



Our Culture and Aims

*St John Paul II Multi-Academy schools are committed to embedding a strong culture of belonging and the highest expectations of attendance for all pupils, including those who are disadvantaged and/or SEND. Every child deserves to be in school every day and we recognise that it is our collective responsibility to ensure that this happens. We recognise that due to the diverse nature of our schools, policies and procedures will differ, however this document sets out our overarching guidance that **all** schools will follow.*

Creating a Culture of Belonging

Welcoming, inclusive learning environments, where every day matters

Our schools will:

- Strategically foster a sense of belonging by having a positive welcome routine where all staff greet **every** child at the gate, the classroom or the corridor
- Be inclusive by ensuring that **all** pupils have the opportunity to access high quality lessons and are involved in extracurricular activities
- Have clear and consistent routines in place to ensure school is calm and there is disruption-free learning so that pupils feel safe
- Build positive relationships with pupils and families so that school is a safe place to thrive
- Ensure that poor attendance is treated as a safeguarding and wellbeing concern
- Use the language of 'days missed' rather than just percentages
- Ensure all families have a named school contact who builds a relationship with them

Roles and Responsibilities

Attendance is a whole school responsibility. Everyone has a part to play.

All of our staff will:

- Uphold high expectations of attendance and create safe learning environments where all pupils can thrive
- Build relationships with pupils and families and listen to be able to understand the 'bigger picture' and identify the root cause of poor attendance
- Identify any early attendance concerns and discuss with families, where appropriate
- Report any patterns in absences to school leaders and the Senior Attendance Champion
- Work together to change the narrative - attendance is not optional

Our MAC leaders and Senior Attendance Champions will:

- Strengthen collaboration and share good practices across schools
- Commit to data sharing where there are siblings across schools
- Use BROMCOM messaging to proactively improve and promote positive attendance
- Provide high quality training for **all staff** on attendance
- Regularly go beyond the headline data (**at a minimum, half termly**) to identify trends, spells and patterns of absence and share with the appropriate staff (class teachers/form tutors, HoY) to address concerns
- Ensure key target groups (vulnerable pupils, including those who are SEND or Pupil Premium) are **always** reviewed in any attendance data analysis



Targeted Support

Early intervention is key to sustained improvement

Our schools will:

- Make attendance high profile - ensure it is discussed in staff meetings, in the classroom, whole school assemblies, parent meetings, induction days etc.
- Use BROMCOM messages to remind parents of attendance expectations, build relationships and positively promote good attendance
- Have a clear picture of daily attendance and punctuality **by 9.30am** to ensure next steps are taken promptly (*phone calls, home visits etc.*)
- Proactively educate families on when 'ill' is 'too ill' using the NHS guidance
- Capture of the voice of the child where attendance is a concern
- Have a clear graduated approach to attendance support which includes pupils at risk of persistent absence
- Prioritise timely **early** intervention to stop weak attendance in its tracks (95% and below)
- Ensure all intervention is bespoke and tackles the cause rather than the symptom of weak attendance
- Create BROMCOM Watchlists for key target groups to monitor and target specific support
- Discuss attendance alongside progress and attainment in Pupil Progress meetings
- Recognise excellent and improved attendance at a school and multi-academy level

Legal Intervention

When all other strategies have been exhausted, schools must act in line with the LA procedures

Our schools will:

- Continue to follow a 'Support First' approach to improve attendance and reduce absence
- Assess each attendance case which reaches the threshold for a referral to the Local Authority on a case-by-case basis
- Follow Birmingham City Council's [Leave of Absence Process](#) for any leave in term time which has ***not been identified as an 'Exceptional Circumstance'*** by the Principal to refer for consideration of a Penalty Notice
- Where significant early intervention and targeted support has been unsuccessful, follow Birmingham City Council's [Support First](#) protocol to refer for consideration of a Notice to Improve or a Penalty Notice