



Attendance Monitoring Procedures

Glenmere has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Weekly attendance data is given to the headteacher about whole school attendance, % of persistent absence, number of families that make up persistent absence, and pupil premium absence.
2. Contact is made with parents on each day for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the headteacher daily.
3. Any concerns about the absence of a child, or any uncertainty about the reasons given for the absence, may need a home visit to check on the safety of the child.
4. If children are to be looked after by other people for any period of time, written information regarding this will need to be given to the school.
5. If a child is absent during a period where they are being cared for by people outside of their immediate family, then a home visit may be completed.
6. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
7. If a pupil's attendance falls to 95%, at the end of the half term a letter will be sent to parents.
8. Once a child's attendance at the end of a half term falls below 95%, they will be added to the attendance monitoring register.
9. Consideration will always be made for children that fall below 95% due to childhood illnesses.
10. The attendance data for each child that falls below 95% will be analysed each half term to see if it is genuine illness, if there are any patterns of absence on particular days and

whether there has been any unauthorised absence.

11. Further monitoring may be required on children that fall below 95% on consecutive years and a meeting with the headteacher may be made to look at this.

12. At the end of each term, if any child's attendance is below 90%, a meeting will be arranged with the headteacher and possibly the senior leadership team.

13. If attendance continues to be below 90% after the meeting with the headteacher, then a referral to the attendance officer may be made.

14. Medical evidence may be needed if a child is below 90% and continues to be absent from school.

15. If a child's attendance is below 90% at the end of the school year, their attendance will be monitored the following year.

16. Once a child's attendance falls below 90% at the end of a half term, they will be added to the below 90% register.

17. Once a child has had 10 or more school days off that are unauthorised then a referral to the Local Authority will be made.

18. If a child continues to have poor attendance (below 90%) and no improvement is made during the year, then a referral may be made to the attendance officer.

19. Meetings may also be made to see parents of children that are below 95% and unauthorised absence is taken.

20. A fixed penalty notice will be given for any unauthorised absence of 5 days or more for children in Year 1 to Year 6. For EYFS children that take 5 or more days unauthorised, a penalty notice will only be given if the child is statutory school age.

21. If your child is late, a reason must be given by the parent/carer to the office.

22. Children in Years 1 to 6 need to be in school by 8.45am, after 8.47am they will receive a late mark. In EYFS, children need to be in school by 8.40am and will be recorded late after 8.42am.

23. If your child is late and arrives without an adult, then a phone call home will be made to check the reason.

24. If your child is late on a number of weeks, then a letter will be sent to the parent's informing you that this will be monitored.

25. If your child is late on a regular basis and after the letter referring to the lateness, no

improvement is made, then a meeting with the headteacher will be made.

26. Children that achieve 100% attendance will be given a certificate each half term.

27. We will give out weekly class attendance certificates.