Attendance Action Plan 2014-2015

Targets	Success Criteria	Tasks	By whom	When	Comments and evaluation
To continue to improve attendance across the school	Overall attendance is raised from 95.8% to 96.2%.	-Continue to monitor and track attendance -Issue termly newsletters to keep parents informed of attendance issues. -Issue termly reports to governors. -Regular surgeries for parents of children with attendance below 90%.	PT All staff EWO	Ongoing	
To improve attendance in the EYFS.	To improve EYFS attendance; Nursery to 93% Reception to 95% Families develop good practice of getting to school on time.	-To provide parents surgeries to improve attitudes to attendance. -Keep parents informed if attendance is below 90% for each half term	PT EYFS staff EWO	Ongoing	
To monitor attendance across the school to ensure any patterns are dealt with quickly	Attendance across all groups is consistent eg gender in EYFS, ethnic groups	-Termly analysis of a range of data. Actions resulting from findings. -Report findings to appropriate people.	PT EWO	Termly	
To reduce the number of children late for the start of the day. (Before register closes)	To reduce lateness before register closes.	-Track lateness before register closes. -Contact parents of any child over 3 U codes - warning regarding FPN -Issue FPN for persistent lateness – U code.	PT All staff EWO	Ongoing	Put times and reasons on SIMS for late arrival and early leaving
To reduce the number of children being taken out of school during term time for unnecessary reasons	Reduce the number of requests for leave during term time - including attaching days to longer holidays	- Ensure all requests are in writing in line with schools policy. - Follow appropriate national and local guidance. -To continue to monitor requests for leave. Follow the schools policy. -Issue FPN if they overstay leave time granted. -Meet with parents on their return to establish events. -Issue FPN if appropriate - Report in termly report to governors	PT EWO	Ongoing	In database put requests in time order rather than alphabetical order for ease (MB)
To improve the accuracy of registers and reduce the number of errors across the school	-Reduce register errors. -To ensure staff complete correctly.	All staff to check absences are marked correct. - Register checks by attendance officer to highlight issues. Issues raised with PT - Staff meeting time to highlight procedures with staff	PT All staff EWO	Ongoing	

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