



## Attendance and how we promote this:



Responsibility	Who?	When/What/How?
Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	SLT and Attendance Governor (Lynn Beeson)	Governors – to take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school cultures.
Develop and maintain a whole school culture that promotes the benefits of good attendance.	All staff	Weekly assemblies with attendance trophy Termly awards Raising concerns if attendance becomes an issue and seeking possible barriers Attendance item at meetings.
Accurately complete admission and attendance registers.	Teachers/HLTAs	Use correct codes Follow policy on times that a late or unauthorised mark is issued
Have robust daily processes to follow up absence.	School office	To send out a text to parents/make phone call within half an hour of school start time.
Have a dedicated leader with overall responsibility for Championing and improving attendance.  Proactively use data to identify pupils at risk of poor attendance.	Juliette Whitby	If any staff members raise a concern re: attendance this needs to be passed on to the leads who will monitor this RB and JH will complete regular monitoring of attendance/lates. Tracking local and national data.
Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them	All staff	Ensure curriculum is broad and balanced across schools. Identify barriers to why attendance is a concern. Quick referral to internal school external agency support.
Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance	SLT	Attend DCC training Agenda item at SPPS meetings Tracking local and national attendance and looking at best practice to remove barriers

