

Attendance ACTION PLAN				
Key Improvement Priority: To promote attendance and punctuality and reduce persistent absence.		Year 2023-24	Finance Plan: £500	
Lead person accountable for the plan; A. Flannery				
Success criteria:	Focus on outcomes. Specific, measurable impact on pupils. <ul style="list-style-type: none">• High levels of attendance 95+%• Reduce persistent absence to less than 10%			
Action	Lead person accountable for the action	Time Scale	CPD needs	Evaluation Colour code for evaluations: Green – Evaluation Autumn term Blue – Evaluation Spring term Purple – Evaluation Summer term
Email school policy to parents at regular intervals	A.Flannery		NA	
Send communications to parents regarding expectation e.g. via HT newsletter, texts, emails, letters home, school website etc	A.Flannery		NA	
Teachers to record any issues on CPOMS	A.Flannery		NA	
Support for parents and involvement of relevant agencies e.g. EIT and Behaviour support	A.Flannery		NA	
Weekly class attendance reward and reward.	A.Flannery		NA	
Termly 100% attendance award and reward				
Classroom doors to be locked at 8.45am prompt and parents have to go to the main entrance and sign children in –marked as late.	A.Flannery			
Requests for absence in term time are formal e.g. request in writing and meeting with HT	A.Flannery			
Monitoring				

Who	What	Where	When	How	External Validation
A.Flannery	Individual attendance		Ongoing	Monitor weekly and contact parents	
Impact: <i>What will the outcomes be?</i>	Evidenced by/ through	Evaluation <i>Have the intended outcomes been achieved?</i>			
Parents feel supported	Improved attendance of pupils				
Attendance remains high profile	Improved attendance and low persistent absence				
Persistent absence is reduced	Attendance records				