A. Be familiar with the content of document 'Achieving High Attendance.' Follow recommendations. Keep as a key focus the importance of maintaining high attendance to parents, pupils, staff and Hub Councillors.



- B. On Wednesday of the last week before half term: member of office staff promoting high attendance prints out following attendance data:
- 1. identification of pupils with attendance of less than 90%.

procedures.

2. For these pupils, print 'broken weeks' to determine if there is a pattern to absences, to help school to identify any possible issues and discuss ways to solve them with Parents and Carers and pupils.

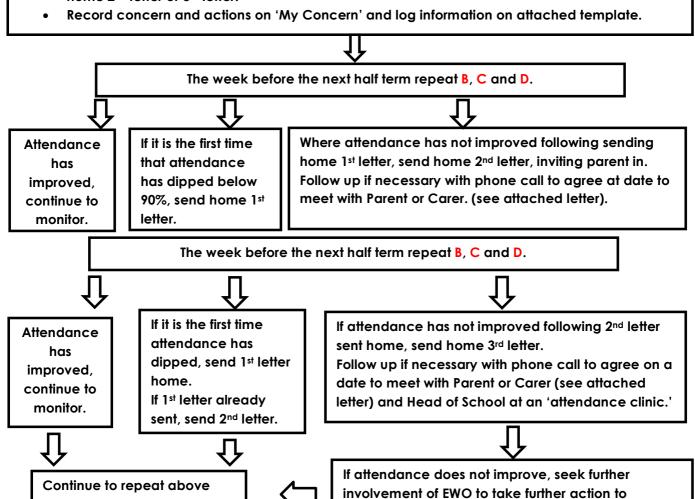


C. Office staff emails teachers on that day and invites them to visit office that day or Thursday to look at attendance for the pupils below 90% in case they are aware of any relevant information about the pupil's poor attendance.

If any teacher does not do this, office staff 'chase up' on the Friday morning.



- D. On the Friday share feedback from teachers and attendance of any pupils with less than 90% attendance with Head of School or Inclusion Leader.
 - Where appropriate, send 1st letter home, or if concerns raised in previous half term/s, send home 2nd letter or 3rd letter.



improve attendance.