

Sandbach Primary Academy's 3 step Attendance Flow Chart



Excellent Attendance:

99%

100%



Step 1:

- Half termly certificates
- Half termly badges
- Half termly extra break time
- Half termly stationery reward
- Termly family prizes being won, with a raffle (day passes to Chester Zoo, Peak Wildlife Park, Cheshire Ice Cream Parlor, cinema, bowling)
- Each class over 95% attendance will have a go on the Attendance-o poly board game to try and win a class reward.

Good Attendance:

98%

97%

96%



Cause for concern:

95%

94%

93%

92%

91%



Step 2:

- Letter 1 will be sent to both parents with parental responsibility.
- Attendance will be closely monitored for two months (two attendance officer meetings)
- If attendance improves continue to monitor.
- If attendance declines letter 2 will be sent home inviting parents in for a meeting with the Attendance Officer.
- Daily calls/emails from the Attendance Officer or office staff.
- Personalised reward systems
- Personalised attendance targets

Unsatisfactory:

90%

89%

88%

87%



Step 3:

- Letter 2 is sent straight away inviting both parents with parental responsibility in for a meeting with the Attendance Officer, to come up with a robust attendance action plan.
- Personalised targets
- Personalised rewards
- If attendance improves, the Attendance Officer will continue to monitor closely and act again if attendance begins to decline.
- If attendance declines, the Attendance Officer will seek support from the Local Authority during their termly meetings.
- Parents may be issued with a fixed penalty notice. Penalty notices are £80 if paid within 21 days. £160 if paid after 21 days but before 28 days. After 28 days parents/carers are liable to be prosecuted by the Local Authority.

Serious cause for concern:

86%



Critical:

85% and below

