



ELMS FARM PRIMARY SCHOOL

A Whole School Approach to Attendance

Analysis & Pupil Banding

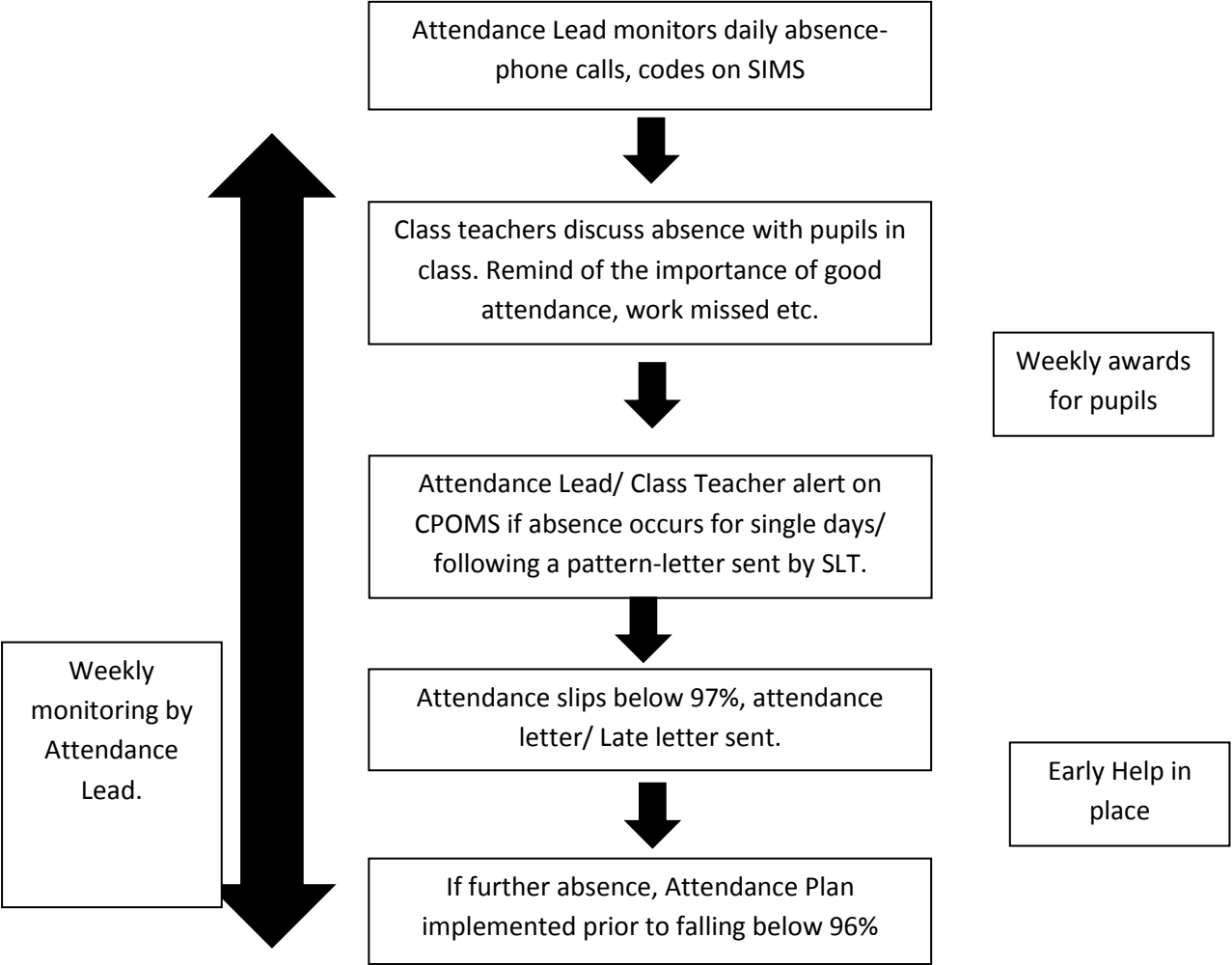
End of term analysis identifies pupils in attendance bands stated below. This identifies the level of monitoring/actions for the next term.

<u>Attendance Bands</u>	<u>Member(s) of Staff Responsible</u>	<u>Strategies</u>
96-100%	Teachers, Support Staff, Office Staff, Learning Mentors.	-Challenge pupil absence, particularly one day absences. -Provide information to parents-medical appts, medication in school. -Reward improved attendance. -Raise concerns with progress/ behaviour when linked to attendance concerns. -Discuss pupil absence at Parents Evening.
93-96%	Head Teacher	-Monitor pupils' attendance weekly to ensure improvement. -Discuss attendance with parents to set manageable targets. -Discuss attendance with teaching staff. -Referrals for Early Help. -6 week attendance agreements.
90-93%	Deputy Head Teacher & Attendance Leader	
90% or below	Deputy Head Teacher & Attendance Leader	-Weekly monitoring of attendance data. -Daily Phone Calls once alerted to repeated absence. -Meetings with parents weekly to discuss absenteeism. -Referrals to Early Help. -Home Visits. -6 week Attendance Agreements with parents. -Referral for Legal Proceedings.

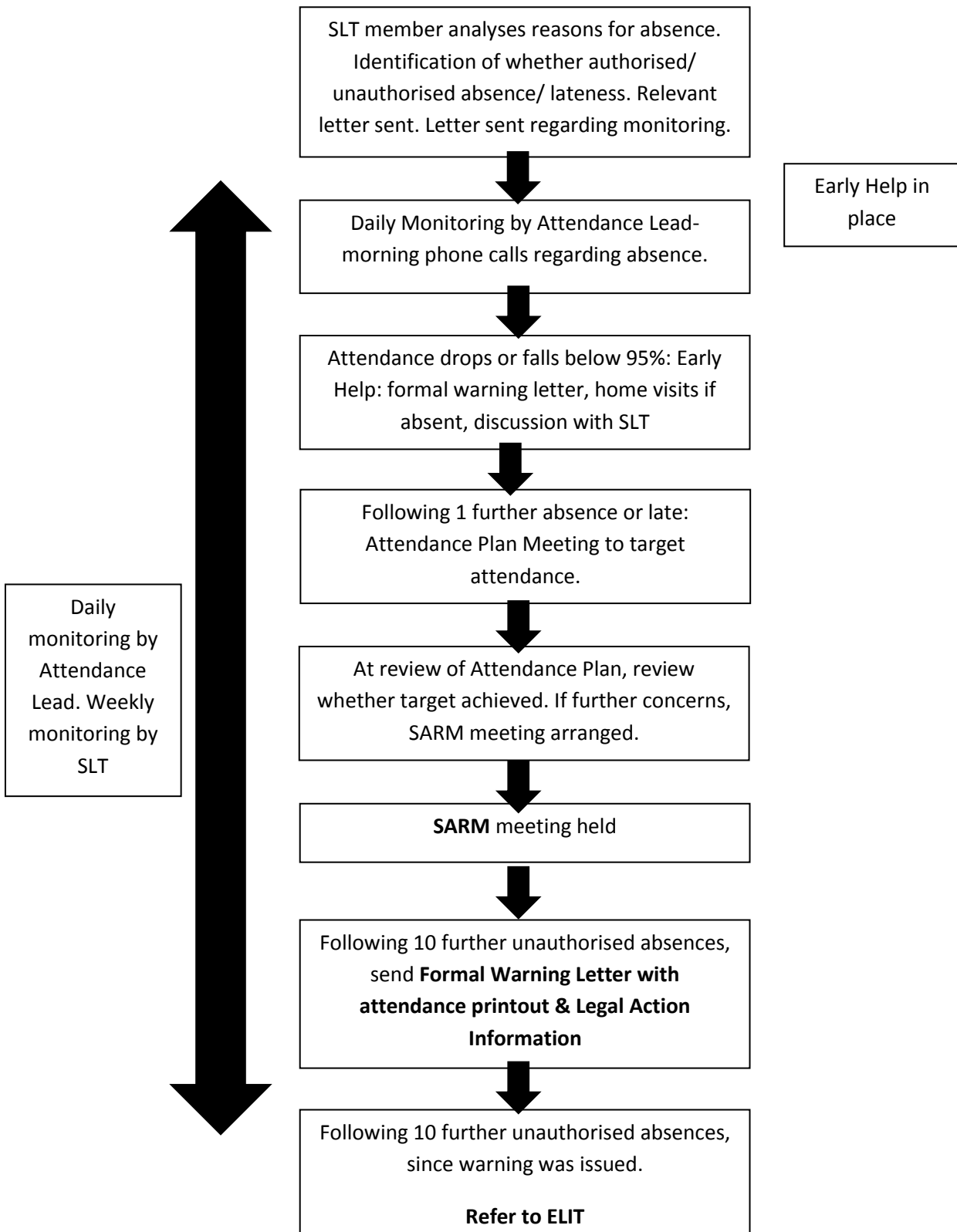
Punctuality

- Pupils arriving after 9am enter through the school Office-Attendance Lead records time late and appropriate code.
 - Pupil attends 'Educational Entitlement Group' at Lunchtime.
- 'U codes': Attendance Lead speaks to Parents/carers. Following another 'U' code, warning letter sent (lateness). Further 'U Code'-Attendance Plan implemented. Parents called at 8.30am

96% +



93-96% Attendance Band



90-93% Attendance Band

SLT member analyses reasons for absence. Identification of whether authorised/ unauthorised absence/ lateness. Attendance Agreement implemented.

Daily Monitoring and/ or Home Visits by Attendance Lead-morning phone calls regarding absence.

At review of Attendance Plan, review whether target achieved. If further concerns, SARM meeting arranged.

SARM meeting held

Following 10 further unauthorised absences, send **Formal Warning Letter with attendance printout & Legal Action Information**

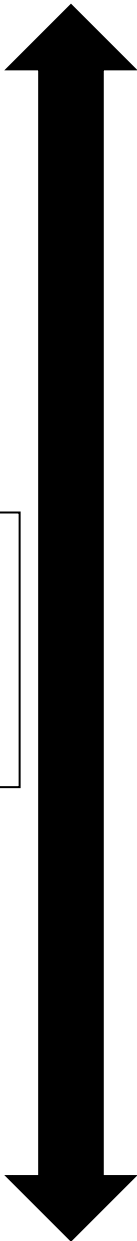
Following 10 further unauthorised absences, since warning was issued.

Refer to ELIT

Early Help/ 3 Houses in place

Weekly awards for pupils

Daily monitoring by Attendance Lead. Weekly monitoring by SLT



Persistent Absence Band

SLT member analyses reasons for absence. Identification of whether authorised/ unauthorised absence/ lateness. Attendance Agreement implemented on 1 week reviews.

Early Help/ 3 Houses completed

Morning Phone Calls at 8.30am.

Home Visits by Attendance Lead for **any** absence.

Weekly awards for pupils

At review of Attendance Plan, review whether target achieved. If further concerns, SARM meeting arranged.

SARM meeting held

Following 10 further unauthorised absences, send **Formal Warning Letter with attendance printout & Legal Action Information**

Following 10 further unauthorised absences, since warning was issued:

Refer to ELIT

Daily monitoring by Attendance Lead. Weekly monitoring by SLT

