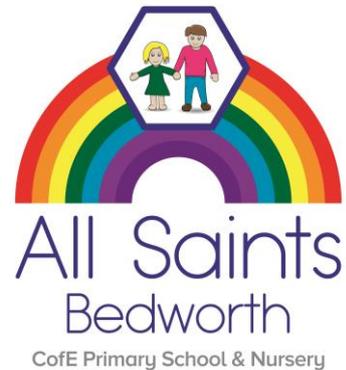


All Saints Bedworth C of E Primary School & Nursery

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Executive Headteacher: Mr Chris Errington
Head of School: Mrs Kerry O'Grady



“Learning and growing together to be the best that we can be”

RE: Attendance Management process

The national target for attendance is 96% All children will have days when they're not able to go to school, whether that's due to illness or a family emergency, and the occasional day off is unlikely to affect their education. However, if a pupil's yearly attendance falls below 90%, the Government would class that child as being 'persistently absent' (unless there are ongoing health implications). If a child's attendance falls below 90%, they are starting to lose a significant amount of learning time which has increasingly detrimental effects on their education.

Whole school attendance at All Saints has been below expectations for several years. Improving our attendance is therefore one of our main priorities. We have created an attendance improvement process which I wanted to share with you.

Attendance Improvement Process

Whole school attendance data is analysed every half term.

Any pupil whose attendance is below 90% will move to step one of the attendance monitoring process.

- 1) Parents/carers are informed that their child's attendance has fallen below 90%. Parents are given a **formal target of achieving 96%** attendance over the next 6 school weeks which is monitored daily
- 2) If attendance is not improved to 96%, parents/carers will need to attend an attendance support meeting where we can discuss how we can work together to help improve your child's attendance.
- 3) If no improvement is made in 6 weeks after the attendance meeting the school will apply for a penalty notice.

On the other side of this letter you will find a breakdown of this attendance process, along with strategies the school has put in place to help support attendance issues. If you have any questions or concerns regarding the subject of attendance, please don't hesitate to contact Mrs O'Grady or Mrs Greenway (Inclusion Co-ordinator)



Nicholas Chamberlaine's
School Foundation



Attendance Improvement Process

How we help

School monitors attendance and pupils who fall below 90% enter our attendance improvement process. Letter sent to parent/carer.

- First day phone calls for all absences
- Access to Inclusion Team to signposting family support
- Termly Attendance badges
- Fortnightly attendance prize for classes with best attendance

1

In the letter, parents/Carers are informed of their child's low attendance and set a target of achieving 96% in the next 6 schools weeks.

- Daily calls
- Adapt rewards
- Access to Inclusion Team to signposting family support

2

If attendance has not improved to 96% or above, parents are invited to a meeting to discuss how we can work together to improve attendance.

- Consider further agency referrals (e.g School health, Early Help Officer)

3

If no improvement is made in the 6 weeks after the meeting, the school will apply for a penalty notice.

Penalty notices are £60 if paid within 21 days. £120 if paid after 21 days but before 28 days. After 28 days parents/carers are liable to be prosecuted by the Local Authority.