

## Action plan 2016 - 2017

**School:** Meadows Primary School

**Head:** Anna Sydenham

**Attendance Officer:** Jayne Roberts and Anna Sydenham

**Education Welfare Officer:** Louise Simmons

Meadows Primary recognises 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 student and place them at risk.

	2013/2014	2014/15	2015/16	2016/17
Whole School Attendance.	96.30%	96.15%	96.41%	Target 97%
	PA 5.32%	PA 2.30%	PA %  PA target 5% (PA is now set at below 90% instead of 85%)	PA target 5%

### **Action Plan**

*Attendance at Meadows is above the national average. With the aid of communication, high profile attendance campaigns and regular reviews the attendance team are confident that attendance will continue to improve in the 2016-2017 academic year.*

*Attendance was improved over the last academic year and this was recognised by OFSTED in their recent report.*

### **Daily**

- Meet and greet – teachers and TAs on classroom door.
- Children are continually reminded about the importance of good school attendance.
- The teacher has a statutory obligation to mark the register daily.
- The attendance administrator to check the registers and make first day contact calls.
- Attendance administrator to monitor late arrivals and record reason.
- School to close the register 30 mins after it closes and use the 'U' code for those who arrive after this time.

## **Weekly**

- Attendance administrator to send home late letters as and when required.
- EWO to undertake home/joint visits where appropriate, identified through the review or continued absence, agreed with the attendance officers.
- School to complete CAF as necessary and EWO to attend as and when required.
- School to arrange and attend TAC meetings as necessary and EWO to attend when required.
- EWO to support and participate in any attendance related activities.
- Class with highest weekly attendance % celebrated in an commendation assembly.

## **Two weekly**

- EWO to meet attendance officers and address punctuality and attendance issues and specifically monitor under 95%.
- EWO and attendance officers to review individual cases on their own merits and send out SAL (attendance) letters as and when required
- EWO to follow the legal process, when action is required.
- Attendance officers and EWO to monitor the appropriate use of codes.
- EWO and attendance officers to share information about home visits and contact with parents on a regular basis.
- EWO and attendance officers to monitor medical absence and request medical evidence where necessary.
- All children discussed in the review including reception children under the statutory school age.

## **Strategies**

- 100% weekly attendance certificates issued in a commendation assembly on a Monday.
- 100% attendance certificates and prizes issued at the end of each term.
- End of academic school year certificates and reward for all 100% attendees (e.g. trip to the cinema).
- Attendance charts in each class and certificates awarded by the class teacher weekly.
- Attendance trophy issued to the class with the best attendance for the previous week.
- Head teacher and attendance officers get together as and when a 'Leave in Term Time' form is completed and received. They discuss whether authorised or un-authorised.

- Attendance administrator replies within 5 school days to all requests received in the form of a letter, informing the parents/carers of whether request was authorised or not.
- Paperwork submitted to the attendance support team (AST) by either the attendance administrator or the EWO for all un-authorised leave taken, so that fines/warnings can be issued.
- Half termly newsletter sent to all parents reminding them of the importance of school attendance and the 'Leave in Term Time Policy'.
- Nursery staff inform attendance administrator of all absent children so that first day absence contact can be made.
- Attendance panels to be run as and when required.
- School have implemented a walking bus that serves the local community, both in the morning and at the end of the school day.
- School has its own breakfast and after school club provision available.
- Support offered to families who struggle for whatever reason to get their child/ren into school. Staff members will go and pick the child/ren up from their home address as a one off support or in an emergency.
- Parents, carers, pupils and staff to read and sign the home/school agreement annually.
- Governors and the attendance panel to review the home/school agreement annually.

## **Review of Action Plan:**

### **Term 1**

Attendance so far: whole school 96.39% (1.12.15) disadvantaged 95.36%  
Factor affecting attendance: chicken pox in EYFS

Positives: 121 children received 100% attendance rewards compared to 57 in Autumn 2014.  
9/13 classes received 100% attendance class attendance certificates.

Improvement activities: EYFS children with 100% attendance to be congratulated in commendation assembly

### **Term 2**

Attendance so far:  
Factor affecting attendance:  
PA's:

Positives:

Improvement activities:

### **Term 3**

Attendance so far:  
Factor affecting attendance:  
PA's

Positives:

Improvement activities:

Head teacher:

Date:

Education Welfare Officer

Date:

Attendance co-ordinator:

Date