

## Higher Bebington Junior School Attendance Strategy 2023-2024

<b>Objective:</b>			
<b>To continue to promote good levels of attendance across the school community</b>			
<b>Actions</b>	<b>Lead responsible</b>	<b>Timescale</b>	<b>Success Indicators</b>
1. Continue to promote the importance of good attendance across the school community through: <ul style="list-style-type: none"> <li>➤ Newsletters</li> <li>➤ Assemblies</li> <li>➤ Class Assemblies</li> </ul>	HT/ Attendance Officer	Ongoing	All stakeholders recognise the importance of good levels of attendance. Whole school attendance to be 97% or above.
2. Continue to ensure daily monitoring of all absences -any unexplained absences checked at 9.30am. by telephone.	Attendance Officer/ Office Staff	Ongoing	All absences reported by parents/carers before 9.30am
3. Ensure evidence obtained for medical/dental appointments taken in school hours.	Office Staff	Ongoing	Number of medical appointments made within the school days reduce. Monitor electronic sign out system for data.
4. Ensure requests for a Leave of Absence are actively discouraged and only authorised in exceptional circumstances. Request evidence before granting any request. Fines issued where appropriate	HT/ Attendance Officer	Ongoing	Term time Leave of Absence requests reduced.
<b>Objective:</b>			
<b>To improve the attendance of children in vulnerable groups and previously persistent absentees.</b>			
1. Continued daily monitoring of all absences. Any unexplained absences checked at 9.30am. by telephone. Office to use all emergency contact numbers if no response from parents/carers. SLT to make welfare visits if repeated incidents of no contact.	Attendance Officer/ Office Staff	Ongoing	All absences reported by parents/carers before 9.30am
2. Track vulnerable children daily- flag up to SLT when they are absent. Track pattern of absence over a half term (e.g. regular Friday/Monday absence). Request medical evidence for children repeatedly off ill.	Attendance Officer/ Office Staff/ SLT	Ongoing	Patterns of absence picked up quickly and addressed.

<p>3. Target attendance for vulnerable children through Class Teachers, Support Staff and SLT. Introduce Attendance Passports for children with poor attendance (below 95%) Ensure half termly reviews. SLT to monitor attendance of vulnerable children weekly and take appropriate action.</p>	<p>Attendance Officer/ Office Staff/ SLT</p>	<p>Ongoing</p>	<p>Attendance passports focus on half termly attendance rather than cumulative for the year. The impact of this is that children feel that 95% or above is achievable for that half term. Weekly monitoring ensure that patterns of absence can be addressed more swiftly.</p>
<p>4. Ensure attendance of vulnerable groups are discussed as part of learning walks, book scrutiny and pupil progress meetings with Class Teacher. SLT and class teachers to create plan to ensure gaps in learn as a result of absence are filled.</p>	<p>Attendance Officer/ Office Staff/ SLT</p>	<p>Ongoing</p>	<p>SLT and class teachers are able to discuss impact of the absence on the children's attainment and progress. This can be fed back to parents.</p>
<p>5. Panel Meetings with Parents/carers to discuss issues with attendance and offer support. LA Attendance Team to support.</p>	<p>HT</p>	<p>Ongoing</p>	<p>School, LA and parents are able to discuss issues with attendance and appropriate support offered where possible.</p>