

## ***Improving Attendance Action Plan 2016/17***

### ***St David's Catholic Primary School***

<b><i>Areas for Improvement</i></b>	<b><i>Actions</i></b>	<b><i>January Review</i></b> <i>Complete self-evaluation using WG attendance and BM data</i>	<b><i>June Review</i></b> <i>Review and complete action-plan for 2016/2017. Complete Matrix.</i>	<b><i>Achieved Yes/No/Partly</i></b>
<b>Managing and monitoring of Attendance</b>	<ul style="list-style-type: none"> <li>▪ Continue with the process of first and 3<sup>rd</sup> day calling.</li> <li>▪ Continue the ERW procedures</li> <li>▪ Input all information on SIMS</li> <li>▪ Use of Penalty notices</li> </ul>			
<b>Target under 90% pupils</b>	<ul style="list-style-type: none"> <li>▪ Use the 5 year data to track individual pupils progress</li> </ul>			
<b>Reduce the number of persistent absences I /M</b>	<ul style="list-style-type: none"> <li>▪ Use the 5 year data to track individual pupils progress</li> <li>▪ Letter sent to remind parents that absences will be unauthorised without medical evidence</li> <li>▪ Parents to be reminded of school attendance targets in the newsletter</li> <li>▪ Follow the ERW guidelines</li> </ul>			
<b>Punctuality</b>	<ul style="list-style-type: none"> <li>▪ Target regular lateness by undertaking spot checks in collaboration with the EWO</li> <li>▪ Letters to be sent to parents outlining concerns of lateness.</li> </ul>			

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<b>Rewarding and recognition of improved / good Attendance</b>	<ul style="list-style-type: none"> <li>▪ Weekly attendance cup</li> <li>▪ Termly attendance certificates</li> <li>▪ Letters to parents</li> <li>▪ Annual reward trip</li> <li>▪ Encouragement of the most improved attenders in line with the City&amp; County Incentivising Attendance Programme</li> </ul>			
<b>Holidays</b>	<ul style="list-style-type: none"> <li>▪ Letters to be sent to parents explaining of consequences if they take their child away for long periods</li> <li>▪ Possible use of PN if attendance poor</li> <li>▪ Reminder on newsletter about holidays in term time.</li> </ul>			
<b>EWS</b>	<ul style="list-style-type: none"> <li>▪ To work more consistently with the EWS</li> </ul>			
<b>Communication with Parents</b>	<ul style="list-style-type: none"> <li>▪ To raise the profile of attendance with the use of school gateway, a free service to parents to track attendance and punctuality</li> <li>▪ Continued use of sharing information with newsletters and school website</li> <li>▪ Open door policy</li> <li>▪ Attendance letters</li> </ul>			