



Attendance Plan for OABL



Attendance Calls

Families are expected to call in by 8.30

If no call office staff to follow attendance flow chart to find out what is next.



Attendance calls will be made to follow up on absent children. If 1st priority is uncontactable email and text will be sent asking for contact to be made by 10am.

If no call back try 1st call and then 2nd, 3rd and 4th priority will be contacted. This will be logged on CPOMS using CPOMS script.



On initial call offer Calpol to be administered at school provided by families and ask when expected return date to school will be. This must be logged on CPOMS.



Record actions on attendance one note and check here regularly throughout the morning for actions from SLT.



Vulnerable list

A vulnerable children list will be provided for office use. ALL office staff must check absent children against this. Any children on the vulnerable list and absent should be indicated. List will be updated termly by DSL. Children in Red and CP or CIN.



Vulnerable children absent should be raised by 9.30 with SLT via teams and on one note.



Vulnerable children will be followed up with a home visit where necessary and external agencies involved with the families being notified.

Attendance call home script

I'm calling about ___ as they're not in school today. Is everything ok?

- Have you tried Calpol? How did that go?
- Could they come in for 10am?
- Could they come in for lunchtime?
- Would you like us to give Calpol?
- What date will they return?

Reply- log this on CPOMS and ask for return date.



If no contact by 10 send follow up email template regarding home visit.



No reply SLT home visit.

Response. Offer pick up from SLT. Follow script as above. Alert DSL/SLT



If no contact by 10 send follow up email template regarding home visit.



No response- Email to SW and other external agencies. Follow up home visit.





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PA Children

Children will be identified from the risk register each week. DSL will look at list each Monday am and add actions to the attendance flow up one note.



Attendance team will look at and complete actions from the one note. Ensure these are logged on CPOMs and bromcom.



Children on the PA list will be targeted on the attendance calls daily following the vulnerable list plan.



Attendance rewards

Each day a class has 100% attendance they will get a sticker/tally towards attendance prize for the class. Children should get to choose as a class thier reward.



Children who have 100% attendance in a term will be celebrated at the end of each school term. These include prize draws, certificates, stickers and a cinema trip.



Children who are PA will have a attendance chart. When they have filled in the chart with 10 consectutive days they will recieve a prize.



PA children with improved attendance will be celebrated with phone calls home to celebrate improvements.