The Attendance System at Hemington Primary

Monitor

- Use Arbor or CPOMS to check those below 94%. Record these results on the attendance at a glance database.
- First day calls are carried out if parents haven't let school know about their childs attendance. Office to call identified parents.
- Home checks are carried out for those who don't call and are on the child protection register or are vulnerable families.

Stage 1

- Once a pupil drops beneath **95%** send parent/guardian a letter explaining they are to be monitored for the next four weeks.
- Offer support from the SENCo/Co-head

Stage 2

- If the above child's attendance drops again within the four week period invite parents in to discuss attendance. Medical evidence may be requested at this point. Put in a support plan to help if necessary. A discussion around the LA's 'notice to improve' will be held.
- If improvement is seen send a text acknowledging this improvement

Stage 3

- If no improvement is seen and the pupil is below 90% may refer to the local authority who will make the decision to send out a penalty notice or not. Co-Head will lead the meeting on this
- School to collate necessary evidence to show unauthorised absence.

ONGOING

- Inform parents of their childs attendance on a termly basis through parents evenings and school report.
- Let parents know any attendance news on the weekly newsletter including class attendance pizza slice winners. Display pizza slices in the entrance hall.
- Any new parents are informed of the attendance policy.
- Holiday fining to be reported to Governors.