

Attendance Percentage	Lessons missed	Responsible	Responses	Acknowledgement/ Success	Daily Actions	Weekly Actions	Termly Actions	Overview
100% -98%	4 days 24 lessons	Class teachers	1. Teachers celebrate during termly attendance assembly 2. Teacher tracks to monitor, celebrate improvement in pupils' attendance or address pupils who's attendance is at risk of falling below 98%	1. Acknowledge for 100% weeks 2. Half termly attendance certificates for 100% and 98% 3. Extra playtime reward for 100% and 98% half-termly attendance 3. Weekly trophy for class with highest attendance	1. First and subsequent days of absence parents/carers notify the school 2. Office contacts parents/cares if no call	1. Teachers attendance data rich conversations during registration 2. School newsletter to acknowledge class 100% attendance	1. Attendance certificates and extra playtime 2. Headteacher Attendance monitoring	Headteacher Behaviour and Attendance Leads
95% -97.9%	9 days 2 weeks 54 lessons	Class teachers	1. Teacher tracks to monitor and celebrate improvement in pupils' attendance	1. Acknowledge 100% weeks	1. Child protection, Looked After Children, SEN priority phone calls 2. Other relevant professionals informed of absence of "at risk" pupils.	1. Teachers attendance data rich conversations during registration 2. School newsletter to acknowledge 100% attendance	1. Headteacher Attendance monitoring	Headteacher Behaviour and Attendance Leads

92%-94.9%	15 days 3 weeks 90 lessons	Class teachers, Headteacher and Attendance Lead	1. Teacher meets parents to discuss impact of attendance and to discuss support. 2. Amber letter to parents	1. Acknowledge 100% weeks 2. Positive note to parents to acknowledge for reaching 95-97.5%	1. Child protection, Looked After Children, SEN priority phone calls 2. Other relevant professionals informed of absence of "at risk" pupils. 3. Office contacts all on first day of absence	1. Teachers attendance data rich conversations during registration 2. Parental contact updating attendance improvements or challenging no improvement	1. Teacher Attendance monitoring 2. Headteacher contact with home to all pupils at 94% - 94.9% to discuss school target and link to underachievement	Headteacher Behaviour and Attendance Leads
90%-91.5%	19 Days 4 weeks 114 lessons	Headteacher and Attendance Lead	1. Headteacher to address pupils whose attendance is reducing 2. Red letter to parents.	1. Acknowledge 100% weeks 2. Positive note to parents to acknowledge for reaching 92-94.9%	1. Child protection, Looked After Children, SEN priority phone calls 2. Other relevant professionals informed of absence of "at risk" pupils. 3. Office contacts all on first day of absence	1. Headteacher data rich conversations with parents/carers 2. Parental contact updating attendance improvements or challenging no improvement	1. Headteacher Attendance monitoring 3. Headteacher contact with home to all pupils at 90% - 91.9% to discuss school target and link to underachievement	Headteacher Behaviour and Attendance Leads

Below 90%	29 Days 6 weeks 174 lessons	Headteacher and EWO	1. Inform EWO 2. Headteacher to work with EWO	1. Acknowledge for 100% weeks 2. Positive note to parents to acknowledge improvements 3. Acknowledgment letter for improving attendance above 90%	1. Child protection, Looked After Children, SEN priority phone calls 2. Other relevant professionals informed of absence of "at risk" pupils. 3. Office contacts all on first day of absence	1. Headteacher data rich conversations with parents/carers 2. Parental contact updating attendance improvements or challenging no improvement	Headteacher Attendance panel meetings 2. Headteacher Attendance monitoring 3. Headteacher contact with home to all pupils at 90% - 91.9% to discuss school target and link to underachievement	Headteacher Behaviour and Attendance Leads
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NB Class teachers to check class attendance weekly to inform Friday assembly

Class teachers to check individual attendance half-termly to note anyone falling below 94.9%