

Willenhall Community 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)	C.Kiely & J.Dalton	Ongoing
Decide on action for every persistent absentee for attendance between 85-90% HSLO/C Carey and Head Teachers will have a meeting with parents and begin a 6 week improvement attendance plan	C.Kiely, parent, J Dalton and C Carey	Ongoing
Continue 1:1 meetings with CFF for Nursery to Years 6 but daily contact when needed between CFF & HSLO	CFF & J. Dalton	Fortnightly
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	J.Dalton and C Carey	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 and 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 the outside of the classroom door	J.Dalton and C Carey	Weekly
Half termly award to 100% attenders where they will receive an award	J.Dalton	Half termly
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 go to a pizza making party at Frankie & Benny's at the beginning of the following academic year.	J.Dalton	Termly
At the end of each term 95% and above attenders to receive a pencil and treat	J.Dalton	Termly
Teachers planning to contain engaging activities that will encourage attendance. All staff to be part of providing positive and stimulating lessons.	Teachers and teaching assistants	On going