



Attendance Action Plan
Northcote Primary School
2024-2025

Historic Attendance Data

	Attendance	National att.	PA	National PA
2023/24	92.17%	94.5%	26.5 %	15.2%
2022/23	93.2%	94%	22.6%	17.2%
2021/22	92.8%	93.7%	22.9%	17.7%
2020/2021	94.3%	96.4%	21.2%	8.8%

Priority	Action	Person(s) responsible	Monitored by	Timescale	Outcome:
To develop and maintain a whole school culture that promotes the benefits of high attendance by setting clear expectations for parents, pupils, and teachers.	<ul style="list-style-type: none"> • Appoint Attendance Officer – Sept 24. • Review of Policy to ensure that approach is in line with DfE guidance 'Working Together to improve School attendance. • Daily Attendance returns DfE – statutory requirement. • LA Briefings: Attendance officer to attend Local Authority briefings. • DfE Training: Attendance Officer & Attendance lead to engage in DfE training – School, home support. – training, monthly supervisions • Attendance staff meeting Oct– 24 Policy updates, sharing of expectations for Parents, Pupils & Teachers 	Attendance Officer GG Attendance Lead / SENDCo GL Teachers Deputy Headteacher & Pastoral Lead	Attendance Lead SLT	Autumn Term Ongoing	<ul style="list-style-type: none"> • For attendance to be high priority for parents, pupils and teachers. • Parents, pupils and teachers to be informed of expectations around attendance /systems in place. • Clear, consistent 1st day response procedures.

	<ul style="list-style-type: none"> • Parental engagement / communication: Website to be updated attendance section with expectations made clear, impact of poor attendance on attainment, current incentives, sanctions, procedures, statistics published etc. Information for parents to be provided in a range of formats to improve accessibility. Flyer / Leaflets, possible video format. • Weekly Attendance Bulletin – Weekly Class attendance to be sent to parents via email / put onto website, shared via class dojo. • Appoint Attendance Ambassadors – to celebrate daily class attendance. (update on class doors) • Half termly meetings with link Governor – support researching potential incentives, prizes etc • SENDCo to be provided with weekly attendance data for children on the register and be responsible for supporting those who have poor attendance. • Attendance will be referenced in performance management reviews, pupil progress meetings, SEND support meetings, parent evenings, school reports, phase assemblies. • Admissions: School induction packs to include updates on recent government guidance, attendance leaflet- school procedures around first day of absence, holiday fines, etc. In addition, Nursery/ Reception Intake -presentation, Q & A session - Attendance Officer / Lead to deliver. 				
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	<ul style="list-style-type: none"> • Early identification of children at risk of persistent absenteeism. Letter & previous year's reg cert to be sent to parents/ carers. • Review of current incentives: Daily, weekly, termly, annually & targeted pupils. (PA/ Marginal) – see policy. 				
To continue to improve whole school attendance with the target of 95%.	<ul style="list-style-type: none"> • Audit of current first day response systems to ensure system is robust. Day 1- unauthorised absence – call home / home visit as appropriate. • Registration certificates to be sent to parents of children classed as PA in Summer 24 with letter outlining impact of poor attendance. • Generate a list of pupils who were PA / cause for concern from previous year – home visit to be completed on day 1 of Unauthorised absence. (visits to be prioritised by AO) • Home visits for pupils who were PA Previous year on day one of having an unauthorised absence. • All classroom staff work proactively with Attendance Officer, SENCO and Pastoral Lead when disadvantaged pupils attendance dips below 96%. • Class teachers will be updated by Attendance officer with a class list of attendance % for their class with PA and Marginal children highlighted so that this can be acted upon as soon as possible, in class support can be put in place. Class teachers to have the early informal conversations around absence and feedback to AO. 	Attendance Officer Attendance Lead Class Teachers Pastoral Lead Deputy/Headteacher	Attendance Lead SLT	Ongoing- Weekly/ half-termly meetings to review progress / actions.	<ul style="list-style-type: none"> • Clear, robust systems around attendance. • Parents to be aware of their child's attendance across the year. • Early identification of pupil absence. • Early intervention -support, support challenge. • Teachers have a improved awareness of PA and marginal pupils, putting in class based support. • Attendance lead has a clear

	<ul style="list-style-type: none"> Attendance officer to generate and analyse whole school, PA, Marginal data including vulnerable groups. Monitoring and tracking trends. Attendance officer and Attendance lead to meet weekly to discuss data. Whole class attendance will be high profiled through a regularly updated display, attendance leader board, weekly attendance bulletins, assemblies and through attendance ambassadors. 				oversight of trends and patterns and impact on whole school attendance.
To reduce percentage of children who are classed as persistently absent.	<ul style="list-style-type: none"> Early identification of children at risk of persistent absenteeism. Letter & previous year's reg cert to be sent to parents/ carers to raise awareness individual pupils' attendance. Data collection, marginal, PA, vulnerable groups. – Staff to have direct access to shared drive – data monitoring record sheet allowing teachers to access weekly updated list of PA and marginal children. Analyse PA data and impact on attainment for vulnerable students to identify more precisely the barriers to attending school. (share with staff at Attendance staff meeting) Develop a Northcote Graduated Response with regards to 'Unauthorised Absence' –in line with new guidance – See policy. Home visits to be completed on day 1 of Unauthorised absence for pupils classed as PA, vulnerable (SG) – as appropriate. 	Attendance Officer Attendance Lead Pastoral Lead Deputy / Headteacher EWO	Attendance Lead SLT	Ongoing-weekly review meetings AO /AL Review at the end of each half term to assess progress and actions for the next half term.	<ul style="list-style-type: none"> Early identification of pupils at risk of becoming PA. Early intervention to identify reasons for absence. Support plans to commence day 2 of absence. Parents are aware of both school based and outreach support available to them. Where a child is PA there will be a clear plan of action to improve

	<ul style="list-style-type: none"> • Early Intervention -Attendance Support Meetings to be offered on day 2 of 'Unauthorised' absence. • Identification of target pupils to receive individual support – development of Attendance Support Plans. • Consistent daily, weekly, half termly/ termly incentives / rewards for 95% above as well as most improved attendance form targeted groups (PA/ Marginal) Focus on improved attendance in addition to 100 %. • Early Help / Parental Signposting -School to encourage families to engage with Early Help processes, effective signposting for parents to outside agencies as appropriate. • EWO Involvement -5 hrs support from EWO to continue. Identification of pupils , families not engaging with school based support – referrals to be completed to EWO to consider further legal action. (Support, support, challenge. 				<p>attendance through use of attendance support plans which can be referenced for accountability.</p>
<p>To improve punctuality of persistently late children</p>	<ul style="list-style-type: none"> • Incentives: Class Dojo to be used to reward good punctuality – 5 points per week. • Punctuality data to be analysed weekly, letters sent and meetings arranged to prevent future lateness. • Punctuality patterns If there is a pattern of lateness (3 or more consecutive lates), call will be made to parent by attendance Officer to offer support. 	<p>Admin Team</p> <p>Teachers</p> <p>Attendance Officer</p> <p>Attendance Lead</p>	<p>Attendance Lead</p> <p>SLT</p>	<p>Ongoing-weekly review meetings AO /AL</p> <p>Review at the end of each half term to</p>	<ul style="list-style-type: none"> • Early identification of patterns of punctuality.

	<ul style="list-style-type: none">• Attendance / Punctuality support plan will be generated for target pupils.• 'U' code to be used 30 mins after registers close so that lateness can be pursued.			assess progress and actions for the next half term.	
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