Attendance Percentage	Lessons missed	Responsible	Responses	Acknowledgement/ Success	Daily Actions	Weekly Actions	Termly Actions	Overview
100% -98%	4 days 24 lessons	Class teachers	1.Teachers celebrate during termly attendance assembly 2.Teacher tracks to monitor, celebrate improvement in pupils' attendance or address pupils who's attendance is at risk of falling below 98%	1. Acknowledge for 100% weeks 2. Half termly attendance certificates for 100% and 98% 3.Extra playtime reward for 100% and 98% half-termly attendance 3. Weekly trophy for class with highest attendance	1. First and subsequent days of absence parents/carers notify the school 2. Office contacts parents/cares if no call	1. Teachers attendance data rich conversations during registration 2. School newsletter to acknowledge class 100% attendance	1. Attendance certificates and extra playtime 2. Headteacher Attendance monitoring	Headteacher Behaviour and Attendance Leads
95% -97.9%	9 days 2 weeks 54 lessons	Class teachers	1.Teacher tracks to monitor and celebrate improvement in pupils' attendance	1. Acknowledge 100% weeks	1. Child protection, Looked After Children, SEN priority phone calls 2. Other relevant professionals informed of absence of "at risk" pupils.	1. Teachers attendance data rich conversations during registration 2. School newsletter to acknowledge 100% attendance	1. Headteacher Attendance monitoring	Headteacher Behaviour and Attendance Leads

92%-94.9%	15 days	Class	1. Teacher	1. Acknowledge	1. Child	1. Teachers	1. Teacher	Headteacher
	3 weeks	teachers,	meets parents	100% weeks	protection,	attendance	Attendance	Behaviour
	90 lessons	Headteacher	to discuss	2.Positive note to	Looked After	data rich	monitoring	and
		and	impact of	parents to	Children, SEN	conversations	2. Headteacher	Attendance
		Attendance	attendance	acknowledge for	priority phone	during	contact with home	Leads
		Lead	and to discuss	reaching 95-97.5%	calls	registration	to all pupils at 94%	
			support.		2. Other	2. Parental	- 94.9% to discuss	
			2. Amber		relevant	contact	school target and	
			letter to		professionals	updating	link to	
			parents		informed of	attendance	underachievement	
			l'		absence of "at	improvements		
					risk" pupils.	or challenging		
					3. Office	no		
					contacts all	improvement		
					on first day of			
					absence			
90%-91.5%	19 Days	Headteacher	1.Headteacher	1. Acknowledge	1. Child	1. Headteacher	1. Headteacher	Headteacher
	4 weeks	and	to address	100% weeks	protection,	data rich	Attendance	Behaviour
	114	Attendance	pupils whose	2.Positive note to	Looked After	conversations	monitoring	and
	lessons	Lead	attendance is	parents to	Children, SEN	with	3. Headteacher	Attendance
			reducing	acknowledge for	priority phone	parents/carers	contact with home	Leads
			2. Red letter	reaching 92-94.9%	calls	2. Parental	to all pupils at 90%	
			to parents.		2. Other	contact	- 91.9% to discuss	
					relevant	updating	school target and	
					professionals	attendance	link to	
					informed of	improvements	underachievement	
					absence of "at	or challenging		
					risk" pupils.	no		
					3. Office	improvement		
					contacts all			
					on first day of			
					absence			

Below 90%	29 Days	Headteacher	1.Inform EWO	1. Acknowledge for	1. Child	1. Headteacher	Headteacher	Headteacher
	6 weeks	and EWO	2.Headteacher	100% weeks	protection,	data rich	Attendance panel	Behaviour
	174		to work with	2. Positive note to	Looked After	conversations	meetings	and
	lessons		EWO	parents to	Children, SEN	with	2. Headteacher	Attendance
				acknowledge	priority phone	parents/carers	Attendance	Leads
				improvements	calls	2. Parental	monitoring	
				3. Acknowledgment	2. Other	contact	3. Headteacher	
				letter for improving	relevant	updating	contact with home	
				attendance above	professionals	attendance	to all pupils at 90%	
				90%	informed of	improvements	- 91.9% to discuss	
					absence of "at	or challenging	school target and	
					risk" pupils.	no	link to	
					3. Office	improvement	underachievement	
					contacts all			
					on first day of			
					absence			

NB Class teachers to check class attendance weekly to inform Friday assembly

Class teachers to check individual attendance hal-termly to note anyone falling below 94.9%