



As part of the Maltby Learning Trust, we are committed to delivering exceptional learning experiences that enable all young people to thrive in a competitive world and lead successful and fulfilling lives.

Our curriculum intent statement embodies the vision and values of the Trust. We passionately believe that every child should have the best possible start in life and deserves a curriculum designed to ensure they get the knowledge, skills and cultural capital they need to succeed.

Attendance Strategies 2024-2025

Driving Whole Academy Attendance

Actions	Timescales	By whom	Overview
1. Parent Communication	09:00-09:15	Reception/EBR	Messages are sent out via the Seesaw app with aim to receive information from parents as to reason for their child's absent.
2. Priority Phone Calls 09:30-09:50	Daily 09:30-09:50	Reception/EBR	If no response to the message sent out via Seesaw, Reception team will make targeted phone calls to students who were/are absent (One day absence) to ascertain reason for absence.
3. Weekly Attendance Reward Incentives - 100% Sticker in Planner	Weekly	Teachers/Teaching Assistants/Pupil	Each week all students who have 100% attendance receive a star sticker to put into their planner. They are then put onto the 100% spreadsheet and entered into the weekly £10 Amazon voucher draw which is drawn out in Friday Assemblies.
4. Half Term Attendance Reward Incentives	Half Term	Principal	Students who attend every day with 100% attendance for a full half term receive a Certificate which is presented in the end of half term assembly and are put into the half term draw for a £50 Amazon voucher. Rewards events will focus on 100% attendance and improvements in attendance.
5. Full Term Attendance Reward Incentive	Full Term	Principal	Students who attend every day with 100% attendance for a full term receive a Certificate, stationery gift (chance to build up a full set) and an invite to an attendance reward event (disco, film treat etc).
6. None authorisation of medical appointments	Ongoing through year	Reception/EBR	All parents of students with attendance below 95% need to provide evidence of medical/dental appointments made in

			school time. We encourage parents to book said appointments outside of the school day to maximize attendance and increase exceptional learning experiences.
7. Zero tolerance on holidays	Ongoing	EBR/CHA	Advertised through letters, website and leaflets that holidays during term time are unacceptable and we will issue Fixed Penalty Notices. Swift procedures in place for letters to parents and follow up if holiday is taken. FPN issues as appropriate by council.
8. Clear pathways for inputting holiday/medical marks.	Ongoing	ELE/DTI/EBR/CHA	All records of holidays or medical appointments are inputted to class SIMS in advance of the absence. This reduces time spent investigating on the day of absence and allows all relevant staff to see why a child is absent. Not all parents notify MLHA ahead of time.
9. Transition meetings for attendance (PA list to secondary schools)	June of Year 6	Teachers	Close partnership with transition schools to ensure we send attendance history for any students joining the secondary schools.
10. Pastoral/Safeguarding Team Attendance Engagement	Daily	EBR/EHY/CHA	Daily absentees list sent to the pastoral/safeguarding team.
11. Attendance team	Ongoing	Reception/CHA	Dedicated attendance team that start from 8am each day to ensure staff can effectively take registers. Continual monitoring throughout the day and embedding strategies in everyday practice to improve attendance. Senior Attendance Officer takes a lead on different initiatives and utilize individual staff's skill set.
12. Late submitted register log	Daily	Reception	Late register reminders are sent after every session. None completion of registers is reported to Principal/Vice to follow up with individual staff members.
13. Reception communication	Daily	Reception	Reception log on SIMS pupils who have come into school late. They take their lunch choice and let the kitchen staff know.

14. Attendance Code Cleansing	Daily (after morning and afternoon registers)	Reception/EBR	A check is completed by the reception team to ensure all marks are in and any discrepancies are followed up. This also allows the attendance team to highlight any causes for concerns or persistent absence that needs tackling.
15. Attendance and Safeguarding/Pastoral Team Links	Daily AM	Reception/EBR/CHA/EHY	Attendance Team check students from priority spreadsheet and inform safeguarding if these students are absent and no communication home. This can trigger welfare checks for safeguarding reasons. Also regarding PA students and patterns of absences. This triggers responsive and targeted approaches to support put in place.

Tackling Absences

Actions	Timescales	By whom	Overview
1. Attendance phone line	All day	Reception	Dedicated attendance line for parents to report absences.
2. Seesaw regarding absence	9:00am	Reception	Following initial registers at 8.45am reception team collates absences and sends messages to all parents/guardians of students who currently do not have a present mark. Parents without seesaw app receive phone calls.
3. Home visits by attendance team/pastoral	When required	Principal/Safeguarding/ Attendance Lead	<p>Visits completed to persistently absent students where there is:</p> <ol style="list-style-type: none"> 1) Lack of engagement from parent 2) Safeguarding Concern 3) Medical Concern 4) CME <p>Visits should be completed in 2's if there are known concerns or if there are other professionals involved (e.g. LAC, CIN, CP). Home visits logged on SIMS/CPOMS.</p>

4. Communication log	Daily	Reception/EBR/CHA/ Safeguarding	<p>All communication home to parents regarding absences by reception/attendance team are stored on Seesaw.</p> <p>Any intervention on schools' part is logged on CPOMS.</p>
5. Monitoring/Tracking of Attendance	Weekly	EBR/CHA	<p>Report generated each week on pupils below 92%. Tracking spreadsheet completed and decisions on letters sent to parents. Attendance Concern letter sent first followed up if no improvement by Pre-Pathway letter. If there is an improvement put in a plan of support.</p>
6. Attendance Meetings	Fortnightly	CHA/EBR/EHY	<p>Fortnightly meetings held to discuss pupils on monitoring list and next steps. This is to include discussions around vulnerable pupils.</p>
7. Panel Meetings	When required	CHA/Safeguarding/Class Teacher/RPE?	<p>Once pupil's attendance drops after letter 1 issued, attendance panel meeting takes place at earliest opportunity (4 weeks after letter one if no improvement) Meetings to include parent, attendance team and class teacher. Clearly discuss support and outline attendance support pathways including risk of attendance escalation. SMART targets are set following LA guidance to support pupil accessing school full time. Plan is in place for 4 weeks. If parent fails to keep to targets the plan escalates to Pathway letter.</p>
8. CME, EHE referrals	Ongoing	CHA/RPE	<p>When student is identified as Child Missing Education CHA refers on to Rotherham CME</p>
9. Attendance Data Shared with trust	Weekly Half Termly	CHA/EBR/RPE	<p>Weekly attendance data to trust, Data involves weekly figures, subgroup categories figures including PP, SEN, Year group, Attendance data sent to Trust each half term including number of CME, number below 40%, students not seen over the half term.</p>
10. Monitoring/reviewing impact of attendance support plans through LM	Fortnightly	CHA/EBR/EHY	<p>Attendance support plans will be a rolling agenda item for every Attendance Meeting. The provisions in place will be reviewed alongside pupils' weekly attendance. Follow up phone calls to parents will take place to communicate progress towards attendance targets. Review of attendance support plans shared with safeguarding/pastoral.</p>

<p>11. Late gate</p>	<p>Daily</p>	<p>Reception/EBR/CHA</p>	<p>Attendance/Reception team on late gate each morning from 08:45-09:15. Lates are logged and common patterns identified and challenged.</p>
<p>12. Targeting support meetings with Link Worker</p>	<p>September 2024 onwards – once per term</p>	<p>CHA/EBR/EHY/Link Worker</p>	<p>School allocated new Link Worker by local authority to support school actioning attendance issues. Link Worker will be provided with Full PA List, RAG rating (green – social care/yellow – early help), reduced provision list.</p> <p>No early help worker/CAMHS/Social Care, who is on SAMP Pathway and at what stage.</p> <p>Discuss pupils who are not open to anyone, what we have done, parent mtgs, barriers in school.</p>