



Box CE Primary School Attendance Offer

1. Purpose & Vision

Every child deserves to be in school every day to access high quality teaching, build friendships, and make the most of their potential. Evidence shows a clear link between attendance and attainment. Pupils attending 95-100% of the time are significantly more likely to reach expected standards in reading, writing and maths than those attending 90-95% of the time.

Vision: To foster a whole-school culture where excellent attendance is the norm, barriers are understood and removed early, and every family feels supported to ensure consistent attendance.

Federation follows- *DfE's 'Working together to improve school attendance' guidance*

2. Strategic Aims

Aim	Success Indicator
Embed a culture of high attendance	Increase whole-school attendance year-on-year
Act early to prevent persistent absence	Decrease number of pupils falling below 95%
Support vulnerable groups	Targeted plans for disadvantaged pupils and SEND
Engage families as partners	Positive feedback and collaborative action plans

3. Roles & Responsibilities

School leaders

- Set overarching expectations - headteacher analyses data fortnightly and SLT meeting each fortnightly to discuss. This is communicated with office staff who send letters and organise meetings.
- Admin staff look at attendance daily to support those families and identify which key children are absent and take action e.g. phone call to parents and inform the Headteacher.

Class teachers

- Daily registers completed accurately
- Follow up quickly on emerging patterns

Office/Attendance team

- Daily calls/texts on first day



- Maintain accurate records

Parents/Carers

- Ensure children attend punctually each day
- Communicate reasons for absence promptly

📌 Strategies that show strong impact (EEF/DfE aligned)

From research and practice, these tend to have **highest leverage**:

1. Relationships first

Children attend when they feel known, safe and valued.

2. Early identification

Act early 95% not 85%.

3. Data routines

- Persistent absence tracker with vulnerable groups identified (PP, SEND, EAL, CP)

4. Remove barriers

Attendance is often:

- anxiety
- poverty
- unmet SEND
- family instability

5. Celebrate improvement

A child moving from 82% → 92% is a huge success- inform parents

✳ Universal – whole school culture

Build a culture where children want to attend

- Warm welcomes at the gate (SLT presence daily)
- Staff greeting every child by name at the door
- Celebrate improved attendance weekly in assembly, not just 100%
- Clear, simple expectations shared with parents from Reception onward
- Engaging curriculum, trips, enrichment, clubs before/after school
- Strong transitions (nursery → YR, Y6 → Y7)

Communication

- Termly newsletters- attendance always part of it
- Visual graphics for families showing impact of 90-95% attendance on website and parent leaflets
- First-day calling/emailing for all absences
- Positive calls home when attendance improves

Targeted – early help for emerging concerns (90-95%)

Early intervention (before it becomes persistent absence)

- Fortnightly attendance review meetings (AHT/ HT)
- Meet parents early: "How can we help?"
- SEMH groups
- Flexible drop-off arrangements for anxious children
- Peer buddy or "safe adult" for reluctant pupils

Practical supports that make a difference

- Coming through main office to ease separation anxiety
- Quiet regulation space at start of day
- SEND/Wellbeing reviews (attendance often linked to unmet need)

● **Specialist – persistent absence (<90%)**

Structured, consistent processes

- Home visits (pastoral, not punitive tone)
- Formal attendance meetings with SLT
- Individual Attendance Action Plans
- DSL involvement where safeguarding concerns exist
- Multi-agency work (social care, Early Help, health services)
- Reintegration plans for EBSA (emotionally based school avoidance)
- Timetabled check-ins with trusted adult
- Reduced timetable (short term, reviewed carefully)
- Parenting contracts or legal routes only when support has been exhausted

💡 **Attendance linked to school values- newsletters and messages to parents**

- **Aspiration** - every lesson builds your future
- **Responsibility** - being here matters
- **Resilience** - we come even when it's tough
- **Collaboration** - school and home together

📖 **Parent Leaflet: "Why Good Attendance Matters"**

👋 **Welcome!**

We want every child at Box Primary School to feel happy, safe and excited to learn.

One of the most important ways you can support your child is by getting them to school every day and on time, unless they are genuinely too ill to attend.

🎯 **Why Attendance Matters**

- ➡ Children who attend school regularly are more likely to:
- ✓ do well in reading, writing & maths



- ✓ build confidence and friendships
- ✓ develop routines that help future success
- ✦ Missing just **two days a month** adds up — and can make learning harder.

What's Expected

- **Doors open:** 08:45am
- ✓ Children should arrive **on time** every day
- ✓ If your child is unwell, please call the school **before 9:00am**

How We Work Together

We'll keep you updated with:

- ✓ Weekly attendance updates
- ✓ Calls on first day of absence
- ✓ Support if we spot concerns early

If your child's attendance falls below 95%, we'll work with you to understand any barriers and create a plan to help.

What You Can Do

- ✓ Make school attendance a priority
- ✓ Talk to your child about why school matters
- ✓ Schedule appointments outside school hours where possible
- ✓ Call us early if you're worried or need support

□ **We're Here to Help**

If your child struggles with anxiety, mornings, friendships, or routines — let us know.

We can support with:

- ✦ Social, Emotional and mental health support
- ✦ Trusted adult check-ins
- ✦ Attendance support plans

Useful Parent Guides

📎 **Working together to improve school attendance - parent guide:**

<https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf>

Thank you for supporting your child's learning — every day matters!