Highfield St Matthew's Attendance Strategy

We believe that every child has the right to feel safe, valued, and excited to come to school every day. Our vision is to create a welcoming, inclusive school community where attendance is promoted through trust, understanding, and strong relationships, not fear or punishment.

We are committed to removing barriers to attendance by working closely with pupils, families, and external partners to understand individual circumstances and needs. We recognise that poor attendance is often a sign that a child or family needs support, and we respond with compassion, flexibility, and early help.

By fostering a culture of belonging, celebrating diversity, and prioritising wellbeing alongside learning, we aim to ensure that all children are supported to attend regularly, engage confidently, and thrive academically, socially, and emotionally.

Attendance is everyone's responsibility, and together we will create a school where every child feels they belong and every day matters.

Attendance	Days / lessons missed	Staff	Actions/Acknowledgements	Daily Actions	Weekly Actions	Half Termly / Termly Actions
100%-97%	5 days 25 lessons	Whole School Approach	• Class teachers to celebrate good attendance daily using the Attendance Matters Poster • Class teachers to celebrate on days where they hit 97% attendance (stars in the Jar) • Class teachers to celebrate good attendance during Parents Evening meetings/annual reports • Use of Dojo/newsletters to celebrate good attendance	• First day absence text or call • Home visit if no contact from parent/carer • Home visit for second/third day if no authorised reason or where there are concerns/vulnerabilities • Record all absences/attempts at contact • Celebrate 97% and above class target attendance via text home	• Class Teachers award 'Perfect Week' stickers • Celebrate attendance class winners in weekly Worship and on newsletter • Weekly attendance team meetings to monitor attendance of those falling into Amber.	• Class teachers award prizes for 'Perfect Week' • Half termly prize draws/prizes for good end of term attendance – celebrate on newsletter • Termly attendance traffic light letters sent to parents • Termly attendance certificates for 97% or better attendance
96.99%-92%	15 days 75 lessons	Attendance Team & Class Teachers	• Attendance team to monitor, celebrate improvement in pupil's attendance or address pupil attendance who is at risk of falling below 93% • Attendance team to contact parents where a pupil's attendance has improved	• First day absence text and call to advise below attendance target • Home visit if no contact from parent/carer • Home visit for second/third day if no authorised reason or where there are concerns/vulnerabilities • Record all absences/attempts at contact		
91.99%-90%	19 days 95 lessons	Attendance Team, Senior Leadership Team, Class Teachers, Local Authority	• Attendance team to monitor, celebrate where improvement in pupil's attendance is made • Attendance team to maintain parental contact • Attendance Team/SLT to carry out home visits • Attendance Team to send a warning letter close to Persistent Absence • Attendance Team to conduct parent attendance meeting and agree barriers, support including offer of Early Help, and verbal parent contract (medical evidence required and 1st day home visits to authorise further absence) • Attendance team to carry out direct work with pupil around attendance and implement individual pupil attendance chart with rewards where appropriate	• Home visit 1st day absent • No absence to be authorised without medical evidence/proof • Daily monitoring of attendance chart by class teachers • Review of parent contract where appropraite		

			• Formal parent contract with Local Authority if no improvement • Attendance team to prepare a case file in the event of escalation to a prnalty notice request • Letter to parent to advise of intent to request penalty notice • Recognise individual improvements including acknowledgement letter for raising attendance to above 92%			
Below 90%	More than 19 days More than 75 lessons	Atendance Team, Local Authority, Senior Leadership Team, Class Teachers	• Attendance team to monitor, celebrate where improvement in pupil's attendance is made • Senior Leader to maintain parental contact • Senior Leader to carry out home visits • Attendance Team to conduct further parent attendance meeting and contract review • Attendance team to carry out direct work with pupil around attendance and implement individual pupil attendance chart with rewards where appropriate • Recognise individual improvements including acknowledgement letter for raising attendance to above 92%	• Home visit 1st day absent • No absence to be authorised without medical evidence/proof • Daily monitoring of attendance chart by class teachers • Review of parent contract where appropraite		