



Rivington Foundation Primary Attendance Strategy 2023-24

Rivington Foundation Primary School

Attendance Strategy 2023-2024

2023-25

Date written: *November 2023*

Date agreed and ratified by Governing Body: *November 2023* Date of next review: *September 2024*



*Living Life to its Fullest; Making a
Difference Along the Way*

***Living Life to its Fullest; Making a Difference Along the Way
'Wear Your P.I.N. with Pride'***



Rivington Foundation Primary Attendance Strategy 2023-24



Attendance Percentage	Lessons Missed	Responsible	Responses/Acknowledgement	Daily Actions	Weekly Actions	Half/Termly Actions
100% - 98%	4 days 16 Lessons	Whole School Approach	<ol style="list-style-type: none"> Class Teachers to celebrate good class attendance daily using the Attendance Matters Posters. Class Teachers to celebrate on days when their class hits 100% Class Teachers to celebrate good attendance during parents' evenings/reports. Issue 100% attendance certificates on a Half Termly basis. Weekly Certificate for any 100% class attendance. 6. Dojo points awarded weekly for class attendance winners. Use of Dojo/Newsletters to celebrate success 	<ol style="list-style-type: none"> First day absence text and/or call Home visit for second/third day with no reason for absence or where there maybe concern/vulnerabilities. Record all absences/attempts at contact against each pupil. Celebrate 100% via Dojo/Seesaw Class Teachers to update 'Attendance Matters' Posters. 	<ol style="list-style-type: none"> Attendance Get Together every Friday to announce the 'Trophy Winners'/Year. League Table. Create Attendance Notice Board Attendance League Table emailed to Staff. Prize draw for 100% attenders Class Dojo/Seesaw/Newsletter message to parents to celebrate winning classes. 	<ol style="list-style-type: none"> End of Term/Year reward and certificate for every pupil who achieves 100% attendance. End of term certificates, for every pupil who achieves 96% or more attendance for that Term. Reward for the Class with the BEST attendance. Half Termly prize draw for pupils with 100% attendance. Class Dojo/Twitter message/Newsletter for parents to celebrate the classes who have excellent attendance.
95% - 97.9%	9 days 2 weeks 40 Lessons	Attendance Lead & Class Teachers	<ol style="list-style-type: none"> Attendance Lead to monitor, celebrate improvement in pupil's attendance or address pupils whose attendance is at risk of falling below 95% Attendance Lead to contact parents where a pupil's attendance has improved. Class Teachers to celebrate good attendance using the 'Attendance Matters Posters'. Class Teachers to acknowledge good attendance during discussions at Parents Evenings throughout the year. Weekly class reward for best attendance. Praise Assembly Trophy – Attendance Winners 	<ol style="list-style-type: none"> First day absence text and/call. Home visit for second/third day where no reasons for absence or where there maybe concern/vulnerabilities CP, LAC, SEN, FSM priority phone calls. Other relevant professionals informed of absence of "at risk" students. Class Teachers to update 'Attendance Matters' Posters 	<ol style="list-style-type: none"> Attendance Get Together every Friday to announce the 'Trophy Winners'/Year. League Table. Create Attendance Notice Board Attendance League Table emailed to Staff. Prize draw for 100% attenders Class Dojo/Seesaw/Newsletter message to parents to celebrate winning classes. Monitor pupils at risk of falling below 95% and action accordingly. 	<ol style="list-style-type: none"> End of term raffle for all children who achieve 96% or more. End of Half Term/Term certificate for every pupil who achieves 96% or more. Reward for the class with the BEST attendance for the Term. Class Teacher to discuss with parents at parents evening if a pupil is at risk of falling below 95% and the impact on their learning. Class Dojo/Seesaw message/Newsletter for parents to celebrate classes with excellent attendance.



Rivington Foundation Primary Attendance Strategy 2023-24

92% - 94.9%	15 days 3 weeks 60 Lessons	Attendance Lead & Senior Leadership Team	<ol style="list-style-type: none"> 1. Attendance Lead to monitor and celebrate where improvement has been made. 2. Attendance Tracking System. 3. Attendance Officer to maintain parental contact. 4. Attendance Officer/SLT to carry out Home Visits. 5. Attendance Lead to forward a 'WARNING' letter to parents where attendance falls below 93%. 6. Attendance Officer to carry out a parent contract meeting when attendance falls below 92% (Medical evidence will be required to authorise further absence). 7. Attendance Officer to implement an individual pupil attendance chart where necessary and reviewed regularly. 8. Meet with Parents if further decline and set up a 'Parent Contract' (Refer if no improvement). 9. Recognise improvements with an individual's attendance 	<ol style="list-style-type: none"> 1. First day call/text message 2. Home visit where possible 3. CP, LAC, SEN, FSM priority phone calls. 4. Other relevant professionals informed of absence of "at risk" students. 5. Attendance Tracking System recording. 6. Class Teachers to update 'Attendance Matters Posters'. 	<ol style="list-style-type: none"> 1. Attendance Officer to track weekly attendance. 2. Send out Warning/Parent Meeting Letters for declines in attendance. 3. Parental contact updating attendance improvements or challenging no/little improvement. 4. Set up parent contract meetings where required. 5. Review Parent Contracts in place. 6. Refer any pupils that meet the threshold for prosecution. 	<ol style="list-style-type: none"> 1. Recognition of improved attendance 2. Entry in to the Half/Termly prize draw for 96% or more. 2. Attendance Officer to update Senior Leadership Team with pupils who have improved/declined using PA. 3. Tracker Class teacher to discuss concerns/impact on the pupils learning due to decline in attendance during parents evening discussion. 4. Class Dojo/Twitter message for parents to celebrate the classes with excellent attendance. 5. End of Half/Term raffle for all children who achieve 96% or more.
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Rivington Foundation Primary Attendance Strategy 2023-24



90% - 91.9%	19 days 4 weeks 80 Lessons	Attendance Officer/ Senior Leaders and Local Authority Attendance Officer	<ol style="list-style-type: none"> 1. Attendance Officer to monitor, celebrate improvement with student's attendance/ address concerns where attendance is declining. 2. Attendance Officer to carry out direct work with children around attendance/implement reward system. 3. Attendance Officer & Senior Leadership Team to carry out parental Contact; letters, phone calls & parent meetings. 4. Regular Home Visits. 5. Offer Early Help to support the family. 6. Request support from LA with meetings/home visits where no/little improvement is made. 7. Attendance Officer to prepare pupil case file in the event of escalation for penalty notice request. 8. Letter to parent with intent to Fast Track to prosecution. 9. Note Home for improvement in attendance. 10. Acknowledgment letter for raising attendance to 92% - 94.9%. 	<ol style="list-style-type: none"> 1. First day call/home visit 2. CP, LAC, SEN, FSM priority phone calls 3. Other relevant professionals informed of absence of "at risk" students. 4. No absence to be authorised without medical proof. 5. Daily monitoring of individual pupil by class teacher with attendance chart in class. 	<ol style="list-style-type: none"> 1. Monitor/Request Parent contract meetings with 4 weekly reviews. 2. Parental contact updating attendance improvements and challenging no/little improvement. 3. Update parent contract tracker with weekly attendance figures. Circulate PA data to inc breakdown of each class. 4. Refer any pupils that meet the threshold for prosecution. 5. Seek support from LA Attendance Officer. 	<ol style="list-style-type: none"> 1. Recognition of improved attendance. 2. Entry in to the Termly prize draw for 96% or more. 3. Attendance Officer to update Senior Leadership Team with pupils who have improved/declined. 4. Senior Leader to contact families where no or little improvement has been made. 5. Class teacher to discuss concerns/impact on the pupils learning due to decline in attendance during parents evening or any opportunity throughout the term. 6. Review meetings with parents 7. Discuss caseloads with the LA. Attendance Officer and agree on next steps/action plan to improve attendance. 8. Liaise with other schools where sibling/siblings may be in attendance to ensure a consistent approach.
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<p>90% Below</p>	<p>29 days 6 weeks 120 lessons</p>	<p>Attendance Officer/ Senior Leaders and Local Authority Attendance Officer</p>	<ol style="list-style-type: none"> 1. Attendance Officer to monitor, celebrate improvement with student's attendance/ address concerns where attendance is declining. 2. Attendance Officer to carry out direct work with child around attendance/implement reward system. 3. Attendance Officer & Senior Leadership Team to carry out parental Contact; letters, phone calls & parent meetings. 4. Regular Home Visits. 5. Offer Early Help to support the family. 6. Request support from LA with meetings/home visits where no/little improvement is made. 7. Attendance Officer to prepare pupil case file in the event of escalation to PN. 8. Letter to parent with intent to Fast Track to prosecution. 9. Note Home for improvement in attendance 10. Acknowledgment letter for reaching 92% - 94.9% group 	<ol style="list-style-type: none"> 1. First day call/home Visit. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students. No absence to be authorised without medical proof Daily monitoring of individual pupil by class teacher with attendance chart in class 	<ol style="list-style-type: none"> 1. Monitor/Request Parent contract meetings with 4 weekly reviews. 2. Parental contact updating attendance improvements and challenging no/little improvement. 3. Update parent contract tracker with weekly attendance figures. 4. Circulate PA data to inc. breakdown of each class. 5. Refer pupils who meet criteria for escalation to penalty notice. 6. Hold meeting with parent to discuss concerns with attendance/agree parent contract. 7. Invite School Attendance Support Officer from LA to meet with parent to discuss next steps if no improvement. 8. Home visit with School Attendance Support Officer from LA. 9. Meet with individual pupils 	<ol style="list-style-type: none"> 1. Recognition of improved attendance. 2. Entry in to the Termly prize draw for 96% or more. 3. Attendance Officer to update Senior Leadership Team with pupils who have improved/declined. 4. Senior Leader to contact families where no or little improvement has been made. 5. Class teacher to discuss concerns/impact on the pupils learning due to decline in attendance during parents evening or any opportunity throughout the Term. 6. Review meetings with parents. 7. Discuss caseloads with the LA Attendance Officer and agree on next steps/action plan to improve attendance. 8. Liaise with other schools where sibling/siblings may be in attendance to ensure a consistent approach.
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