



Attendance Action Plan 2017 – 2018

Philosophy

We recognise that regular school attendance is important since, without it, all the efforts of teachers come to nothing. Children need to attend regularly if they are to enjoy the educational opportunities provided within the school and make progress. Absence can lead to educational disadvantage for a child and place them at risk of not achieving their full potential.

DFE Information

Improving attendance in our school, particularly of those pupils who miss a lot of school, will lead to a reduction in pupils becoming irredeemably PA at secondary school.

There is no doubt that early intervention with families who tolerate low levels of attendance will address these patterns and prevent the children becoming disengaged from school.

The threshold for persistent absence is 10%. This is to ensure that schools take action sooner to deal with absence.

Target	Planned Action	Success Criteria	Who	When	Impact/development
To improve attendance across the school	A school leaflet about the importance of good attendance has been produced for Nursery and all full time school aged children. This also forms part of the induction pack for parents. This is sent out at the beginning of each term. Letter explaining the role of the EWO and informing them of the support on offer.	Attendance will rise to 96% across the school	School administrator	Termly	
	Information is put onto the school website including a presentation on the importance of good attendance. Attendance policy is on website. Links to attendance websites included on attendance page.	Awareness of why it is important for children to attend school regularly	HT / School administrator	Ongoing	
	Parents are informed of the importance of good attendance at the new parents' meetings held in the summer term. Attendance policy is given out.	Parents are aware of why it is important for children to attend school regularly	HT	June new parents' meeting	
	Parents of EAL children are informed of the importance of good attendance at their meeting at the beginning of the Autumn term. Attendance policy is given out and translators are available at the meeting to help those parents with poor English skills.	Parents are aware of why it is important for children to attend school regularly	HT EAL co-ordinator	Autumn term Where appropriate for in-year admissions	A few parents who come from countries where children start school later have difficulties with our rules. Translator has spoken to targeted families.
	First day calling procedures will be followed e.g. School administrator to text parents / carers to enquire why child is not in school if no prior notification has been received. If no contact is made a follow up phone call is made. This is followed by a letter sent home. An N code is used on SIMs, this code will be changed to enter a reason or an unauthorised absence after a 5 day period. School generated letters have been added to SIMs	More parents will inform school on the first day of their child's absence	School Administrator	ongoing	Two families with poor attendance history receive a phone call rather than a text on the first day/



Shepton Mallet Community Infants' School & Nursery

Target	Planned Action	Success Criteria	Who	When	Impact/development
	Up to date attendance information is on the school website with term time dates.	Parents are kept informed of our level of attendance	School administrator	ongoing	
	School Administrator to log all contacts with parents relating to absence.	Accurate, up to date records kept	School administrator	ongoing	
	The Head and school administrator meet to discuss attendance / PA data and identify cases requiring support and plan appropriate action, focus to be on under 95%. PFSA support requested when appropriate	Children whose attendance falls to PA are identified quickly on order to put support into place	HT School administrator	When necessary	
	The school will, wherever appropriate, provide additional support for a child returning to school after an absence of more than one week.	Children are not disadvantaged by extended periods of absence	EAL support	When EAL child is absent for more than 1 week	
	The Head teacher and governors will agree attendance and Persistent absence targets for the year. The Governors will approve those targets. Headteacher to track children's attendance for each year group and for disadvantaged children.	Attendance improves and persistent absence reduces	HT Governors	September & ongoing	
	EWO will work with schools to raise the profile of the importance of good attendance by offering strategies to school and families	Strategies in place	EWO	Termly	
	Home challenge set for attendance poster competition – winner to have poster displayed in local shops	The children's awareness of the importance of good attendance is given priority	Class teachers	Yearly	
	Lessons given about the importance of good attendance at school	The children's awareness of the importance of good attendance is given priority	Class teachers	Termly	
To monitor the attendance of Pupil Premium children and the effect on attainment	Pupil premium children treated as a separate group when monitoring attendance	Children are not disadvantaged by extended periods of absence	HT School administrator	Termly	
To reduce the level of persistent absenteeism	The school will notify the EWO of the absence of a child with PA (now 90%) on the first day of absence.	Persistent absence monitored by EWO as well as school	School administrator	Ongoing	
	Families with children who are or are likely to become persistent absentees will be offered an Early Help Assessment in order to prevent attendance becoming poorer.	Those families who find it difficult to ensure their child's attendance is good will receive support from the education welfare service. The number of children who are classed as PA falls	EWO HT	Ongoing	



Shepton Mallet Community Infants' School & Nursery

Target	Planned Action	Success Criteria	Who	When	Impact/development
	Monitor attendance across the school to ensure any patterns are dealt with quickly	Patterns identified and addressed	HT	½ termly	
To reduce lateness	Track lateness before register closes. Contact parents of any child over 3 U codes - warning regarding FPN Issue FPN for persistent lateness – U code.	Persistent lateness is reduced	HT	½ termly	
To reduce days lost to term time holidays	Ensure all requests for absence are in writing in line with school's policy	Requests for absence are reduced	HT	As needed	
	Follow appropriate national and local guidance. Refuse all requests for holidays in term time unless exceptional circumstance apply.	All requests for holidays refused	HT	As needed	
	Continue to monitor requests for leave.	Requests for leave are reduced	HT	Termly	
To ensure reward systems are effective	Weekly draw for 100% attendance	Children are encouraged to attend regularly.	HT	Weekly	
	Stickers given to all children with 100% attendance weekly	Children are encouraged to attend regularly.	Class teachers	Weekly	
	Weekly winners on attendance board	Children are encouraged to attend regularly.	School administrator	Weekly	
	Attendance given high profile on newsletters	Children are encouraged to attend regularly.	School administrator	Monthly	
	Attendance part of weekly celebration assembly	Children are encouraged to attend regularly.	HT	Weekly	
	Soft toy awarded to class with highest weekly attendance to keep until another class has higher attendance.	Children are encouraged to attend regularly.	HT	Weekly	
	Prizes given for 100% attendance for ½ term, term and year.	Children are encouraged to attend regularly.	HT	½ termly, termly, yearly.	