APPENDIX 1

Good Practice Checklist – Secondary

- An assembly for each year group at the start of the autumn term, focusing on school attendance.
- Weekly competition between tutor groups, with a “mascot” as a prize, which the winning group keeps for the week.
- The parents of PA pupils are contacted (meeting, letter, telephone call) immediately they fall into the category for whatever reason.
- Target interviews for all pupils who were PA the previous academic year.
- Targeted intervention for all pupils with attendance between 83-87%, with individual mentoring.
- Attendance league tables for years 10 and 11; tutor based competition for years 7-9.
- Penalty notices issued for 10 or more unauthorised absences.
- Stage three letter process for all pupils with attendance 90% or below and referral to EWO for Fast-Track if attendance falls to 85%.
- Heads of House take the leads in contacting parents where attendance is falling.
- Deputy HT writes to all parents where attendance is below 90% in any half term.
- Truancy call used as part of the attendance strategy.
- Powerpoint presentation shown around the school to promote good attendance.
- Breakfast Club established for ‘vulnerable’ students where attendance and lateness is an issue.
- “Keep Kids Safe” texting and email systems for contact with absent pupils.
- Mentoring scheme for all pupils with below 90% attendance.
- Attendance Officer meets late pupils, talks to them and records time of arrival.
- The Prom is used as an incentive in Year 10 and 11 for attendance.
- Regular truancy sweeps.
- “Roll of Honour” display board with registration groups and individuals named for excellent school attendance.
- Encouraging pupils to look at their attendance for the previous year and consider what would be the impact if it was the same this year.
- Attendance Officer maintains a spreadsheet which records individual pupil attendance, letters, meetings, referrals, penalty notices and pre-court meetings. This has tightened the
procedure and accuracy in the recording and sharing of information.

- Each year group spoken to annually about Child Employment and the requirement to have a work permit.
- KS3 classes have “attendance charts” with stickers.
- Pupil receives commendations for improved attendance, with half termly certificates and end of year awards.
- Prize draws every half term, with I-Pods as prizes.

**Good Practice Checklist – Primary**

- An attendance cup awarded to the class with the best attendance.
- Posters in the main entrance stating the current attendance rate and message like “well done”, which the parents and children all see as they enter the school (this school has a current attendance rate of 96.4%)
- Attendance document drawn up, written in plain, simple English (appropriate for parents with poor literacy) and in the school website.
- Information about the importance of school attendance goes out regularly in newsletters.
- Every half term every parent whose child’s attendance is below 90% is written to outlining the impact this is having on their achievement.
- The parents of children with attendance below 90% are written to every half term to acknowledge improvement when this has occurred.
- Use of SIMS to record all information regarding each child’s absence and lateness.
- Attendance policy on the school website.
- Attendance awards in each school and a prize draw each year to win a scooter.
- Pupil tracking system used at parent interviews.
- Poster promoting good school attendance displayed around the school.
- An “attendance pup/bear” is presented to the class with the best attendance that week. This entitles the class to first choice of playground equipment and other “privileges”.
APPENDIX 2

Examples of Good Practice

Term Time Holidays

- One secondary school no longer authorises holidays during the first two weeks of any term and not at all during KS4. Attendance was 92% in 2008/9 and has risen to 93.8% in 2010/11.

- A rural primary school, judged by Ofsted to be “unsatisfactory” for attendance, now ensure that every unauthorised holiday results in a penalty notice warning letter being used.

- Only pupil with 95% attendance, or above, have term-time holidays approved.

- Term time holidays no longer seen as an entitlement but a reward for excellent attendance.