



If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. At Poulton Lancelyn, we are committed to working together with pupils and parents to ensure good attendance and punctuality.

Monitoring

- School office phone calls to parents on first day of absence if no reason for absence has been received. Logged on Arbor.
- Follow up phone call on subsequent days depending on nature of illness. Offer of phone call with attendance lead if required. Logged on Arbor.
- Whole school attendance and group data viewed daily on Arbor dashboard by E Headteacher & Head of School.
- Half termly review meetings between E.Headteacher, Head of School, SENCo & Pastoral Lead held, looking at group and individual attendance.

Promoting Attendance

- Year group & whole school weekly attendance data published on the week ahead email along with attendance messages.
- Termly attendance data sent to parents
- Sharing high attendance days on Twitter.
- Class attendance recognised in weekly celebration assembly.

Stepped Interventions

Attendance %	Stage	Actions Taken	Support (offered at all stages)
92%-96%	School Intervention Stage 1	Depending on the context and understanding of the absence a letter (appendix 1) will be sent home.	Attendance Lead support Transport and financial support
86%-91%	School Intervention Stage 2	A phone call to the parent/carer made by the attendance lead requesting a meeting to discuss any barriers to high attendance and an offering of support. Minutes of meeting kept. Four week support plan (appendix 2) created and monitored.	Home visits School Nurse support SENCo involvement Pastoral Support (see school mental health and well-being offer)
85% and below	School and Local Authority Attendance Officer Intervention	A letter (appendix 3) to be sent home requesting a meeting with a parent/carer with the attendance lead, headteacher and possible involvement of the Local Authority attendance officer. Four week support plan (appendix 2) created and monitored.	Local Authority Attendance Officer involvement Designated Safeguarding Lead involvement