

# ATTENDANCE CHECKLIST FOR STAFF

<b>Overview</b>
<p>The National expectation for children's attendance is 97%, both for the school and for each child. This equates to no more than 7 days' absence per child across an academic year. Absence equates to gaps in children's learning, gaps which may never be filled and which could destabilise future learning.</p> <p>This checklist exemplifies a set of approaches that will lead to good attendance if they are followed.</p>
<b>Develop your class community</b>
<ul style="list-style-type: none"><li>• Meet and greet pupils when they come into the classroom. Smile, be pleased to see them</li><li>• Let children know you care about their welfare and happiness</li><li>• Ensure the learning on offer is appropriate for each child's needs</li><li>• Make the learning exciting; would you have wanted to do this task when you were that age?</li><li>• Be aware of children's absence and help them catch up with missed learning</li><li>• Refer to the school Attendance League table and how the class could take the top place</li><li>• Develop children's friendships in the class</li></ul>
<b>Cultivate positive relationships with families</b>
<ul style="list-style-type: none"><li>• Make connections with parents/carers. Smile, say hello, ask how they are</li><li>• Each day, inform one parent/carer of something good their child has done- about their attitude, effort, achievement, etc. in person, by phone or in a 'Thank you' card. Keep a record so you know who you have not yet contacted. All children should receive a compliment for something</li><li>• Let parents know you are concerned by their child's absence, even for part of the day for a dentist appointment, the impact on their friendships, their learning, their future</li></ul>
<b>Know where to focus your efforts</b>
<ul style="list-style-type: none"><li>• Know and refer to your class Attendance chart and what each attendance band equates to</li><li>• Know who your current target children are</li><li>• Consider why target children have poorer attendance</li><li>• Plan lessons to 'hook children in' to the programme of learning; what is the big picture?</li><li>• Know the impact of absence on the progress of target children</li><li>• If a non-target child's attendance drops, find out why and support them getting back on track</li></ul>
<b>Celebrate attendance and improvement</b>
<ul style="list-style-type: none"><li>• Regularly remind children of the rewards for those who improve or who are 'Green' attenders, both those provided by the school and the benefits to their life choices</li><li>• Comment on the impact of poor or improving attendance in reports, in feedback</li><li>• Celebrate improvements in children's attendance; moving up a colour band or achieving National expectations</li><li>• Share children's attendance successes</li></ul>
<b>Elsewhere ...</b>
<ul style="list-style-type: none"><li>• Discuss target children and strategies with Leaders of Learning, the Family Attendance Officer (J Price), colleagues with siblings</li><li>• Class staff to model good attendance</li><li>• Note any concerns on CPOMS (A, B, C format)</li></ul>