



# Blessed Sacrament Catholic Primary School



## Attendance Flowchart 2023-24

### Daily

1st Response-Admin check absence messages

Wellbeing Breakfast

Class Teachers to complete registers by 8:55 a.m. and to office by 9:10 a.m.

1st and 2<sup>nd</sup> text messages sent

LM/FLO contact parent/carer of pupils with no reason given

DHT/LM/FLO carry out home visits- Letter left if no reply/Welfare check if necessary

Follow up Home Visit/Ring/Welfare Check

Late texts sent out by Admin

Class Teachers speak to specific children/parents

Class Teachers arrange for catch-up work to fill gaps for specific children/parents

### Weekly

Analyse Attendance Data

Attendance Data shared with children at assembly

Attendance and Punctua ity data written on class displays and shared

Individual Attendance % shared v ith children

Keep running record of School V LA data

Toast for wining class in each phase

Attendance data shared with parents

Raffle tickets given for full week in school

Meet with EWO

### Half Termly

Attendance and Punctuality report to parents/carers

Panel meetings Take place

Action Plan Reviewed and updated

Half termly data analysed

Prevention techniques/Calendar Days e.g. day after Mother's Day

Late letters sent home

Monitor Early Pick-ups on the system

### Termly

Attendance Raffle

Termly Attendance Drive

100% Attendance reward

Attendance classwork

Attendance discussion at Parents meeting

Class with most Attendance Money receive cheque

Class with most Attendance Money choose prize

Planned Attendance Drives

Attendance and punctuality on report to parents

Pup!! Voice

Discuss Attendance at Achievement Meetings