



Action Plan to improve school attendance (April 2018)

Action	Who is responsible	Frequency
All school attendance to be reviewed weekly.	Family Support Worker (DF)	Weekly
Family Support Worker will meet with the Principal, or another member of SMT fortnightly to discuss attendance issues.	Family Support Worker (DF) Principal (LD) Other member of SMT	Every 2 weeks
Attendance RAG rated attendance report to be published termly on the website detailing whole school and individual class attendance and including figures for persistent absence (attendance of 90% or less).	Family Support Worker (DF) Office Administrator (KG)	Termly (Autumn/Spring/Summer)
Termly RAG rated attendance figures to be displayed in the reception area and on class windows so that parents who may not access the website frequently will still be aware.	Family Support Worker (DF)	Termly (Autumn/Spring/Summer)
'Minor Illnesses and Attendance' leaflet to be sent out to all parents and to be included in new starter packs.	Family Support Worker (DF)	This term and at the start of each new academic year.
'Attendance Drop In' sessions to be held each month, giving parents/carers an opportunity to informally discuss any issues impacting their child's attendance. Dates to be available on the website.	Family Support Worker (DF) Office Administrator (KG)	Starting on 04/05/2018
Letters to be sent home to parents/carers of ALL children who have absence of below 95%. (letter 1). Letter to offer meeting and support.	Family Support Worker (DF)	As appropriate

Following letter 1 attendance will be monitored for the next 5 weeks.	Family Support Worker (DF)	As appropriate
If attendance doesn't improve parents/carers to be invited to an attendance meeting and an attendance target to be set .	Family Support Worker (DF)	As appropriate
Should attendance still not improve parents/carers are to be invited to a Parent Contract Meeting. A target for attendance will be set and no further attendance will be authorised unless it is supported by medical evidence.	Family Support Worker (DF) Academy Principal (LD) or another member of SMT	As appropriate
If the attendance target set in the Parent Contract is not met a further meeting is to be held, with parents/carers, FSW and Principal or other SMT member and a referral to Educational Inclusion and Partnership Team may be made. This could result in a fine and or court proceedings.	Family Support Worker (DF) Academy Principal (LD) or another member of SMT	As appropriate
Lateness and in particular, lateness after registers are closed to be monitored weekly and parents/carers to be made aware of the impact lateness has on a child's ability to settle in class. A call home to be made at the end of the week if pupils have been late more than once in a week. Letter home if lateness becomes frequent. Children being late after close of register is a significant factor in present persistent absence figures .	Family Support Worker (DF)	Weekly
The academy policy on in term holiday is to be made very clear. No holiday in term time will be authorised and families are to be strongly advised against taking children out of school during term time due to impact on learning. Information to be available on the Academy website.	Family Support Worker (DF) Office Administrator (KG)	Paper copy annually, on website permanently
Information on the importance of attendance and the possible impact of poor attendance and lateness on a child's learning, to be available on the website and to be sent out in paper form at the start of each new academic year.	Family Support Worker (DF) Office Administrator (KG)	Paper copy annually, on website permanently