**Key Steps for Monitoring Attendance at Springfield School**

1. Analyse attendance data
2. Focus attention to where it is needed most
3. Ensure all staff work together to promote good attendance
4. Remind school community that good attendance is everyone’s responsibility
5. Where appropriate - Give pupils a purpose to be in school each day / raising

**What we do to monitor attendance:**

* **Daily**:
* All pupil absence is followed up with a text message by a member of the admin team.
* If no response is received from the parent then a phone call is made and voicemail left if no answer.
* If the parent / carer does not return the call then a home visit will be made by a member of the leadership team.
* If nobody answers the door then a letter will be left to make them aware that social care will be contacted to make a welfare check.
* **Weekly:**
* Class teacher to maintain regular contact.
* Class teacher to offer support in getting the pupil back into school.
* **Fortnightly:**
* Attendance is discussed at leadership meetings
* **Termly:**
* Attendance information is reported to Governors on a termly basis.
* Attendance concerns are shared with class teachers via the vulnerable pupil database termly
* (93-100% - Green, 90-93% - Amber, below 90% - Red)

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| **Reasons for absence:** | **Measures currently in place** |
| Medical Condition | Class teacher / SLT liaise closely with families to offer support.  Flexible timings and timetables are offered if needed. |
| Holidays | A message in the newsletter has been sent out to parents regarding the importance of attendance and not taking holidays in term time.  Pupil assembly focused on the importance of being in school. |
| General Illness | All absence is followed up on a daily basis if the parent hasn’t informed us of the reason.  Class teacher maintains close contact. |
| Hospital Admission | Regular contact and support offered from class teacher. |

**Example Template Below for Termly Monitoring**

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| **Pupil Name** | **Attendance (% & RAG)** | **Reason for Absence** | **Actions** |
| Joe Bloggs | 92% | Sickness | Regular contact maintained with parents.  Pupil was encouraged to return as soon as feeling well enough. |
| Sarah Smith | 89% | Term time holiday | Parents made aware of the importance of attending school and taking holidays out of term time. |