



Gorton
Primary School



Attendance Strategy



Attendance Strategy

Gorton Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise."
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Attendance Information

Gorton Primary School recognises the need for Attendance to be high profile in the school. The school has several different ways of sharing information about attendance with our pupils and parents. Here are some of them:

- Weekly newsletter with class attendance displayed
- Regular updates on Twitter and Facebook
- Parent text service used daily
- Half Termly attendance newsletter focusing on positive attendance
- School hallway Class Attendance Display
- Timetables displayed clearly on classroom doors so that parents can see lessons missed
- Weekly attendance displayed on classroom door
- Display of our best attending families in school entrance Hall

Registers

Staff must ensure that the registers are completed, saved and shut down at 9.15am every day. The same must happen at 1.30pm every day. Please make sure that this is high priority as the attendance team cannot start their work if the registers are open.

Attendance Procedures

- As soon as registers close at 9.15am, an absence report will be printed and the office staff will list pupils who are absent from school. This will be cross checked against phone calls received and messages left on the school phone system.

- Before a phone call will be made the office staff will check that an error has not been made and the pupil is not in class
- A phone call will be made to the parent of any child who has not reported their child's absence on the first day that they do not attend school
- If we are unable to contact a parent/carer then a home visit will be made on that day. In the interests of safety, two members of staff MUST attend a home visit. If we are unable to speak to a parent or carer during the home visit, then a letter will be posted through the door asking parents/carers to contact school as soon as possible.
- The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.
- If a pupil's attendance drops below 95 percent a Penalty Warning Letter will be sent out to parents.
- If a pupil's attendance drops below 90 percent, the Principal will be informed, and a formal meeting will be arranged with the parents.
- If a pupil's attendance drops below 85 percent a formal meeting will be arranged with the parents to attend an Attendance Panel, with the Principal and Members of the LAB. During this meeting an Attendance contract will be signed with parents.
- If a pupil's attendance drops below 90 percent, the Attendance Officer will complete the paperwork for fines and sent it to the LA.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will complete a CME form and remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

Roles and Responsibilities

LAB <85%	Principal & SLT <90%	Office Staff <95%	Middle Leader <95%	Class Teacher
Panel Meeting with parents and Chair of Governors	Formal meeting with parents Fine paperwork completed and sent to LA	Penalty Warning Letter sent home	Half termly Rag Rate attendance and speak to parents	To welcome back pupils after absence and to discuss informally with parents reasons for absence

Incentives

The school acknowledges good attendance following ways:

Yearly

- 100% badge, certificate and cuddly bear at end of year awards ceremony
- 100% pupils Gold Award school trip – paid for by school
- Most improved attendance Gold Award school trip – paid for by school

Termly

- 96+% attendance certificates, attendance prize and special assembly
- Attendance Disco for pupils who have 96+% attendance for the term

Half Termly

- Attendance Newsletter to parents
- 96+% attendance certificates and special assembly
- Seasonal Half Termly treat for pupils with 96+% attendance for the half term
- Half termly prize for parents of pupils with 96+% attendance

Weekly

- Class with the best attendance gets chocolate biscuits on a Friday afternoon and put in newsletter and on social media
- "Star in the Jar" – every pupil who has 100% attendance for the week is entered into a prize draw during Friday's attendance and put in newsletter and on social media
- Weekly newsletter informing parents of attendance information

Daily

- Daily texts to parents informing of daily attendance, current yearly attendance and best class of the day
- Dojos awarded daily for attendance and punctuality and shared with Parents

Half Termly Prizes

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Pumpkin Carving	Christmas Crafts	Movie and popcorn afternoon	Easter Treats (Cooking)	Summer Crafts	Games afternoon

Termly Prizes

Autumn	Spring	Summer
School Disco	School Disco	School Disco

Attendance Bears

