

# Attendance Monitoring and Rewards



Every single day in education matters regardless of whether it is the first day back after the summer holidays, almost Christmas or the end of the school year. Every day of school that is missed is four or five missed lessons, two social times which account for lost learning and more challenging friendships. Over time, this could be the difference between learning to read, knowing your times tables or learning a language.

## The Impact of Missing School Days

If you miss...	That equals...	Which is	Over 13 years that's
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Nearly 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

This means that if a child's attendance is below 90% for every year they are legally expected to be in school, they will have missed almost one and a half years of education.

## Rewards and Monitoring

### Primary Rewards

The Primary Curriculum is planned to be challenging and interactive therefore promoting good attendance.

- Attendance and punctuality points are awarded weekly to each house in weekly assemblies.
- 100% attendance certificates are awarded termly in Celebration Assembly
- At the end of each academic year, 100% attenders receive a special award.

### Primary Monitoring

- **Class Teachers** have a responsibility to monitor the attendance of their class on a weekly basis; to ascertain reasons for absence (where appropriate), to speak to parents about poor attendance and to report concerns to the Phase Leader .
- **Phase Leaders** will provide a half termly snap shot of attendance and will regularly meet with the appropriate Senior Leaders, Attendance Officer and other relevant personnel to monitor attendance and strategically plan intervention strategies to improve individual attendance of students within their area of responsibility.
- **The Deputy Head of Primary** will regularly monitor the attendance data and intervention strategies in order to ensure positive outcomes and provide a half termly snap shot of attendance.

### Secondary Rewards

High attendance is also rewarded through prize draws, the newsletter, celebration events, assemblies and reward activities. All attendance is registered weekly in student planners, ensuring contact with parents and carers is consistent and maintained.

Displays are visual around school raising the profile of form and year group attendance. Attendance challenges are run in year groups, incorporating a competitive element

### Secondary Monitoring

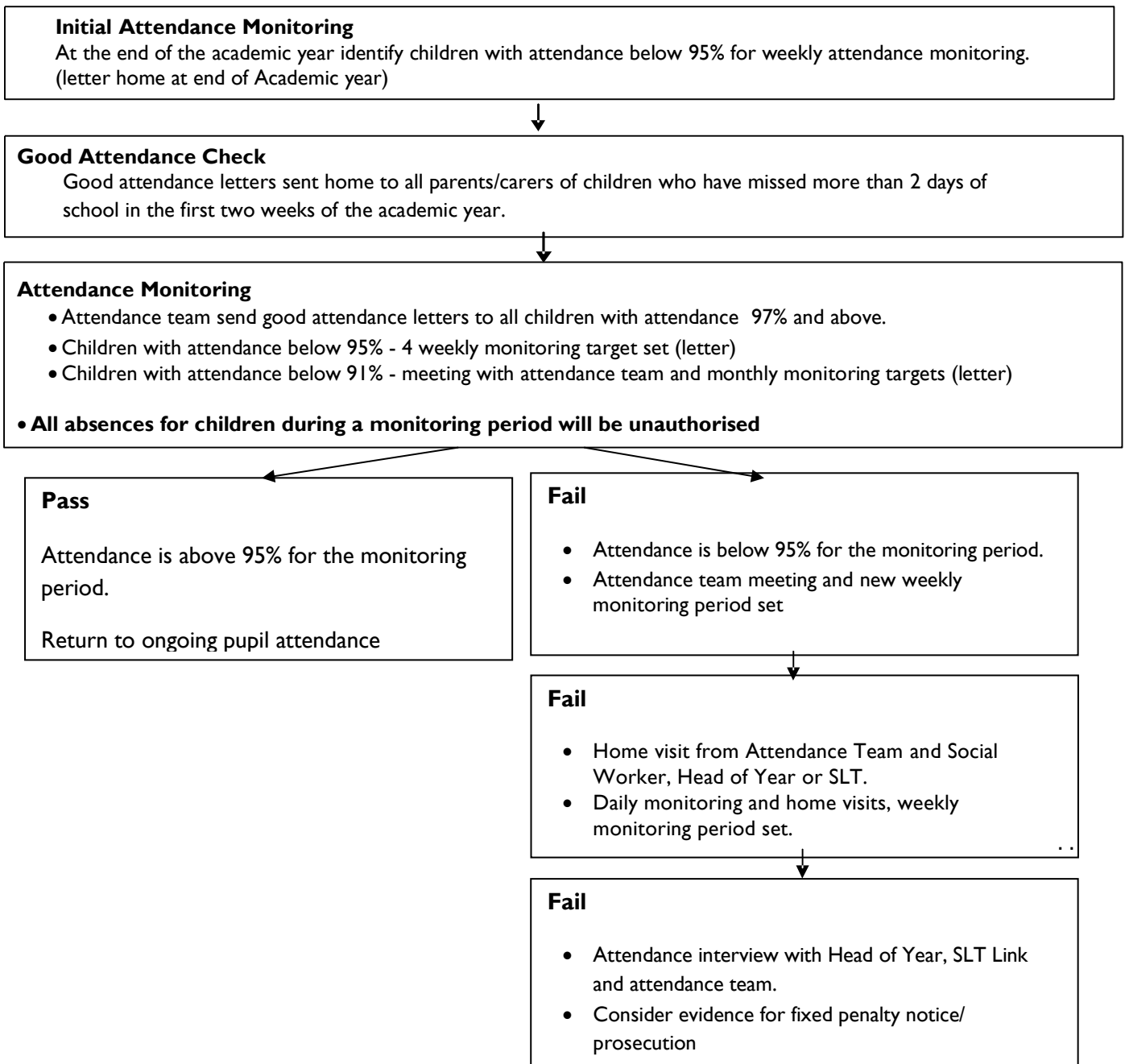
- **Form Tutors** have a responsibility to monitor the attendance of their tutor group on a weekly basis; to ascertain reasons for absence (where appropriate) and to set attendance targets for their tutees based on the four weekly attendance poster and through academic mentoring. Form Tutors may also need to place learners on attendance reports.

# Attendance Monitoring and Rewards



- **Subject Leaders** must regularly monitor attendance in their area and report on this through the faculty review and results analysis documentation. They must also ensure any concerns are flagged up with Personal Tutors and Heads of Year promptly.
- **Heads of Year** will provide a half termly snap shot of attendance and an in-depth termly analysis for students in their year group
- **Heads of Years** will regularly meet with the appropriate Senior Leaders, Attendance Officer and other relevant personnel to monitor attendance and strategically plan intervention strategies to improve individual attendance of students within their year group
- **The Strategic Attendance lead** will regularly monitor the attendance data and intervention strategies in order to ensure positive outcomes and provide a half termly snap shot of attendance and a termly in-depth analysis.

## Formal Attendance Monitoring



# Attendance Monitoring and Rewards



## Attendance Categories

	% Attendance	Days Lost	
<b>OUTSTANDING</b>	100	0	
	99	2	
<b>GOOD</b>	98	4	
	97	6	
<b>SATISFACTORY</b>	96	8	
<b>UNSATISFACTORY</b>	95	10	2 <u>school weeks</u> of Lost Learning
	94	12	
	93	14	
	92	16	
	91	18	
<b>TOTALLY UNACCEPTABLE</b>	90	20	4 <u>school weeks</u> of Lost Learning
	89	22	
	88	24	
	87	26	
	86	28	
	85	30	
	84	32	
	83	34	
	82	36	
	81	38	
	80	40	1 <u>Half Term</u> of Lost Learning (8wks)
	79	42	
	78	44	
	77	46	
76	48		
<b>NEGLECT</b>	75	50	
	74	52	
	73	54	
	72	56	
	71	58	
	70	60	1 <u>Term</u> of Lost Learning (12 Wks)