



## Promoting Good Attendance at Hearsall

Whole Class Attendance		
Initiative	Information	Responsibility
<b>Best Attendance Award</b>	<ul style="list-style-type: none"> <li>Children who have 100% attendance each week or have demonstrated a "Positive Attitude to Attendance", will be given a Golden Ticket.</li> <li>Children demonstrating a significant improvement in their attendance receive a positive postcard home.</li> <li>At the end of each half term the class with the best attendance will win a multitude of prizes including; film/popcorn afternoon voucher, non-uniform day, sweet hamper and picnic afternoon on the Common</li> <li>Any class reaching 100% attendance in a week will have non-uniform day on the following Friday</li> <li>The class winning the best attendance will have the Forest School area for part of lunchtime every day for the following week.</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Bailey updates attendance records each half term.</li> <li>Headteacher to send home praise postcards</li> <li>Class teachers monitor attendance and punctuality and encourage children to aim for prizes as a class</li> </ul>
<b>Parent Partnership</b>	<ul style="list-style-type: none"> <li>At the end of the term, parents who have worked with the school to support attendance go into a raffle. The prize will be a £20:00 voucher for a local supermarket.</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Bailey and Headteacher to identify parents to receive raffle tickets. Draw to take place in assembly.</li> </ul>
Individual Attendance		
100% Yearly Attendance Award	Children who have had 100% attendance across the year will receive an attendance certificate and gift presented in a special assembly at the end of the year.	<ul style="list-style-type: none"> <li>Pastoral Manager to order gifts/Mrs Bailey to prepare list for the assembly</li> </ul>
Green Letter 95% - 96%	Letters will be sent out to parents asking them if there are any barriers preventing their children from attending school.	<ul style="list-style-type: none"> <li>Mrs Bailey and Head Teacher to track attendance and send letters out</li> </ul>
Amber Letter 90% - 94%	A letter will be sent out to parents inviting them to a meeting with the Learning Mentor	<ul style="list-style-type: none"> <li>Mrs Bailey and Head Teacher to track attendance and send letters out.</li> </ul>
Red Letter Below 90%	<ul style="list-style-type: none"> <li>-A letter will be sent out to parents inviting them to a meeting with the Head Teacher and/or Pastoral Manager/Learning Mentor</li> <li>-A 6-week plan will then be agreed and put in place to monitor attendance. The sheet will be completed daily by the Pastoral Manager/Learning Mentor</li> <li>-A review meeting will be arranged if there is little or no improvement.</li> <li>-If attendance has improved as a result of the 6-week plan, a positive postcard will be sent home.</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Bailey to send letters out and arrange meeting times with the Head Teacher</li> <li>Mrs Bailey to prepare 6 week plans</li> <li>Mrs Bailey to arrange review meeting if there is no improvement.</li> </ul>

EWO Attendance Meetings	In severe, persistent absence cases, an attendance meeting will take place with the Head Teacher, Pastoral Manager/Learning Mentor and EWO prior to a parenting contract.	
Half Termly Attendance & Safeguarding Summary Meeting	A meeting will be held on the Wednesday before each half term to discuss safeguarding and attendance concerns.	<ul style="list-style-type: none"> <li>• Mrs Bailey to look at attendance %'s over the half term</li> <li>• Mrs Bailey to send out invites to Attendance meetings.</li> </ul>
<b>Notes:</b>	Any class with a child on long-term sick leave (more than 3 weeks); long-term illness or reduced timetable will have their attendance adjusted accordingly to ensure a fair approach.	