Attendance is everyone's responsibility.

**Our ambition is to have every child in school every day.**

We recognise that good school attendance is essential for raising standards of pupil attainment and ensuring every child receives the best possible educational experience and life chances.

## At St. Joseph's:

- We have a dedicated senior leader with clearly defined responsibilities for attendance.
- Weekly analysis of attendance data is undertaken to identify patterns and enable timely, targeted intervention.
- Attendance is a standing item at weekly staff meetings to ensure a whole-school, collective approach.
- We have robust procedures and a clear, well-communicated policy which are understood by all stakeholders.
- We follow a stepped, individualised communication approach to ensure parents receive tailored and appropriate support.
- Good attendance is consistently recognised, rewarded and celebrated across the school.

## St. Joseph's will:

- Build positive relationships using a fair, consistent approach
- Identify barriers to attendance and work proactively to remove them
- Intervene swiftly and appropriately when concerns arise
- Ensure pupils feel safe, secure and valued at all times
- Adhere fully to statutory guidance
- Develop strong, collaborative relationships with parents and carers
- Support families and pupils to establish strong routines and positive attendance habits
- Engage with external agencies, especially when safeguarding is a concern

97% - 100%	Expected. Celebrate pupil attendance
95% - 97%	Start informal monitoring
95% - 90%	At risk of persistent absence. Start trust attendance intervention
Below 90%	Persistent absence. Implement trust attendance intervention
Below 50%	Severe. Implement trust attendance intervention



# Attendance Actions in St. Joseph's Catholic Primary School



<b>Listen and Understand</b>	<p>At all stages, we listen to parents and children and work together to remove barriers to attendance. Barriers may include:</p> <ul style="list-style-type: none"><li>• Additional SEND needs for child or siblings</li><li>• Transport</li><li>• Financial Needs</li><li>• Multiple child drop offs for parents</li><li>• Uniform issues</li></ul>
<b>Expect</b>	<p><b>We expect 97% or above attendance.</b> <b>Rewards for attendance in this category include but are not limited to:</b></p> <ul style="list-style-type: none"><li>• Weekly attendance raffle tickets for 100% which is drawn termly. This is a family-orientated prize (e.g. family theme park pass)</li><li>• Reward for class with highest percentage (weekly)</li><li>• Reward for class with improved percentage or continued 100% (weekly)</li><li>• Reward for class with highest percentage (half termly)</li><li>• Celebratory postcards sent home (half termly)</li><li>• 100% certificates, 99% certificates 98% certificates and prizes (termly and yearly)</li></ul>
<b>Monitor</b>	<p><b>As soon as attendance falls below 97%, we begin to monitor attendance.</b> <b>Actions in this category include but are not limited to:</b></p> <ul style="list-style-type: none"><li>• A phone call home to draw attention to attendance (97-95%)</li><li>• A letter sent outlining concerns (95% and below)</li><li>• All attendance below 95% is monitored for improvements/decline every week</li></ul> <p>The Head Teacher is the leader with overall responsibility for attendance in the school supported by the Parent Support Advisor and Business Manager in daily attendance actions</p>
<b>Facilitate Support At 95-97%</b>	<p>Support may include but is not limited to:</p> <ul style="list-style-type: none"><li>• Breakfast club</li><li>• Meet and greet</li><li>• Soft Start</li><li>• EWEL</li><li>• Additional academic support</li><li>• After school club</li><li>• Help with uniform</li><li>• Assistance with travel to school</li><li>• Early Help</li><li>• Children's Social Care</li></ul>
<b>Formalise Support Below 95%</b>	<p><b>Where attendance continues to decline, formal support will include:</b></p> <ul style="list-style-type: none"><li>• Formal attendance letter with three-week review (monitored weekly in school)</li><li>• Meeting with Parent Support Advisor/ Head Teacher</li><li>• Formal attendance plan in place with four weekly review</li></ul>
<b>Enforce</b>	<p><b>Referral to multi agency support which may include:</b></p> <ul style="list-style-type: none"><li>• Local Authority Attendance and Engagement Teams</li><li>• Referral to the LA re absence for legal proceedings consideration</li></ul>

**At all stages we work with parents to encourage school attendance. All absences below 50% (severe absence) should expect external agency support.**

# Attendance Actions

## First Day Response

### Reporting an Absence

Parents/carers are expected to notify school of their child's absence (including if coming into school late) by **9.00am** on the day of absence. If no contact has been made by **9.00am**, the **Parent Support Advisor** will begin contacting families of absent pupils.

### Contact Procedures

Up to **three phone calls** will be made throughout the day.

If the **priority contact** cannot be reached, **all listed contacts** for the child will be contacted.

### First Phone Call

For pupils identified as **vulnerable** (including disadvantaged pupils, pupils with SEND, or those currently or previously known to social care), the Parent Support Advisor will contact home **before 9.30am**.

The purpose of this call is to:

- Establish the reason for absence
- Discuss ways to support attendance, such as administering medication and attending later in the day

### Home Visit

If no contact has been made with parents/carers by **10.30am**, the Parent Support Advisor and a member of SLT will conduct a **home visit**. If no one is at home, a note will be left confirming the visit and expressing concern regarding the child's absence.

### Second Phone Call

A second call will be made by the Parent Support Advisor or Business Manager between **12.00pm and 1.00pm** to:

- Check on the child's wellbeing
- Discuss returning to school the following day

### Third Phone Call

Depending on the circumstances, a further call may be made:

- At the end of the school day or before **8.30am** the following morning

This call will focus on planning the child's return to school.

### Reasons for Absence

Parents/carers will be asked to provide a **clear and specific reason** for absence. Vague explanations such as "*not feeling well*" will not be accepted.

The Parent Support Advisor or Business Manager may also:

- Share the child's **current attendance percentage**
- Discuss any **patterns of absence** that have been identified

### Additional Support

#### Medical Support

Parents/carers will be asked whether medical advice has been sought and whether the child could attend school later in the day after receiving medication.

#### Transport Support

Where transport is a barrier to attendance, the school may be able to **collect and return pupils** to and from school.

# Attendance Actions Roles & Responsibilities

## Business Manager

- Ensure registration are correctly coded and completed by 9.30am and 1.30pm.
- Coordinates late arrivals - ensure children are signed in by parent/carers and update register.
- Challenge lateness and any absence when answering the phone.

## Parent Support Advisor

- Available in office/outside to speak to parents at the start of day re issues with attendance - challenging lateness etc.
- Listen to any voicemails left by parent regarding absence.
- Conducts first day response telephone calls and ensure any information/message received from parents are recorded on Arbor.
- With a member of SLT, conduct home visit if no contact has been made by 10.30am.
- Contact Social Worker or other professional if required to share absence.
- Log concerns, meetings, conversations, home visits on CPOMs and Arbor.
- With headteacher, analyse attendance data at least on a weekly basis.
- Information sharing/awareness raising with parent including attendance falling below 95% letter, half termly letter outlining attendance with registration certificate.
- Holding attendance meetings (alongside headteacher if needed) - issuing attendance plans.
- Tracking impact of attendance plans.
- Referrals and tracking to LA for FPN or further LA action.

## Head Teacher/Attendance Lead

- Work closely with the Parent Support Advisor and Business Manager to ensure all the above actions are carried out.
- Develop, implement and ensure adherence to an attendance policy.
- Foster a culture of high attendance in the school through professional commitment and focus.
- Monitor and analyse attendance data and monitor impact of initiatives, at least weekly.
- Collaborate/challenge parents and carers to promote good attendance.
- Collaborate and seek external agencies and stakeholders to support attendance efforts.
- Maintain and manage the whole school focus and drive for attendance improvement.
- Oversee legal processes-ensuring fidelity to the process.

## Teachers/Support Staff

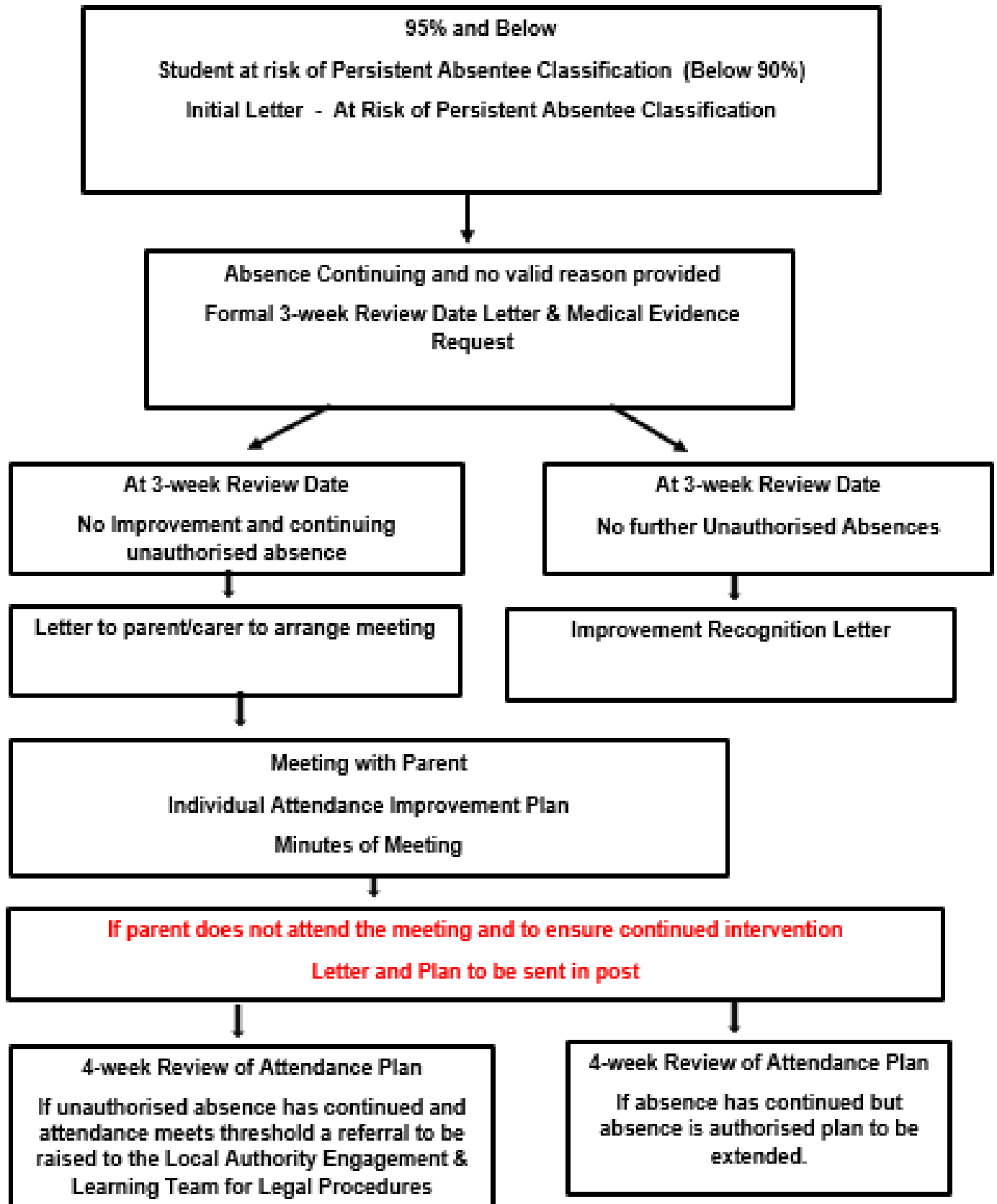
- Create an engaging learning environment.
- Establish clear expectations and routines.
- Teach the importance of attendance through character education, character traits PSHE, Catholic Social teaching and British values.
- Build positive relationships with pupils and parents.
- Monitor attendance and follow up on absences, with key staff.
- Know how to collect attendance data and identify patterns – Complete the registers accurately.

## Governors

- Monitor implementation of policy and procedures.
- Work with SLT to set goals for attendance and provide support and challenge.
- Regularly review attendance data, discuss and challenge trends and help school leaders focus improvement efforts for individual pupils or specific groups.
- Ensure school leaders fulfil expectations and statutory duties.

# Attendance Actions Attendance Intervention

Throughout Process Consider & Engage Support Required by Student/Family



**If during 4-week Attendance Plan Multiple Unauthorised are Continuing consideration could be given to referring to the LA earlier**

# St. Joseph's Rewards for Success

At St. Joseph's, we are committed to improving attendance so that pupils do not miss out on valuable learning opportunities.

We believe that excellent attendance is essential for securing the highest levels of achievement, and we work closely with families to support pupils in maintaining this.

Attendance is recognised and celebrated at the end of each week, each half term, and each full term to encourage and reward positive habits.

## Each Week

The class with the best attendance will receive the attendance bear and will be awarded £10 into their piggy bank.

If a class has improved attendance from previous week or maintained 100%, they will be awarded £5 into their piggy bank.

Each child with 100% will receive £1 into their class piggy bank and a raffle ticket to put in the 100% draw.

## Each Half Term

The class with the best attendance for the half term will be awarded £20 to go into their piggy bank.

Each child with 100% attendance will receive a postcard home.

## Each Term

Each child with 100% attendance will receive a special certificate and £10 voucher.

Each child with 99% and 98% will receive a special certificate and a prize.

The class with the best attendance for the term will be awarded £50 to go into their piggy bank.

Classes save up their money and then decide what they would like to spend their money on from our 'Attendance Menu'.

100% draw- one ticket will be drawn; prize will be family activity (e.g. family theme park ticket).

## Each Year

Each child with 100% attendance will receive a special certificate and £30 voucher.

Each child with 99% and 98% will receive a special certificate and a prize.

## St. Joseph's Rewards for Success

The class with the best attendance for the week will be awarded £10 into their piggy bank.

If a class has improved attendance or maintained 100% from previous week, they will be awarded £5 into their piggy bank

The class with the best attendance for the half term will be awarded £20 to go into their piggy bank.

The class with the best attendance for the term will be awarded £50 to go into their piggy bank.

Classes save up their money and then decide what they would like to spend their money on from our 'Attendance Menu'. The school council produced the prizes below:

### St. Joseph's Attendance Menu

For £200, you can choose from ...

- Extra playtime
- Early dinner
- Ice cream/ ice lolly
- Large packet of sweets each
- Raffle ticket each for 100% prize draw

For £300, you can choose from ...

- Non-uniform day
- Afternoon on the laptops
- Games afternoon
- Film and popcorn
- 50 Dojo shop voucher

For £500, you can choose from ...

- McDonalds
- Pizza party
- Party with food
- Disco and hotdog

For £1,000, you can choose from ...

- Class trip (e.g. ROF)
- Inflatables (e.g. bouncy castle, assault course)
- Nerf battlezone range
- Big games (e.g. giant kerplunk, the big buzzer)