



Appendix 1 Attendance - Barnham Primary School

Principles and Processes

Principles

Engage, Enjoy, Achieve = Key ingredients for excellent attendance.

We believe pupils can experience these key ingredients by:

- Developing healthy and positive relationships with staff.
- Building friendship with their peers.
- Taking part in school clubs.
- Being immersed in an engaging and varied curriculum.
- Learning in a supportive but challenging environment.
- Have success as a learner.

Processes

Monitoring and Tracking Attendance

- Use the school's Nurture File to identify potentially vulnerable pupils/families in terms of attendance.
- Filter holiday requests on identified needs of families and their situation. For example, shift patterns of emergency services workers, therapeutic breaks for PD children.
- Monthly detailed tracking of Attendance levels. This includes pupils who are identified as 'Persistent Absence' (recording reason), Ever 6, Looked After, SEN Support, Statemented/EHCP and Ethnic Groups. Data is compared with national level and shared with Trustees in the termly Headteacher's Report.
- Pupil's/Carers receive an annual Attendance Register for their child.
- Pupils/families discussed at Strategic and Operation meetings.

Interventions and Challenge

- Each term, the parents/carers of pupil's who are identified as 'Persistent Absence' are informed by letter.
- Discussion at Parent/Carer meetings or ILP meetings.
- Individual Action Plans created where necessary with the option of involving outside agencies.

Celebration

- Weekly Attendance Awards for Reception/Key Stage 1 and Key Stage 2.

