

Attendance at Tankersley St Peters Primary School

How we monitor our attendance

How we encourage and reward good attendance



Daily

- We track attendance and look into any unexplained absences.
- The Hero class (the class with most pupils here on time) for the day is identified and logged on the 'Harry log'.

DATE	winning classes						
	RECEPTION	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6
upto 18.9.20	1	6	2	5	2		
21-Sep-20		7					
22-Sep-20		8					
23-Sep-20			3				
24-Sep-20	2						
25-Sep-20			4				

- Where more than one class are Hero's each are awarded a point.
- Harry the hare and Harry's plaque is presented to the class for the day. (Post-covid Harry is situated in the reception area holding the class label identified as the Hero for that day)
- On the attendance board the class hare marker is moved on for each class receiving a point that day

- Posters are displayed around school encouraging children to be in school every day on time



Weekly

- Attendance data is gathered for the following groups and input onto spreadsheets
 - Pupil premium
 - SEN
 - Persistent absentee
 - Whole school
 - Class

The whole school and class data are the figures for that week.

The pupil premium, SEN and persistent absentee data are to date figures taken from the beginning of the school year.


- The attendance data spreadsheets are emailed out to staff on a weekly basis.
- The class with the highest percentage attendance for that week will receive a mini £5 note which they keep until the end of the year.
- The winning class for the attendance for that week is displayed on the attendance board along with the second, third, fourth and fifth place.




Half-Termly

Pupil's percentage attendance is gathered at the end of each half term to establish where they are in line with the school's attendance.

The schools target is 97%

 Attendance is 97% or above

 Attendance is between 90% and 96.9%

 Attendance is below 90%

Parents are sent an email which advises what band their child is in for attendance for either green or yellow.

Pupils who fall into the red band are contacted separately and monitored on the persistent absentee log.

Termly

- Children with 100% attendance are awarded with a certificate.
- An attendance booklet is produced comparing attendance data for the different groups which is also presented to governors.

(During times of lockdown these are suspended as data is only accurate when the school is fully open and operational)

Yearly

- Children achieving 100% attendance for the school year are presented with a certificate and trophy.
- Pupils achieving above 99% attendance for the year are presented with a certificate for good attendance.

(During times of lockdown when school has not been fully open attendance data is harder to analyse but it may be possible to collate data from when the school was fully open and reward attendance on this basis.)

- At the end of the year each class is able to redeem the £5 notes they have collected throughout the year and use the money for a reward for the whole class to enjoy.



Persistent Absentees

Persistent absentees are pupils where their percentage attendance is below 90%. For these pupils more detailed monitoring is required to encourage an increase in their attendance to hopefully bring them out of this category, and moving towards the schools target.

Initially letters are sent to parents to highlight to them that their child is in in the persistent attendance category and advise them that their attendance will be more closely monitored.

Every 4 weeks the attendance is logged and the parents updated accordingly.

If attendance continues to fall, then parents will be invited to a telephone consultation with the head teacher to look at any issues and help improve attendance.

Once a pupil's attendance goes above 90% they are no longer monitored unless they fall back into this category.

Throughout communication parents will be advised that in the event that their child's attendance does not improve and continues to fall that they may be subject to a local authority fine.