

Attendance Strategy at New City

Our attendance strategy at New City can be found in our attendance policy attached.

We encourage all children to attend school through a range of incentives including:

- The weekly class trophy and extra playtime for the best attendance
- The half termly certificates for 100% attendance
- The annual medals for 100% attendance
- Monthly draw for 100% attendance
- Gold, silver, bronze badges at end of term for attendance

Teachers monitor class attendance weekly and write a report to the Attendance Team. This ensures that teachers speak with parents regularly about missing school.

We promote positive attendance with all our families through:

- Weekly newsletter
- Weekly assemblies
- Posters around the school and outside the school
- MarvellousMe
- Parent Mail

As per our policy we follow up all absences closely and we issue the following:

Monitoring and follow up of attendance procedures as per our policy	
Absence	
Stage 1: Absence reach 95%	Issue warning letter 1
Stage 2: No improvement	Issue warning letter 2
Stage 3: No improvement	Issue Meeting invitation letter Meeting with attendance lead, attendance officer, head teacher and family support to explore reasons. Offer help and support
Stage 4: No improvement	Meeting with Local Authority Attendance Support Officer (Sue Montgomery) Penalty Notice or be referred for Statutory Intervention for poor attendance.
Persistent Lateness	
Stage 1: late 3 times	Issue warning letter 1
Stage 2: 3 x late again	Issue warning letter 2
Continue to be late	Meeting with attendance lead, attendance officer, head teacher and family support to explore reasons. Offer help and support
Stage 4 -No improvement	Meeting with Local Authority Attendance Support Officer (Sue Montgomery) Penalty Notice or be referred for Statutory Intervention for poor attendance

WHAT IS YOUR ATTENDANCE?

Right to education (Article 28)

