



Attendance at Muschamp

Attendance and punctuality is of the utmost importance at Muschamp Primary School. We work hard everyday to encourage good attendance and support our children and parents to achieve this.

Keeping attendance above 96%	
• Good relationships with children and parents. • Develop and maintain a whole school culture that promotes the benefits of high attendance. • Two school gates open from 8:35 - 8:55 for a calm and positive drop off for all • HT and DHT on gates welcoming every morning • Pastoral support for individual children in place • Office first aiders administer medication so children can return to school after illness. • DHT shares importance of appointments being out of school hours or early morning and then return after or late afternoon and they are at school most of the day. • Attendance Officer and DHT rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.	• Pastoral lead works with children who struggle to come in. • SENDCo and Family Support Worker meet with parents if needed to make plans to support good attendance • Attendance shared every week in assembly by HT and DHT. • Points system and leader board - extra play/ mufti days for good attendance • Half termly updates on attendance and punctuality sent home to all children from N to Year 6 • The importance of good attendance shared on school communication - Dojo. • DHT attends termly Cognus Attendance Network meetings. • DHT and Attendance Officer have termly meetings with Cognus EWO.
Attendance drops to below 95%	
• School will look at reasons for absence • Begin to build a relationship with parents through informal conversations on gate/ phone calls or dojo messages. Discuss if there are any barriers to attendance and how the school can support them.	• Teacher/ school staff explore if absences are due to EBSA. • Children's attendance is monitored by Attendance Officer and DHT. • Parent(s) may be asked to start producing medical evidence for further absences • Children with attendance of 95% and who are not providing medical evidence will be assessed to be added to the attendance office caseload.
Attendance drops below 90% - Persistent Absence (PA)	
• Inform parents of concerns • Discuss support and what can work • Ask for medical evidence of absences • Contact the school nurse/ school nurse referral if medical support is needed. • Offer of support in school with Pastoral Lead • TAF meeting to discuss how to improve attendance. • EWP referral if parents need support as well.	• Depending on the circumstances we may include formalising support through an attendance contract or education supervision order. • Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

