

Whitmore Park Primary School

School Attendance Action Plan

The purpose of this action plan is to detail how we will promote attendance in our school and improve to above 95% consistently throughout the academic year for all year groups.

A school year has 195 days, 39 weeks, and 6 terms.

Five days in each school years are training days for teachers (= INSET days)

Pupils attend school therefore for 190 days.

A school day is divided into two sessions. A pupil therefore should attend school for 380 sessions.

- One day off per school year means that a pupil has about 99.5% attendance.
- Ten days off per school year means that a pupil has about 94.7% attendance.
- Twenty days off per school year means that a pupil has about 90% attendance
- 90% attendance means 4 whole weeks off school.

Action	By Who	When
Improve attendance to 95% or above in every class	All staff	Ongoing
Target persistent absentees and have 1:1 meetings with the child & parent (tackle nursery & reception absence)	J McGibney & A Morris	Ongoing
Decide on action for every persistent absentee for attendance between 85-90% SLAO and Head Teacher will have a meeting with parents and begin a 6 week improvement attendance plan	J McGibney & A Morris	Ongoing
Continue 1:1 meetings with CFFS for Nursery to Years 6 but daily contact when needed between CFFS & SLAO	CFFS & A Morris	As required
First day text and ongoing chasing of absence to continue to be a priority. If the child is a concern a phone call will also be made	A Morris & L Caswell	Daily/weekly
Teachers to offer praise for good attendees. If persistent absentee in their class, target them for praise when they do attend	All teachers & all teaching assistants	On going
Weekly attendance trophy for best class in each key stage. Every class is told their attendance on a Friday and this is displayed on their classroom door and the Attendance Board	A Morris & L Caswell	Weekly
At the end of each term 100% attenders will receive an award, family ticket for Planet Ice and a certificate. Those achieving 100% for the whole academic year will also receive a small trophy to keep and a special gift (to be decided each year).	A Morris	Termly
At the end of each term 95% and above attenders to receive a chocolate treat	A Morris	Termly
Teachers planning to contain engaging activities that will encourage attendance. All staff to be part of providing positive and stimulating lessons.	Teachers & teaching assistants	On going