

# St. Elizabeth Catholic Primary School

## Attendance & Punctuality Policy



The Governing Body of St Elizabeth Catholic Primary School

Reviewed	October 2022
Next Review	October 2023
Chair of Governor's signature	
Headteacher's Signature	

### **Mission Statement**

**'Inspiring and achieving lifelong learning in a welcoming Catholic community.'**

## **Safeguarding Statement**

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities within an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognize our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **Equality statement**

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimization.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

## **School Values**

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instill a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

## **British Values**

At St Elizabeth, we recognize and promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## **DATA PROTECTION**

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

- All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

## Rationale

Excellent attendance is the key to achievement at school. To gain maximum benefit from education, children must attend regularly and be punctual.

## Aims

- o To contribute raising achievement and attainment of all children.
- o To support and maintain good levels of attendance and punctuality already achieved by a significant majority of pupils.
- o To identify families who need support to increase and maintain improved and consistent levels of attendance and punctuality of their children
- o To achieve and sustain attendance at least in line with national standards.
- o To ensure all absences are followed up and accounted for.

## Partnership between parents and the school

All members of the school community have an important role to play in school life. This includes attendance and punctuality. Parents, governors, children and all school staff will work together to ensure that regular attendance and excellent punctuality enable children to do their best at school.

Partnership between home and school will be communicated and encouraged:

- o at all admission interviews and home visits;
- o through incentives and rewards;
- o in school newsletters;
- o in the governors' termly correspondence with parents
- o in letters from the Chair of Governors to parents and to children
- o at parents' meetings;
- o in children's annual reports;
- o within the home-school agreement which states:

'The school will aim to:

- o ensure that your child is valued for who s/he is and is helped to make good progress in their spiritual, academic, social and physical development
- o inform you of any concerns regarding your child's behaviour, work or health
- o contact you if there is a problem with your child's attendance or punctuality

The family will aim to:

- o ensure that my child attends school by 8.45am
- o ensure that I do not arrange holidays for him/her during the school term
- o inform the school of the reasons for any absences or lateness.

The child will aim to:

- ❖ attend school regularly and on time

## School responsibilities

To improve and maintain good attendance and punctuality we will:

- o fulfil the commitments made in our home-school agreement;
- o provide a broad and balanced curriculum, which takes account of children's individual needs so that they will enjoy learning and will want to come to school;
- o ensure a positive ethos and provide an inclusive environment where all children feel valued and where their successes are explicitly recognised;
- o implement policies which aim to protect children from bullying and any form of harassment or discrimination
- o use our PSHCE & P4C programmes to support children experiencing difficulties;
- o expect children who are under statutory school age in the foundation stage nursery and reception classes, to establish good patterns of attendance and punctuality from the outset;
- o following prolonged absences, we will support children's return to school by arranging a re-integration programme appropriate to their needs;
- o keep clearly recorded registers;
- o follow up all unexplained absences with families and record attempts and outcomes;
- o monitor punctuality and deal with persistent late arrivals in the same way as absence, in as far as lateness impacts upon children's well-being and their ability to progress;
- o actively discourage non-urgent medical and dental appointments during school hours;
- o keep track of time taken to attend GP and dental appointments and follow up if these happen regularly;
- o where absence is known to be unavoidable and prolonged, send work home;
- o provide speedy support for families experiencing difficulties through our Family Support Worker (PSW) and Learning Mentor and, if appropriate, by signposting other services
- o where problems persist, we will make formal referrals

- o to our Attendance and Welfare Advisor.

### **Parents' responsibilities**

Parents and carers will be expected to:

- o keep to the commitments made in the home-school agreement;
- o ensure school has an up-to-date address and contact numbers, including emergency contacts;
- o let the school know at the start of the school day, the reason for any absence and give an expected date of return to school; if absence continues parents should keep in touch with the school;
- o ensure their children arrive at school on time every day so that they are already in the playground when the bell is rung at 8.55 am, able to line up with their classmates, settle into class and be ready to start their work at the beginning of the first lesson;
- o avoid making non-urgent medical and dental appointments in school time;
- o talk to class teachers, a senior member of staff or the Family Support Worker about any issues or concerns which they feel may be affecting their child's happiness in school, their ability to learn and make progress;
- o inform school of known absences in advance, for example a hospital appointment or family funeral.

Parent questionnaires gather family views on attendance and punctuality.

### **Pupils' responsibilities**

Children will be expected to take an increasing part of the responsibility for their attendance and punctuality as appropriate to their age and ability to understand.

Attendance ministers will represent 'pupil voice'. They will address assemblies; meet with the AWA at least termly and be encouraged to support the promotion of good attendance and punctuality throughout the school.

Pupil questionnaires gather children's views on attendance and punctuality.

Children will be expected to:

- o keep to commitments made in the home school agreement;
- o cooperate with their parents and come to school on time every day;
- o settle quickly into class and be ready to start work at the beginning of each lesson;
- o talk to an adult in school about anything which is making them unhappy and stopping them from learning and making progress.

### **Registration**

Registers are legal documents. They will be completed twice a day, in the morning and during the afternoon session. They will be completed in accordance with school guidance using the appropriate codes.

Class teachers and office staff are responsible for completing the registers. Recording's will be accurate and easily understood. Paper registers will not be altered. Changes will be annotated so that they are clear.

### **Children Leaving School during the School Day**

When it is absolutely necessary for a child to leave school during the day, this is noted on Integris, our Management Information System. The parent must write a note to the class teacher/office to inform them of an appointment or visit. The Senior Office Administrator oversees this process seeking the support of a member of the leadership team as needed, e.g. for a reason other than a medical/dental appointment.

### **Authorised and unauthorised absence**

Only school may authorise absences. An explanation of absence does not necessarily mean an absence will be authorised. However, where an exceptional reason is given in most cases absences will be authorised. Queried reasons will be referred to the Assistant Headteacher leading on attendance and punctuality or to the Headteacher, who will decide whether to authorise the absence.

Class teachers are not expected to record reasons for absence and should refer parents to the school office where a note will be taken. Telephone messages about absence will be recorded on the school's Integris system.

Parents will be advised that it is not acceptable (Education Act 1996) for children to be absent for the following reasons:

- to translate for family or friends;
- to spend a long weekend at the caravan or elsewhere;
- to stay at home for a delivery or the electricity or gas company
- to go shopping;
- to look after brothers or sisters;
- to go to the airport;
- to visit relatives.

All unexplained absences will be followed up (see Appendix 1).

Absence which causes concern is defined as:

- unauthorised absence;
- unexplained absence;
- absence which causes attendance to fall below 95%;
- absence which follows a particular pattern.

In accordance with THAWS advice, the absences of children who are 'open cases' (formally referred) to the Attendance and Welfare Advisor (AWA) will only be authorised by the Assistant Headteacher or Headteacher with reference to the AWA, unless some form of evidence is provided. The PSW will make teachers aware of these children.

### **Religious Observance**

Agreed absences for religious observance are authorised. Time is not allowed for preparation for a religious festival, or afterwards. The Headteacher, Assistant Headteacher and Attendance Officer follow up all absences occurring after religious festivals.

### **Holidays in Term Time/Extended Leave**

Children do best when their education at school is uninterrupted. They need to spend as much time in school as possible. The governors have adopted the authority's guidelines on holidays in term time. There is a separate Request for Leave Policy.

### **Missing Children**

When children are absent and their whereabouts cannot be established through the school's normal procedures, they will be referred to Tower Hamlets Attendance and Welfare Service. When tracking a missing child, the Assistant Headteacher will log procedures using the school's Missing Children Checklist and in accordance with local authority guidance.

### **In-School Attendance and Punctuality Meetings**

After analysis of attendance and punctuality figures, if there is a concern about a child's overall level of attendance and / or punctuality, parents will be invited to come into school to discuss this with the PSW/Assistant Headteacher/AWA and possibly with the Headteacher.

Actions are agreed; a record of the meeting is made and given to the family, the class teacher, and AWA. A copy is kept in the child's file and in the attendance file. On-going attendance and punctuality is monitored. Further meetings are held as needed.

### **Punctuality**

Children are encouraged to be in the playground at 8.50am ready to line up with their classmates when the bell is rung at 8.55am. Register is called at 9.00am, any children arriving after 9.05am are marked late. Names and times of arrival are recorded in the late book and by the PSW and transferred to the Integris system.

The 'late book' is kept in the office. Consistent and accurate records are to be kept. Time of late arrivals and reasons will be recorded on the Integris system for children arriving from 9.05am. Lateness will be followed up by the PSW. If there is no improvement then the AWA may become involved.

### **Persistent Lateness**

Where there is persistent lateness parents are asked to meet with the Headteacher and assistant Headteacher for attendance and punctuality. A record of the meeting is made and copied for the family. Meetings are tracked and evaluated. (See Appendix 2.)

### **Punctuality Days**

Punctuality Days are held termly. The purpose of Punctuality Days is to promote and sustain awareness of the need for everyone to be on time for school, and to provide a 'snapshot' of the numbers of children who are late. Statistics are recorded and reported in the school newsletter and ClassDojo. Figures are evaluated term on term and year on year.

### **Family Support Worker and Attendance Welfare Advisor**

The PSW supports families in a variety of ways, including helping to improve attendance and punctuality. Parents may request personal support directly or indirectly through other staff members. Information from meetings is recorded and/or shared as necessary. Confidentiality is respected. The PSW is supported in this work by the Assistant Headteacher and Headteacher.

The AWA works with the school and families to support children's attendance and punctuality.

Referrals will be made to the AWA in line with criteria for unexplained and medical absences and lateness. All referrals will be recorded and copies placed in child's school file.

Following AWA assessment, a plan for improving attendance will be agreed with the family. This could include unauthorising absences not covered by medical evidence to enable legal proceedings to be taken where appropriate. Where appropriate, further advice from other outside agencies may be sought, eg the Educational Psychology Service, Child and Adolescent Mental Health Service or School Health Team. When needed consideration will be given to assessing children's needs through the EHM process (Early Help Module – see appendix 1 and AWA Service guidance). The Assistant Head or PSW will provide the school's contribution to EHM initiated by the AWA.

### **Transition**

**Starting School:** Workshops are held for families of children joining the nursery. The PSW is always involved in these. The need and reasons for good attendance and punctuality is highlighted. Moving to a new class or key stage: Class meetings are held for all parents. The need for good attendance and punctuality is highlighted. **Secondary Transfer:** Transition links are established with secondary school AWAs. When possible the secondary AWA attends any in-school attendance meetings held for Year 6 children. In addition, as a preventative measure the secondary AWA and Globe's PSW will hold workshops with the Year 5/6 classes during the second half of the summer term.

### **Incentives and Rewards**

School will recognise good and improved attendance and punctuality by:

- o presenting class 'Best Attendance This Month' certificates, Attendance Trophy in KS1 and KS2 assemblies;
- o prizes for classes when targets are reached;
- o presenting the trophy + 'Best Attendance Certificate';
- o presenting individual termly attendance certificates - gold 100%, silver 99-97% and bronze 96-95%. Presented at the end of each term;
- o special prize for 100% for the whole year;
- o encouraging children and families privately by sending individual letters to parents
- o bar charts - whole school display charting class weekly attendance, maintained by office staff, PSW and attendance monitors;
- o publishing attendance targets and weekly attendance and punctuality data for all classes in the newsletter
- o presenting Best Punctuality certificates in assembly – organised by PSW
- o stickers and certificates for children improving;
- o attendance celebrations

### **Communication**

Attendance rates are communicated throughout the school community in a variety of ways:

- o newsletters – including our school website
- o communication via ClassDojo (our parental communication platform)
- o individual letters to parent/carers;
- o displays - in class and in common areas;
- o annual reports;
- o meetings with individuals and groups;
- o governors' annual report to parents.
- o assemblies

### **Monitoring and Evaluation**

In addition to termly DfE and LA collection of data for monitoring purposes, the following school procedures are in place:

- o Registers inspections - electronic and printed versions of registers are monitored by the school's AWA, at least annually and usually twice a year. Feedback if provided and actions taken.
- o To support staff in register completion, the PSW provides feedback to individual teachers as needed; whole staff feedback is provided after an AWA register inspection.
- o Attendance levels - whole school, key stage and class attendance and absence rates are compiled weekly; discussed at attendance meetings with action being taken as needed;
- o Attendance causing concern - the attendance levels of individuals causing concern, as highlighted by whole school surveys, are tracked half-termly; a cumulative record is kept.
- o Punctuality - is monitored by the PSW - actions taken; Punctuality Day figures are logged, compared and reported to families. Meetings with the Assistant Headteacher for attendance and the Headteacher are held and recorded where there is persistent lateness.
- o Extended Leave/Holidays in Term Time – applications are logged by the office manager and tracked by the PSW. These are discussed at attendance meetings; action taken as needed.
- o The Attendance Action Plan is reviewed termly and evaluated at the end of the year.
- o Policy - the effectiveness of the Whole School Attendance and Punctuality Policy and procedures is evaluated annually by the attendance team. Necessary adjustments and amendments are made.
- o Recommendations from the AWA's Annual Inspection Analysis Report are incorporated in the school's action plan for the following year.

**Review**

This policy will be reviewed at least every year as part of the school's cycle, sooner in the case of new information, changes and/or legislation.

<b>Recommended by Pupil Support &amp; Community Committee:</b>  <b>Date of FGB Ratification:</b>	<b>Signed:</b>  <b>Ms A John (HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>
<b>Review date: October 2019</b>	<b>Signed:</b>  <b>Ms A John (HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>
<b>Review date:</b>	<b>Signed:</b>  <b>Ms A John (HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>

**Completing registers – recording and following up absences**

**Before School:**

- Reasons for absence are entered directly on to Integris electronic registers by admin staff.
- This is done when parent/carer phones, comes into the office or leaves a message on the answer phone saying why their child is absent from school

**Class registers:**

Teachers complete class registers as soon as the children come into class in the morning and again in the afternoon

EYFS - in the teacher's absence, a nursery nurse will take the register.

Registers must be submitted promptly as soon as they are taken morning and afternoon.

**Paper registers:**

- If supply teachers are unable to access Integris, they should complete paper registers am and pm.
- Paper registers to be sent back to the school office as soon as they are done – am and pm
- Admin staff enter data from paper registers on to Integris immediately they are received, am and pm.
- Paper registers should be destroyed once data has been entered.

**Print out of registers:**

Admin staff make an initial print out as soon as all registers have been submitted – no later than 9.10 am, along with a concise print out detailing all children not recorded as present.

A second print out is made, once the reasons for absence have been entered. This is amended manually thereafter. The afternoon print-out is made at 1.30 pm when all registers should have been completed.

**Total number of children recorded:**

- Printed registers: admin staff note the total number of children present at the bottom of each class register.
- Totals are adjusted + or – alongside original figure when children come very late or have to leave/return to school after an appointment.

**Children leaving/returning to school during the school day:**

- This is recorded on the paper registers and Integris.
- Register totals are adjusted at the same time as indicated above

**Recording absences and lateness (see appendix 2):**

- Admin staff enter all data (codes + reason for absence; late arrival) onto Integris and then makes follow up calls. This data is also added.
- Absences after this, for whatever reason, and very late arrivals, should be recorded on Integris and printed registers by admin staff as the information is received.

**Following up Absences - all absences must be accounted for:**

- Registers are checked by the PSW; all unaccounted absences are followed up and recorded
- The PSW makes a weekly check on any unaccounted absences (N coding); N coding will be followed up again and amendments made to Integris.
- The number of phone calls which have had to be made is recorded.
- "Reason for Absence" letters are sent if it has still not been possible to account for a child's absence. A record is kept. Where this happens persistently, a meeting will be requested.

**First Day Contact:**

- Admin staff call all families of children who are absent and no reason has been given.
- Priority is given to the families of vulnerable pupils.
- Looked After Children through Welfare Call.

### **Monitoring to Maintain High Standards of Register-keeping:**

- Integris registers are checked as part of the PSW 's ongoing work.
- Any discrepancies are followed up by the PSW directly by speaking with classteachers
- General feedback is given at staff meetings/Governor meetings – especially after an AWA register inspection.
- There is also the annual AWA register inspection – usually in the Autumn term.

### **Referral to AWA:**

Referrals to AWA are made after all attempts have been made to support families, including discussion at attendance meetings. The PSW will inform the Head and the classteacher.

Referrals are made where there are:

- 10 consecutive days of unauthorized absence.
- 5 sessions of unauthorized absence in a 5-week period
- 15 sessions of authorized absence in a 5-week period with no medical evidence provided
- Failure to return to school following a fixed term exclusion.
- Pupils known to have returned from extended leave where an application for re-admission has not been received by Pupil Services
- Pupils of school age whose parents have notified the school in writing that they are home educating

An up to date and accurate print out of the child's attendance will be attached to the referral.

Copies of all documentation will go on the child's file and the attendance file.

The school should receive copies of all letters sent to parents by the AWA.

### **Referral Routes – THAWS 1 and CAF:**

Where it is clear that parents need only to be reminded of their responsibilities for their child's attendance and/or punctuality, the PSW and Admin staff complete the Attendance Referral Form (THAWS 1) which complies with EHA requirements. Copies are filed and parents informed.

Where the reasons for poor attendance and punctuality are not clear, consideration will be given to assessing the child's needs through the Early Help Assessment (EHA). This may be done by the AWA or Assistant Headteacher/PSW. EHAs may only be completed with parents' consent.

Where an EHA has already been initiated for reasons other than attendance and punctuality, referral to THAWS may form part of the action plan.

### **Safeguarding and Child Protection**

Children on the Child Protection Register should be referred by the Headteacher (Designated CP teacher) in accordance with the contents of the Child Protection Plan. The Child Protection Advice Line may be contacted

### **Appendix 2 - Punctuality Procedures**

#### **Recording, monitoring and reviewing lateness**

##### **Late Book and Registers:**

Learning Mentors and support staff:

- record late arrivals in the late folder in the morning according to number of minutes late
- give the late folder to the SAO so she can order lunches
- late arrivals are entered on to Integris

##### **Children arriving after the PSW has completed registers:**

- The SAO/ admin staff record late arrival on Integris with reason.
- If the register print out has been done, the paper register should also be amended, total adjusted and lunch ordered

##### **Reasons for lateness:**

These will not be recorded when children are only a few minutes late. Reasons should be noted when children arrive after 9.05 am.

### How lateness is recorded on Integris:

Children with general reasons for lateness, eg traffic, up late	'L' + time
Children who get their mark in class but are in the late book.	'L' + time
Children regularly late or arriving after 9.15 – reason is noted	'L' + reason
Children late in due to therapy session, eg OT, SLT, CAMHS. If the child comes into school first this does not apply.	'L' + reason

### Late Letters:

PSW updates punctuality spreadsheet weekly, sends and records all letters and actions taken.

**Late Letter 1** reminds parents of the need to be in school on time every day. Sent when child has:

- 2 late marks in one week. (Where there have been medical appointments this may not apply but will be discussed with the Assistant Head)
- when there is a sustained pattern of lateness e.g. once a week over three weeks
- **Late Letter 2** invites parents to a meeting with PSW and/or Assistant Head/AWA. Sent when there is another late arrival the following week

### Punctuality Meetings:

At meetings parents will be reminded of the Home School Agreement; the effects of lateness on achievement and attitude, and the disruption to the smooth running of classes.

Meetings are recorded; decisions, agreements and actions noted and circulated to parents; the attendance file; AWA; classteacher and child's file.

Where lateness is persistent over half a term – meetings will be held with the Assistant Headteacher and the Headteacher.

### Criteria for Referral to AWA:

Referral for lateness will be agreed with AWA.

Criterion: 15 late marks in a 5-week period.

### Late Collection at the End of the School Day:

Children are brought to "Late Club" at 3.40pm which is supervised by the PWA and Learning Mentor; if not collected by 4.00pm are taken to ASC. There is a charge for the "Late Club" of £4 per child per session.

LA guidance for Children Not Collected will be followed.

### Targeting Particular Classes

Where there are general attendance or punctuality issues affecting a whole class or phase group, a letter may be sent to families. This would be from the Headteacher or Assistant Headteacher or the AWA.

Similarly, where there is an improvement, this will be noted and celebrated, e.g. with stickers/certificates/letters home/letters to the children/special mentions and class visits.

## **Appendix 3 – Procedures for informing parents; tracking and in-school meetings**

### Informing all parents/carers of their children's attendance levels:

During the Autumn term, at the Parent/ Teacher consultations, parents are informed of children's attendance figures. Letters are then sent to those children whose attendance has improved significantly throughout the course of the academic year.

In the second half of the summer term, admin staff supply class teachers with levels of attendance and punctuality for all the children in their class. This figure is included in the child's annual report.

### Tracking attendance:

Whole school attendance figures for the half term are provided by the SAO and scrutinized by the PSW.

Concerns are triggered by:

- attendance below 90%
- no improvement where concerns have been discussed previously
- an erratic pattern of attendance
- low attendance caused by leave in term time

Actions may include:

- parents being invited to a meeting with the PSW, Assistant Headteacher and/or the Attendance and Welfare Advisor.
- a referral to the AWA

These decisions are made by the PSW and Assistant Head and where needed, with advice from the school's AWA

**Procedures for meetings:**

- PSW and Assistant Head draws up a timetable for meetings; copy to AWA where she is to be involved
- PSW sends out letters to parents with appointment times;
- Before meetings PSW prints off attendance summaries.
- PSW notes details and highlights absences and late arrivals on children's herringbones ready for the meetings.
- On the day of the meeting, parents are prompted to attend by a phone call (if this thought to be needed) – this may be by the SAO/PSW
- If the parent is unable to attend, the appointment is rescheduled for later that day or another day; this may be done by the SAO in discussion with the PSW or Assistant Headteacher
- Parents attendance is recorded by the PSW.
- Copies of the record of the meeting are made by the PSW /Assistant Head. Copies are kept in children's files and in the attendance file.

Where possible meetings are scheduled to coincide with one of the AWAs regular visits.

**Follow up**

- Attendance is tracked and monitored at the end of each half term.
- Where there has been an improvement, a congratulatory letter is sent to the family.
- Where there is no improvement, follow up meetings will be held
- Where attendance continues to fall, this may result in referral to THAWS.

**DfE - Tracking Persistent Absence:**

The procedures above are in addition to the statutory monitoring required by the DfE. The Data Officer completes the DfE Persistent Absence Tracker for all pupils whose absence fell below 90% the previous year or whose absences reach the PA threshold during the year.

Figures are analyzed half termly and actions taken.

Analysis is forwarded to the Headteacher, AWA and Attendance Governor