



# Attendance Strategy Handbook



## Key messages

Here at E-ACT Blackley Academy, we will:

- Ensure that attendance is 'everybody's responsibility' and will create a culture of attendance
- Have 'high expectations of every child's attendance'
- Have the 'right people in place' to improve attendance including having a dedicated SLT lead for attendance
- 'Listen, understand, emphasis, support- but not tolerate'
- See the process of securing good attendance for all as 'ongoing and never finished.'

**The attendance target for  
E-ACT Blackley Academy is  
97%**



## Register timings

Gates will be opened at 8:35am and closed at 8:45am.

Morning registers will be completed between 8:45am and 9am.

Afternoon registers will be completed 15 minutes following the end of lunch time. For example, if a year group comes in from lunch at 1:15pm the afternoon register needs to be completed by 1:30pm.



## Attendance rewards

Weekly Rewards	Termly rewards
<ul style="list-style-type: none"><li>• Raffle ticket entry to win one of two attendance prizes from the trolley in assembly (Lego, games etc.)</li><li>• Class attendance reward – 30 minutes VR session</li><li>• Raffle ticket entry to win the punctuality prize from the trolley in assembly (Lego, games etc.)</li></ul>	<ul style="list-style-type: none"><li>• 100% attendance certificates</li><li>• Attendance disco</li><li>• Improved attendance reward</li><li>• Improved punctuality reward</li></ul>
<b>End of year reward</b>	
<ul style="list-style-type: none"><li>• 100% attendance trip to Blackpool Beach. Day to include cricket games, football, picnic on the beach and sand castles.</li></ul>	



# Absence stages and interventions

An escalated attendance stage process will be in place that includes interventions (of increasing magnitude) applied when triggers are met.

<b>Universal stage</b>	<b>Stage 1</b> Less than national average	<b>Stage 2</b> Less than 92% attendance (risk of persistent absence)	<b>Stage 3</b> Less than 90% (Persistent absence)
<p>Continue to monitor attendance through attendance checks</p> <p>Class teacher attendance checks</p> <p>Attendance team communication with parents/ carers</p>	<p>Pastoral interventions</p> <p>Breakfast club</p> <p>Class teacher attendance checks</p> <p>Attendance team communication with parents/ carers</p> <p>Referrals to external agencies e.g. school nurse, CAMHS, Early Help, Social care referral where concerns link to safeguarding</p> <p>Dojo campaign for parents (target children with less than 90%)</p>	<p>Pastoral interventions</p> <p>Breakfast club</p> <p>Risk of persistent absence letter</p> <p>Class teacher attendance checks</p> <p>Attendance team communication with parents/ carers</p> <p>SLT communication with parents/ carers</p> <p>Staff attendance caseloads (SLT accountable for 10 targeted children each)</p> <p>Attendance surgeries (coffee mornings, parent meetings)</p> <p>Attendance support plan</p> <p>Modified curriculum plan</p> <p>Penalty notice</p> <p>Target support meetings</p> <p>Team around the child meetings</p> <p>Referrals to external agencies e.g. school nurse, CAMHS, Early Help, Social care referral where concerns link to safeguarding</p> <p>Dojo campaign for parents (target children with less than 90%)</p>	<p>Pastoral interventions</p> <p>Attendance calculator (e.g. if you attend for 10 days without absence then you will no longer be PA)</p> <p>Class teacher attendance checks</p> <p>Attendance team communication with parents/ carers</p> <p>SLT communication with parents/ carers</p> <p>Staff attendance caseloads (SLT accountable for 10 targeted children each)</p> <p>Attendance surgeries (coffee mornings, parent meetings)</p> <p>Attendance support plan</p> <p>Modified curriculum plan</p> <p>Education welfare officer</p> <p>Penalty notice</p> <p>Target support meetings</p> <p>Team around the child</p> <p>Referrals to external agencies e.g. school nurse, CAMHS, Early Help, Social care referral where concerns link to safeguarding</p> <p>Dojo campaign for parents (target children with less than 90%)</p>