



Attendance Practice Checklist

This checklist has been designed to support Attendance Leads, Headteachers and Governing Boards to undertake a check to ensure that the school is compliant with statutory guidance.

In addition to this checklist, the school should ensure that the Governing Body receives regular reports on how the school manages the attendance function. The practice checklist and a detailed report submitted to the Governing Body facilitate rigorous monitoring of the attendance function to ensure compliance with statutory guidance and legislation. Such systems will also support the school to identify areas for improvement beyond minimum statutory requirements.

Date of completion:

Person(s) undertaking the check:

	Evidence of compliance:	Action required:	
1	Has the school appointed a senior member of the school's leadership team to take lead responsibility for dealing with attendance? Have received appropriate training to equip them to fulfil the role?		
2	Has the Attendance Lead and other attendance staff been given reasonable time for to carry out the responsibilities of the role? How is this monitored?		
3	Does the school have an attendance policy that is up to date? The policy should include the roles and responsibilities of all school staff, governors, parents/carers and pupils.		



Norfolk County Council

	Evidence of compliance:	Action required:	
4	Are the school's expectations about attendance easily accessible and visual to all members of the school community? The school should consider sharing this information via websites, school prospectus and home school agreements.		
5	Is attendance a regular agenda item at staff and governor's meetings? Do governors receive regular reports about school attendance?		
6	Is communication about the importance of attending school made regularly to pupils and parents? This can be achieved through assemblies, notice boards, tutor time, parent's evenings, and the school newsletter. Incentives and rewards should also be communicated.		
7	How does the school make parents aware of the guidance around holidays in term time and the impact on a child's attainment?		
8	What systems does the school have in place to monitor the attendance and admissions registers to ensure they are compliant with statutory guidance?		
9	Are there systems in place to ensure that registers are accurate and completed on time?		



	Evidence of compliance:	Action required:	
10	Are first day procedures for following up absence conducted in a timely manner?		
11	What systems does the school have in place to ensure, at the earliest opportunity, that parents are notified about absences?		
12	What arrangements does the school have in place monitoring attendance and responding to children who go missing during the school day?		
13	How is attendance data analysed to examine patterns across classes and year groups? How regularly does this happen and how is it used to inform practice?		
14	What tracking and monitoring systems does the school use to ensure appropriate intervention is put in place at the earliest opportunity?		
15	What incentives does the school offer for improving attendance and rewarding those who have good attendance? As attendance is a whole school approach, staff can be included. For example, good form bear, best form buns, praise postcards, attendance lottery, class trips etc.		



Norfolk County Council

	Evidence of compliance:	Action required:	
16	What systems does the school have in place to ensure parents receive regular information about their child's attendance where it is a concern?		
17	Does the school have individual attendance plans in place for all children who are deemed as persistently absent (90% and below)? How are these monitored and reviewed?		
18	Does the school address attendance issues with parents through meetings and written agreements (parenting contracts)?		
19	How does the school ensure a multidisciplinary approach is used to address those pupils whose attendance continues to be of concern?		
20	What formal interventions does the school use to enforce good attendance where necessary?	Number of: FPN referrals completed: Fast-track processes started: Referrals to the LA for consideration of legal action:	