Rushbrook Primary Academy
Nurturing a love of learning.

Bright Futures
EDUCATIONAL TRUST

Attendance Action, Routines, and Responsibilities

Daily Routine for Attendance Management

Time	Action	Person (Role)
7:40am	**Early bird calls to children with U Codes.**	Michelle Gandy (DDSL)*
8.30am	**Check admin e-mails for school absence.**	Molly Elms (R)*
8.30am	**Retrieve and receive telephone messages and emails for absences**.	Tracy McHugh (AT)* Karen Welsby (AT) Molly Elms (R)
8:35am	**Greet families at school gates.**	Matt Carroll (Principal) Michelle Gandy (DDSL) Sharon Egan (DDSL) Matt Foreman (AP)* Val Helliar (AP) Soraya Wallace (AP) Tracy McHugh (AT) (@8:45am)
8.45am	**School starts.** **Daily greeting by Teachers/ TAs,** purposefully developing relationships with children. **Take a register** in the first 10 minutes of the day.	Class Teachers
8:55am	**Gates close. Children classed as Late.**	Matt Carroll (Principal) Michelle Gandy (DDSL) Sharon Egan (DDSL) Matt Foreman (AP) Val Helliar (AP) Soraya Wallace (AP/ DSL)
8.55am – 9.15am	**Receive late pupils** in attendance office and record arrival time for each pupil. Welcome the child but challenge parents/ carers for the lack of punctuality. Ask the parents/ carers to sign the Late book in reception, giving a reason for being late. Mark as an L code if there isn't an appropriate reason for punctuality. **Take Late children to class.** **Teachers/ PLAs greet children in class and help them settle (introduce lesson/ learning and support children to join in class activity)**	Tracy McHugh (AT) Molly Elms (R) Karen Welsby (AT) Molly Elms (R) Becky Kerr (OA)* Class Teachers and PLAs
8.55am	**Check for missing registers.**	Karen Welsby (AT) Tracy McHugh (AT)
9.15am onwards	**Pupils arriving late after registers have closed.** Use U code if there isn't a good reason or another appropriate code e.g. M for a medical appointment. Add time of arrival using right click function in SIMS and staff initials.	Karen Welsby (AT) Tracy McHugh (AT) Becky Kerr (OA)
9.00am	**Absence phone calls** home to chase up unexplained absence. If there is no answer leave a message but try at least the top two contact numbers. Leave a comment on SIMS and staff initials, log all phone calls on CPOMs.	Karen Welsby (AT)
9:20am	**Attendance walk around** to check for lates. Daily Attendance sheet to be checked by SLT & Safeguarding team. A copy given to DSL, with agreed Home visits to be carried out.	Tracy McHugh (AT) Michelle Gandy (DDSL) Sharon Egan (DDSL) Soraya Wallace (AP/ DSL)

		Karen Welsby (AT)
10.00am	**Home Visits conducted. All visits logged on CPOMs. Safeguarding team/ staff governor to visit CP/ CIN/ CLA/ Emotionally Based School Avoiders children.**	Tracy McHugh (AT) Michelle Gandy (DDSL) Sharon Egan (DDSL) Soraya Wallace (AP/ DSL)
10.00am	**Daily calls to any alternative providers / schools where pupils are on managed moves** to follow up on any absences.	Karen Welsby (AT)
12:30- 13:30	**Afternoon registers taken.**	Class teachers
12:30- 13:30	**Check for missing registers.** **Send names of any teachers to SLT Lead** who have missed registers on that day. Use escalation process for repeat offenders.	Karen Welsby (AT) Tracy McHugh (AT)
13:30	**Absence phone calls** home to chase up unexplained N codes from the morning session. If there is no answer leave a message but try at least the top two contact numbers. Leave a comment on SIMS and staff initials, log all phone calls on CPOMs.	Karen Welsby (AT) Tracy McHugh (AT)
13:30	**Home Visits conducted if unanswered in the morning session.**	Tracy McHugh (AT) Michelle Gandy (DDSL) Sharon Egan (DDSL) Soraya Wallace (AP/ DSL)

Weekly Routine

Action	Person (role)
Weekly attendance update to class teachers. Share the pupils' cumulative and last week's attendance in the Bulletin. Celebrate success and improvement. This may be a reminder about procedures or a praise for a colleague or pupil. Keep attendance high profile and ensure everyone knows you are the Attendance Champion. Challenge poor attendance.	Tracy McHugh (AT) Matt Carroll (Principal)
Deliver effective attendance messages in assembly – provide pupils with an update on class/year group attendance figures. Update the Attendance Tram Display in the hall. Highest attending class to receive a reward from the Attendance Rushopoly board.	Tracy McHugh (AT) SLT/ Phase Leads link
Analyse weekly attendance data	Matt Carroll (Principal) Soraya Wallace (AP/ DSL)
Hand out 100% attendance/ Improved Attendance/ Improved Punctuality certificates to key children.	Tracy McHugh (AT) Karen Welsby (AT)

Fortnightly Routine

Action	Person (role)
Fortnightly Inclusion meetings. Discuss reasons for absences of PA children/ at risk of PA children and strategies to remove barriers to attendance/ punctuality. Attendance for Medical needs. Attendance for children with SEND. Emotionally Based School Avoidance (EBSA) Any other Attendance. Weekly attendance update to class teachers.	Tracy McHugh (AT) Michelle Gandy (DDSL) Sharon Egan (DDSL) Desilda Lowe (PL) Jo Mills (SENDco) Laura Sutton (SENDco) Soraya Wallace (AP/ DSL) Karen Welsby (AT) Kate Shaw *(Link Governor for Attendance) half termly* *Principal and APs invited half termly*

Half Termly Routine

Action .	Person (role)
To hold Panel/ Panel review meetings with key families. Discuss how school can support with attendance/ punctuality and put an improvement plan in place. Review previous Panels with Families to attain whether further support is needed.	Sharon Egan (DDSL/ staff governors) Tracy McHugh (AT) Karen Welsby (AT)
Early Help Assessment. A recording of the needs identified following a Strength Based Conversation and the initial S.M.A.R.T plan agreed with parents/ carers, including 'How to improve attendance/ punctuality'. Refer to external EHA if the case is complex.	Michelle Gandy (DDSL) Tracy McHugh (AT) Jo Mills (SENDCO)
Conduct attendance and punctuality risk register review. Ensure there is an update commenting on barriers to attendance and the strategies to remove them for all pupils below 92%. Assess whether action is having impact or whether the issue needs to be escalated. Link with external agencies.	Tracy McHugh (AT) Michelle Gandy (DDSL) Sharon Egan (DDSL) Desilda Lowe (PL) Jo Mills (SENDco) Laura Sutton (SENDco) Soraya Wallace (AP/ DSL) Karen Welsby (AT) Kate Shaw *(Link Governor for Attendance) half termly*
Ensure effective communications are in place to remind parents/ carers of the return date with reminders throughout the holiday period.	Becky Kerr (OA) Matt Carroll (Principal) Soraya Wallace (AP/ DSL)
Referrals to Therapeutic/ academic intervention. To support children maintain good/ improve Attendance and Punctuality minimising barriers, and creating opportunities for positive and meaningful involvement in school.	All staff

Update the Pupils at Risk of becoming Permanently Absent board in the staff room. Teachers/ PLAs to offer additional support in class and make referrals for Therapeutic Interventions for the children.	Tracy McHugh (AT) Soraya Wallace (AP/ DSL) Class teachers & PLAs

Termly Routine

Action	Person (role)
Prepare attendance and punctuality data for the LGB report.	Tracy McHugh (AT) Karen Welsby (AT) Soraya Wallace (AP/ DSL)
Review and analyse attendance/ punctuality data look for trends in data	Tracy McHugh (AT) Karen Welsby (AT) Soraya Wallace (AP/ DSL)
Review rewards for attendance and punctuality. Try to keep them fresh and dynamic. Useful to get pupil voice.	Tracy McHugh (AT) Karen Welsby (AT) Soraya Wallace (AP/ DSL)

Annual Routine

Action	Person (role)
Reward pupils with 100% attendance and most improved attendance. Try to keep rewards fresh and dynamic.	Tracy McHugh (AT) Karen Welsby (AT) Soraya Wallace (AP/ DSL)
Ensure effective communications are in place to remind pupils of the September return date with reminders throughout the summer holidays.	Becky Kerr (OA) Matt Carroll (Principal) Soraya Wallace (AP/ DSL)
Ensure teachers have Attendance and Punctuality data for annual reports.	Tracy McHugh (AT) Karen Welsby (AT)

***Roles:**

AT- Attendance Team
R- Receptionist
OA- Office Administrator
PL- Pastoral Lead
AP- Assistant Principal
DSL- Designated Safeguarding Lead
DDSL- Deputy Designated Safeguarding Lead