

# 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 win with a raffle (day passes to Chester Zoo, Peak Wildlife Park, Cheshire Ice Cream Parlor)

Each class over 95% attendance will have a go on the Attendance-o poly board game to try and win a class reward.

End of year 100% badges and family reward.

**Good Attendance:**

98%

97%

96%



**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

**Cause for concern:**

95%

94%

93%

92%

91%



**Step 3:**

Both parents, with parental responsibility, will be immediately informed. The Attendance Officer will monitor closely for one month. If there is no improvement, letter 2 will be sent and a formal meeting will be held with the Attendance Officer and Principal 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 £60 if paid within 21 days. £120 if paid after 21 days but before 28 days. After 28 days parents/carers are liable to be prosecuted by the Local Authority.

**Unsatisfactory:**

90%

89%

88%

87%



**Serious cause for concern:**

86%



**Critical:**

85% and below

