

ATTENDANCE AT DOVECOTE PRIMARY SCHOOL

ATTENDANCE VISION



At Dovecote, we believe that when children attend every day, they learn new things, feel safe, build friendships, try new experiences, and develop the confidence to achieve their goals and be their very best.

We are committed to creating a safe, nurturing environment where every child feels a strong sense of belonging.

We want our pupils to understand the importance of good attendance.

When they come to our school every day, they will:

- Be ready to **learn new things**
- Be ready to **make friends and work together**
- Be ready to **try new experiences and challenges**
- Be ready to **grow in confidence and independence**

Be here, be ready and achieve!

Children	Parents and Carers
<ul style="list-style-type: none">• Attend school every day and on time• Come to school ready to learn• Try your best in all learning• Follow school expectations (be ready, be respectful, be safe)• Show kindness and respect to others• Take responsibility for your learning and behaviour• Speak to a trusted adult if something is worrying you or affecting your attendance	<ul style="list-style-type: none">• Ensure children attend school regularly and on time• Inform the school if your child is absent and provide a reason• Promote positive routines and attitudes towards school• Keep school informed of any concerns affecting attendance• Attend meetings and engage with support when required• Avoid taking holidays during term time• Ensure children are prepared for school e.g. uniform, book-bag

Link Governor	Deputy Head Attendance Lead (DSL)	Office Administrator/ Attendance Support	Teaching staff	SENCO (DSL)	Learning Mentor (DSL)
<ul style="list-style-type: none"> • Holds leaders to account for attendance outcomes • Overview of whole school attendance data • Support reviews and evaluation of attendance strategies and impact • Ensures statutory duties are fulfilled • Support and challenge to the Headteacher • Reports attendance trends to the Local Governing Body • Implements and tracks impact of attendance strategies 	<ul style="list-style-type: none"> • Co-create the attendance vision with staff. • Promote attendance culture and embed the Dovecote Vision for attendance • Strategic lead for attendance • Policy review and implementation • Monitoring whole school attendance (authorised/unauthorised) • Oversee Persistent Absentees • Uses the termly AIBE tool to analyse impact over time and identify next steps • Attend quality CPD and involvement with RISE/A&B Hubs for best practice • Shares key attendance messages with staff • Conduct home visits as needed • Leads attendance meetings with families • AIP - Attendance support plans and timely reviews with families AIPs • Leave of absence requests • Liaises with EWO and final sign-off for penalty notices and EWO referrals • Lead for work with external professionals and multi-agency support • Advises on legal intervention where needed • Reporting on attendance and impact of actions to attendance termly to Executive Head and Governors 	<ul style="list-style-type: none"> • First point of contact for daily absence reporting • Records absence messages and updates ARBOR • Ensures registers are complete with no missing marks • Use correct DfE attendance codes • Makes first-day contact text message and follow-up calls • Records late arrivals and reasons • Monitors weekly attendance and identifies pupils below 95% and those at risk of PA • Weekly meeting with Attendance Lead to agree priorities and targeted support • Attendance support plans with families AIPs • Shares weekly attendance with Executive Head and class teachers in preparation for assemblies and newsletters • Creates individual and class certificates and helps promote attendance incentives • Prepares and sends out attendance letters and documentation • Maintains accurate records ahead of census • Supports communication with families regarding attendance • Provide information within EWO meetings along with Attendance Lead • Monitor attendance patterns 	<ul style="list-style-type: none"> • Complete registers accurately and promptly (am and pm) • Monitor class and individual attendance patterns • Raise concerns promptly with Attendance Lead or SLT • Make a phone-call home or send a message on Dojo • Discuss attendance at parent consultations • Promote high expectations for attendance and punctuality • Provide background information for referrals • Role model punctuality and time management • Weekly class attendance celebrations and class initiatives 	<ul style="list-style-type: none"> • Provides early help and family liaison for pupils with SEN needs • Supports pupils with emotional or mental health barriers to attendance • Supports reintegration after absence • Contributes to attendance support plans (AIPs) • Conduct home visits for vulnerable pupils if needed • Tracks the attendance of SEN pupils • Tracks and reviews pupils on part-time timetables • Works closely with families to remove barriers • Monthly meeting with Attendance Lead to assess progress and concerns for SEN pupils • Links attendance with safeguarding and wellbeing 	<ul style="list-style-type: none"> • Provides early help and family liaison • Supports pupils with emotional or mental health barriers to attendance • Delivers targeted 1:1 or small group intervention • Supports reintegration after absence • Contributes to attendance support plans (AIPs) • Conduct home visits with attendance Lead for vulnerable pupils • Works closely with families to remove barriers • Links attendance with safeguarding and wellbeing • Tracks attendance of vulnerable pupils and updates in DSL weekly meetings

