



Dale Community Primary School
Attendance action plan
2023-24

What the school already does				
Desired outcome	Action to achieve	Person responsible	Frequency	Monitored by
To improve attendance	First day calling – Phone calls will be made to parents every morning if parents have not phoned in/sent on email. A record will be kept of the calls. Order of calls: CP and LAC CiN Any other social care involvement All other children	KH (ZB in her absence)	Daily	AJ to check book weekly
	If there is no contact with a family, staff may carry out a home visit if there is concern for the child's welfare	KH	If necessary	LF
	Contact details updated twice a year (at Parents Evening)	KH	Twice a year	SBM
	Katrina analyses attendance and then phones parents to advise of attendance	KH organises phone calls SR/Jana help with translation	Monthly	AJ to check monthly to see how many parents have been contacted (all calls and meetings are logged)

	concerns. (less the 93% or another pattern emerging) For Eastern European parents a meeting with parents is organised and herring bone is shown to children			
	Letters are sent to all parents if there is no improvement after 2 weeks with herringbone attached	KH	As required – if there is no improvement in attendance	
	Half-termly review of attendance (children under 93%) to decide interventions: Parents to meet with KH Parents to meet with HT/DHT and KH Parents to meet with EWO Parents to meet with KH and NCAT	KH/HT/DHT	Half termly	LF
	Eastern European target group Katrina monitors this fortnightly due to impact on persistent absence	KH	Fortnightly	LF
	Attendance is shared with parents termly on Progress and end of year reports	All staff	Termly	LF
	The importance of good attendance is shared at induction, mid-point	FS staff and Inclusion officers for mid-point inductions	Ongoing	LF

	inductions and start of term parents' meetings			
	Term dates are communicated through the school newsletter and are available on the school website	LP	Ongoing	LF
	The Head Teacher and Governors will agree attendance and persistent absence targets for the year	LF	Annually	CoG
	Reference to days of religious observance in Attendance Policy has been adjusted to 'Only one day will be authorised per religious observance when this day falls in term time.'	LF	Annually	Governors
To reduce persistent absence including term time extended leave	Parents are requested to complete a Leave of Absence form for extended leave. Extended Leave is not routinely authorised and penalty fines are submitted.	Office staff/Inclusion officers and HT/DHT	When Eid is celebrated	LF
	School will engage identified families in the Early Help process when required	Inclusion Team	As required	LF
To reduce lateness	Late arrivals are logged (after 9am) and Katrina analyses the log monthly to look for patterns.	KH	Monthly	LF

	Letters are sent to parents with herringbone attached where a pattern is emerging			
	If no improvement is seen Katrina meets with parents with HT/DHT if appropriate	KH/HT/DHT	Monthly	LF
Recognise and reward	Attendance race track – half termly celebration	KH	Half-termly	LF
	End of year recognition 100% attenders – certificate, sticker and book token 95% and above – certificate and sticker Improved attendance – certificate and sticker	KH	Annually	LF

	End of year attendance	Persistent absence
July 2019	95.6%	11.6%
July 2020	No data (COVID)	
July 2021	92.32%	26%
July 2022	92.6%	27%
July 2023		
July 2024 (target)		

2023-24				
	Overall attendance	Persistent absence (10% and above)	Severe absence (50% and above)	Notes
Au1				
Au2				
Spr1				
Spr2				
Su1				
Su2				

Action plan to improve behaviour and attitudes (attendance) 2023-24							
Targets	Actions to be taken	By whom	By when	Budget/ Resource implications	Monitoring (who by and how often)	Success criteria	Termly RAG rating
Embed the celebration of good and improving attendance	<i>Class with the best attendance</i> Trophy is given out in good work assembly weekly	AJ	Ongoing	General resource budget - cost of trophy, cakes, pencils, supermarket vouchers, cost of trip		Good attendance is celebrated and promoted. Children recognise the importance of good attendance. Attendance can be seen as a high priority in the school environment	Autumn
	<i>Class with most weeks of good attendance</i> Attendance race cake						Spring
	<i>Most improved attendance</i> Pencil and certificate presented to those with improved attendance (termly)						Summer
	<i>End of year - improved attendance</i> Prize draw for parents for supermarket voucher						
	<i>End of year - (good attendance 100%)</i> School trip arranged for the children with 100% attendance						
Use displays to celebrate and recognise the importance of good attendance	Identify display boards in the stairwells to celebrate and promote the importance of good attendance.	LP/LF	Au1	General resource budget		Attendance can be seen as a high priority in the school environment	Autumn
							Spring
							Summer

Ensure the leadership team are held to account regarding attendance	Establish termly meetings with the Attendance Link Governor focusing on attendance	LF	Au1 onwards		Termly Governor meetings	The Governors have a good understanding of attendance and how the school are addressing poor attendance	Autumn
							Spring
							Summer
Share the importance of good attendance with parents and make explicit the impact of poor attendance	Share good attendance with parents – race track, improved attendance, 100% attenders	AJ	Half-termly			There is an improvement in attendance following 1:1 meetings	Autumn
	Investigate the link between KS2 results and attendance at Dale to share with parents	LF	Au1				Spring
	On each newsletter: Celebrate any improvement in attendance Share whole school attendance and class attendance and persistent absence	LP	Monthly				Summer
	Make links explicit on reports annual and termly	LF	Au2				
Review the interventions offered	Parent meetings every half term <ul style="list-style-type: none"> • Routines • Importance of good attendance • Impact of lost learning 	AJ	Sept 23		Parent feedback following the meeting	Half-termly meetings with parents are held to remind parents of the expectations and the importance of good attendance	Autumn
	Interventions with small groups of parents <ul style="list-style-type: none"> • Providing resources • How to support behaviour at home 	KH	Au2 2023-24	Resource budget – providing resources to parents e.g. visual timetables	Parents feedback following the interventions		Spring
							Summer

Improve the data analysis of attendance and the sharing of attendance	Analyse late book, arrange meetings with parents and measure impact	AJ	Half termly		Analysis of impact KH	Attendance analysis show the impact of intervention There is an improvement in attendance following an intervention Whole school attendance improves in line with year-end target Whole school persistent absence decreases in line with year-end target	Autumn
	Write case studies to show the impact of attendance work	KH	Sp2		Case studies		Spring
	Share data every two weeks with staff. At the end of a half term, share with staff which children are receiving interventions. Staff to give children responsibilities to encourage attendance at school.	KH	Autumn				Summer
Ensure the Attendance Policy is in line with DfE guidelines	Re-write Attendance Policy Include impact on attainment using DfE data	LF	2023-24 Au1		Attendance Policy approved by Governors	Attendance Policy is in place in line with DfE 'Working together to improve school attendance'.	Autumn
							Spring
							Summer
Develop systems for reporting absences and for contacting parents	Review the staffing of making phone calls to parents when absences are not reported	AJ	Au1			Effective systems for reporting absences and following up non-attendance are in place	Autumn
	Explore automated phone calls when parents do not call into school to report their child's absence	LF	Au2	Utility budget			Summer