Norfolk County Council

# Attendance Practice Checklist

This checklist has been designed to support Senior Attendance Champions, Headteachers and Governing Boards/Board of Trustees to undertake a check to ensure that the school is compliant with statutory guidance.

In addition to this checklist, the school should ensure that the Governing Board/Board of Trustees receives regular reports on how the school manages the attendance function. This practice checklist and a detailed report submitted to the Governing Board/Board of Trustees facilitates rigorous monitoring of the attendance function to ensure compliance with statutory guidance and legislation. Such systems will also support the school to identify areas for improvement beyond minimum statutory requirements.

# Date of completion: Person(s) undertaking the check:

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|  | **Evidence of compliance:** | **Evidence:** | **Action required:** |
| **1** | Has the school appointed a senior member of the school’s leadership team to take lead responsibility for dealing with attendance? Has the Senior Attendance Champion received appropriate training to equip them to fulfil the role? |  |  |
| **2** | Has the Senior Attendance Champion and other attendance staff been given sufficient time for them to carry out the responsibilities of the role? How is this monitored? |  |  |
| **3** | Does the school have an attendance policy that is up to date? The policy should include the roles and responsibilities of all school staff, governors/trustees, parents/carers and pupils. Including details of the National Framework for Penalty Notices. |  |  |

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|  | **Evidence of compliance:** | **Action required:** |  |
| **4** | Are the school’s expectations about attendance easily accessible to all members of the school community? The school should consider sharing this information via websites, school prospectus and home school agreements. |  |  |
| **5** | Is attendance a regular agenda item at staff and governor’s/Trustees’ meetings? Do governors/Trustees receive regular reports about school attendance? |  |  |
| **6** | Is communication about the importance of attending school made regularly to pupils and parents?  This can be achieved through assemblies, notice boards, tutor time, parent’s evenings, and the school newsletter. Incentives and rewards should also be communicated. |  |  |
| **7** | How does the school make parents aware of the guidance around holidays in term-time and the impact on a child’s attainment? |  |  |
| **8** | What systems does the school have in place to monitor the attendance and admissions registers to ensure they are compliant with statutory guidance and completed on time? |  |  |
| **9** | How is the school ensuring that it shares attendance data with the Department for Education and the Local Authority in accordance with statutory requirements? |  |  |

Norfolk County Council

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|  | **Evidence of compliance:** | **Action required:** |  |
| **10** | Are first day procedures for following up absence conducted in a timely manner? What systems does the school have in place to ensure, at the earliest opportunity, that parents are notified about absences? |  |  |
| **11** | What arrangements does the school have in place monitoring attendance and responding to children who go missing during the school day? |  |  |
| **12** | How is attendance data analysed to examine patterns across classes and year groups? How regularly does this happen and how is it used to inform practice? |  |  |
| **13** | What tracking and monitoring systems does the school use to ensure appropriate intervention is put in place at the earliest opportunity? |  |  |
| **14** | What incentives does the school offer for improving attendance and rewarding those who have good attendance? As attendance is a whole school approach, staff can be included.  For example, good form bear, best form buns, praise postcards,  attendance lottery, class trips etc. |  |  |

Norfolk County Council

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|  | **Evidence of compliance:** | **Action required:** |  |
| **15** | What systems does the school have in place to ensure parents receive regular information about their child’s attendance? |  |  |
| **16** | Does the school have individual attendance plans in place for all children who are deemed as persistently absent? How are these monitored and reviewed? |  |  |
| **17** | How does the school ensure a multi-disciplinary approach is used to address those pupils whose attendance continues to be of concern? |  |  |
| **18** | What formal interventions does the school use to enforce good attendance where necessary? | **Number of:**  Attendance Contracts offered:  Notices to Improve issued:  PN referrals for term-time holidays completed:  Referrals to the LA for consideration of legal action: |  |