

Attendance Action Plan 2018 - 2019

Action	What needs to be done	Who by/Who with	Success Criteria	Time Frame
Raise overall attendance to be above target (96%)	School Competitions	SAW Team	Attendance to be at least 96%	Jul 19
	Letter to parents to raise awareness	SAW Team		
	Referrals to school nurse	SAW Team		
	Request Medical evidence	SAW Team		
	Analysing Data to identify trends	SAW Team		
	Parental Meetings	SAW Team		
	Home visit	SAW Team		
	Rewards	SAW Team		
Reduce Unauthorised Absence	School Comms Daily TXT message	SAW Team	Unauthorised Absence to be less than 2%	Jul 19
	Home visits/Phone calls	SAW Team		
Reduce Persistent absence	PN Notices	SAW Team	PA to be less than 10%	Jul 19
	Parenting Contracts	Nikki Stewart - Local Authority Attendance Officer & SAW team		
	Home visits	Nikki Stewart - Local Authority Attendance Officer & SAW team		
	Letters to parents	SAW Team		
Reduce number of instances of lates	Home visits	SAW Team	Reduce to less than 2017/2018 (221)	Jul 19
	Letters to parents	SAW Team		
	Meet with Parents	SAW Team		