



**WISEWOOD**  
NURSERY & PRIMARY SCHOOL

# Attendance Procedures

**Chair of Governors:** Katie Eyre  
**Head of School:** Claire Austin

**Next Review:** September 2026

## Attendance Procedures

These procedures should be read in line with the INOVA Multi-Academy Trust

## Key Staff for Attendance

Claire Austin – Head of School  
Zena Bingham – Learning Mentor  
Peter Roche – Educational Welfare Officer  
Michelle Kubon – Admin Officer

## 1<sup>st</sup> Day Absence and Calls

- All children are registered by 8.50am when registers close
- **Michelle Kubon** will contact all the parents of all children who are absent from school where no prior reason has been provided. Priority will be given to children with safeguarding or child protection concerns. This must be completed by 9.30am.
- If parents cannot be reached, Michelle will contact Peter Roche (EWO) who may complete a safe and well visit to the family home. AStar Attendance will be updated.
- Peter Roche will also make a Safe and Well visits for any children who have been absent for 2 days or more. Other visits will be at the discretion of the DSL/DDSL.

## Late Arrivals

- All parents of children arriving late must sign in on inventory and give the reason for being late.

## Weekly Attendance

### High 5 Club

- Zena Bingham will run a High 5 Club on Friday afternoons each week.
- The High 5 Club is for all Persistent Absentee (PA) children (Children whose attendance falls below 92%) who have attended school all week.
- The club is intended to be a reward for attendance and children will enjoy tea and biscuits and have opportunities to play board games.
- Parents of children who are classed as PA and do not attend school all week will be called by Zena Bingham to discuss reasons for their child's absence and how school may help them improve their child's attendance.
- If parents of PA children do not improve their child's attendance the following week, Jed Kenyon will contact them and invite them to an Attendance Improvement Meeting to discuss their child's poor attendance.
- Peter Roche will also attend this meeting and FIS involvement may be sought.

## Weekly Attendance Assembly

- Attendance will be high profile in school and will form part of whole school assembly each Friday.
- All classes will display a sign in their classroom window of their weekly attendance.
- The class with the most improved attendance will also receive a certificate in assembly.

## Weekly Inclusion Meeting

- A weekly Inclusions/Attendance meeting will take place on Monday morning and will be attended by Claire Austin, Zena Bingham and Sarah Wales.
- Discussion points at the meeting will include:
  - Pupils falling below 92%
  - Pupils who had poor attendance in the previous week
  - Attendance of groups - DA, SEND, EAL, All pupils.
  - Contact/communication with parents and next steps

## Half Termly Attendance

### School Attendance Panel (SAP) Meetings

• A half termly SAP meeting will be attended by Claire Austin, Peter Roche, Zena Bingham and Michelle Kubon.

- Discussion points at the meeting will include:
  - Case load of EWO
  - Pupils falling below 92%
  - Pupils who had poor attendance in the previous week
  - Attendance of groups - DA, SEND, EAL, All pupils.
  - Contact/communication with parents and next steps

## EWO Assemblies and Lessons

- Claire Austin and Peter Roche will deliver an assembly on the importance of attendance and punctuality
- Attendance will be monitored and celebrated in assembly on Friday Attendance Prizes. The children with the attendance above 96% will receive a termly reward

## Attendance Prizes

- The children with the attendance above 96% will receive a termly reward

## Yearly Attendance

- All children whose attendance is 96% or above over the course of the academic year will be entered into the Attendance Prize Draw. There will be 3 prizes in the draw
- All children with 96% attendance or above will receive a certificate