

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



ATTENDANCE ACTIONS

Daily approach to attendance actions

Suggested Question Prompts

Welcome and Reconnect

- "It's lovely to see you back - how are you feeling today?"
- We really missed you! Are you happy to be back with your friends?"
- Is there anything you're looking forward to today?"

Check Understanding & Gaps

- "Would you like me to show you what we have been learning while you were away?"
- "Do you remember what we were working on before you were off?"
- "Would it help if you worked with a friend to look at what we did?"

Understand the reason/Support Needs

- "Was it tricky being away from school?"
- "Is there anything you'd like us to know to help you settle back in?"
- "Would you like some quiet time before joining the class?"

Rebuilding Social Confidence

- "Who would you like to play with and go to lunch with today?"
- "Would you like me to buddy you up with someone to help get you back into routine?"

Ongoing Support

- "How are you finding being back at school?"
- "Is there anything that will make it easier coming back to school?"
- "Can we check in again?"



Return
to
School

Welcoming students back to school

Welcome returning students back, find time to check in and highlight areas of need.



If a student is not well enough to attend school we will **not** send work home, if they are well in themselves (i.e. illnesses with incubation) we should refer them to TT Rockstar's and Emile



Extended
Absence

Extended Absence

Weekly home visits from class teacher and TA, SLT will arrange class cover.
If student is well enough to complete work at home
Attendance Champion/Attendance Officer will refer to hospital schools.



Day
Five

Teacher & Class Note Home

Teacher to send a note home letting their student know they are missed.



Day
Three

Class Teacher Call home

For students with three consecutive days coded as I (Illness)
Teacher welfare call, speak to child, tell them how much we are missing them and looking forward to their return. Record on CPOMS under Attendance, alert CPLO & AO.

If a reason for absence has not been establish AO & FSW will commence Child Missing in Education referral, Steps 1-3 from day one will have been repeated.



Day
One

Initial Contact

If a student is not present at registration mark them with **code N** - do not leave their mark blank as this alerts AO.
Parent's/Carers are required to update absence daily and this will be recorded accordingly in the office.
Students coded N for registration with no update will prompt daily contact from the office.
Step 1 Text sent to parents'/carers
Step 2 Call all listed contacts if no response received.
Step 3 Home visit conducted (AO & FSW).