

Attendance 'on a page' at Brookfield Primary School



Absence non-negotiables

REPORTING ABSENCE

- Register to be completed by all staff by 9.00 a.m.
- Absences logged by office staff - if a parent messages via DOJO; staff to message back and ask the parents to speak to the office
- Office staff to contact any parents of a child that we haven't heard from before 9.30 a.m.
- Office staff to pass the information/concerns to Attendance team.
- Safe and well checks carried out daily when required

LATENESS

- Sign in electronically in the entrance hall - give reasons
- Pastoral Lead to monitor check in until 9.15 a.m.
- Pastoral Lead to ask the reasons for lateness so that additional support can be given if needed

HOLIDAYS

- Follow DCC procedures regarding term time holidays
- Admin team will put the holiday form on RM and complete process to inform the Headteacher with potential fining implications

INCENTIVES

- Weekly DOJO shop
- Meet and greet with Class Teacher
- Headteacher to walk around school each morning and raise the profile of attendance
- Highest attending class announced weekly in celebration assembly and rewarded with extra play & attendance cup
- Termly 100% attendance challenge with reward
- Weekly class attendance to be shared on Class Dojo

ABSENCE MONITORING

- Termly reporting to all parents - gold, green, amber and red,
- Herringbones sent out to every parent/carer
- Support meetings planned with FRW and HT when needed
- SEN attendance monitored by SENDCo team
- Class staff to be aware of persistent absentees

WHOSE RESPONSIBILITY IS IT?

- Attendance is everyone's responsibility