



As part of the Maltby Learning Trust, we are committed to delivering exceptional learning experiences that enable all young people to thrive in a competitive world and lead successful and fulfilling lives.

Our curriculum intent statement embodies the vision and values of the Trust. We passionately believe that every child should have the best possible start in life and deserves a curriculum designed to ensure they get the knowledge, skills and cultural capital they need to succeed.

Attendance Strategies 2024-2025

Driving Whole Academy Attendance

Actions	Timescales	By whom	Overview
1. Parent Communication/priority phone calls (from 9am)	Daily 09:00-09:15	Reception/LJ	Phone calls are made with the aim to receive information from parents regarding their child's absence. This is added to SIMs. This is then communicated via email to LJ (Principal) and APR (Pastoral).
2. Home Visits	Daily After 10:30am	LJ/APr/APi	Home visits are made if we have not received a reason for a child's absence.
3. Weekly Attendance Reward Incentives - 100% Sticker in Planner	Weekly	Teachers/Teaching Assistants/Pupil	Each week all students who have 100% attendance receive a star sticker to put into their planner. They are then put onto the 100% spreadsheet and entered into the weekly £10 Amazon voucher draw, which is drawn out in assembly.
4. Half Term Attendance Reward Incentives	Half Term	Principal	Students who attend every day with 100% attendance for a full half term receive a certificate, which is presented in the end of half term assembly and are put into the half term draw for a £50 Amazon voucher and attendance teddy.
5. Full Term Attendance Reward Incentive	Full Term	Principal	Students who attend every day with 100% attendance for a full term receive a certificate, stationery gift (a pencil and bookmark) and an invite to an attendance reward event (disco, film treat etc).



Ravenfield Primary Academy

6. Non-authorisation of medical appointments	Ongoing throughout the year	Reception	All parents need to provide evidence of medical/dental appointments made in school time. We encourage parents to book said appointments outside of the school day to maximize attendance and increase exceptional learning experiences.
7. Zero tolerance on holidays	Ongoing	Reception	Parents are signposted to the LA Attendance page if they have any queries about holidays in term time. Procedures in place (holiday form booking system, letter to parents and parents aware of fines). FPN issues as appropriate by council.
8. Clear pathways for inputting holiday/medical marks.	Ongoing	Reception	All records of holidays or medical appointments are inputted to class SIMS in advance of the absence. This reduces time spent investigating on the day of absence and allows all relevant staff to see why a child is absent.
9. Transition meetings for attendance (PA list to secondary schools)	June of Year 6	Teachers	Close partnership with transition schools to ensure we send attendance history for any students joining the secondary schools.
10. Pastoral/Safeguarding Team Attendance Engagement	Daily	APr/LJ/Reception	Daily absentees list sent to the pastoral/safeguarding team.
11. Attendance team	Ongoing	Reception	Dedicated attendance team that start from 8am each day to ensure staff can effectively take registers. Continual monitoring throughout the day and embedding strategies in everyday practice to improve attendance. Attendance Officer takes a lead on different initiatives.
12. Late submitted register log	Daily 9-9:10 After lunch	Reception	Reception staff monitor completion of register and notify staff if they have not been completed. Non-completion of registers is reported to Principal to follow up with individual staff members.



13. Reception communication	Daily	Reception	Reception log on SIMS pupils who have come into school late. They take their lunch choice and let the kitchen staff know.
14. Attendance Code Cleansing	Daily (after morning and afternoon registers)	Reception	A check is completed by the reception team to ensure all marks are in and any discrepancies are followed up. This also allows the attendance team to highlight any causes for concerns or persistent absence that needs tackling.
15. Attendance and Safeguarding/Pastoral Team Links	Daily AM	Reception/APr/LJ	Attendance Team check students from priority spreadsheet and inform safeguarding if these students are absent and no communication home. This can trigger welfare checks for safeguarding reasons. Also regarding PA students and patterns of absences. This triggers responsive and targeted approaches to support put in place.

Tackling Absences

Actions	Timescales	By whom	Overview
1. Attendance phone line	All day	Reception	Dedicated attendance line for parents to report absences.
2. Home visits by attendance team/pastoral	When required	Principal/Safeguarding/Attendance Lead	<p>Visits completed to persistently absent students or we haven't received a reason for the absence. Also including:</p> <ol style="list-style-type: none"> 1) Lack of engagement from parent 2) Safeguarding Concern 3) Medical Concern 4) CME <p>Visits should be completed in 2's if there are known concerns or if there are other professionals involved (e.g. LAC, CIN, CP). Home visits logged on SIMS/CPOMS.</p>



3. Communication log	Daily	Reception	All communication home to parents regarding absences is logged on SIMs or CPOMS (if required).
4. Monitoring/Tracking of Attendance	Weekly	Reception/LJ	Report generated each week on pupils below 92%. Tracking spreadsheet completed and decisions on letters sent to parents. Attendance Concern letter sent first followed up if no improvement by Pre-Pathway letter. If there is an improvement put in a plan of support.
5. Attendance Meetings	Weekly	LJ/APr	Weekly meetings held to discuss pupils on monitoring list and next steps. This is to include discussions around vulnerable pupils.
6. Panel Meetings	When required	LJ/Safeguarding/Class Teacher/APi	Once pupil's attendance drops after letter 1 issued, attendance panel meeting takes place at earliest opportunity (4 weeks after letter one if no improvement) Meetings to include parent, attendance team and class teacher. Clearly discuss support and outline attendance support pathways including risk of attendance escalation. SMART targets are set following LA guidance to support pupil accessing school full time. Plan is in place for 4 weeks. If parent fails to keep to targets the plan escalates to Pathway letter.
7. CME, EHE referrals	Ongoing	CHA/RPE	When student is identified as Child Missing Education APi refers on to Rotherham CME.
8. Attendance Data Shared with trust	Weekly Half Termly	Reception/LJ	Weekly attendance data to Trust – including weekly attendance %, persistent absences, staff absences. Data involving subgroup categories figures including PP, SEN, Year groups etc are also shared with Principals/Governors (as and when required).



<p>9. Monitoring/reviewing impact of attendance support plans through LM</p>	<p>Fortnightly</p>	<p>APi/APr/LJ/Safeguarding Team</p>	<p>Attendance support plans will be a rolling agenda item for every Attendance Meeting. The provisions in place will be reviewed alongside pupils' weekly attendance. Follow up phone calls to parents will take place to communicate progress towards attendance targets. Review of attendance support plans shared with safeguarding/pastoral.</p>
<p>10. Targeting support meetings with Link Worker</p>	<p>September 2024 onwards – once per term</p>	<p>APr/APi/LJ/Link Worker</p>	<p>School allocated new Link Worker by local authority to support school actioning attendance issues. Link Worker will be provided with Full PA List, RAG rating (green – social care/yellow – early help), reduced provision list.</p> <p>Know early help worker/CAMHS/Social Care, who is on SAMP Pathway and at what stage.</p> <p>Discuss pupils who are not open to anyone, what we have done, parent mtgs, barriers in school.</p>