

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		
 Raffle ticket entry to win one of two attendance prizes from the trolley in assembly (Lego, games etc.) Class attendance reward – 30 minutes VR session Raffle ticket entry to win the punctuality prize from the trolley in assembly (Lego, games etc.) 	 100% attendance certificates Attendance disco Improved attendance reward Improved punctuality reward 		
End of year reward			
 100% attendance trip to Blackpool Beach. Day to include cricket 			



games, football, picnic on the beach and sand castles.

Absence stages and interventions

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

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