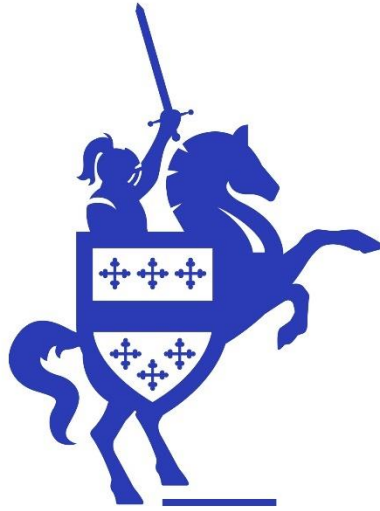


# Newburgh Primary School



## School Attendance Action Plan

2023- 2024

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 3 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.

## **Philosophy**

We recognise that regular school attendance is important since, without it, all the efforts of teachers come to nothing. Children need to attend regularly if they are to enjoy the educational opportunities provided within the school and make progress. Absence can lead to educational disadvantage for a child and place them at risk of not achieving their full potential.

## **DFE Information**

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. There is no doubt that early intervention with families who tolerate low levels of attendance will address these patterns and prevent the children becoming disengaged from school. Improving attendance in our school, particularly of those pupils who miss a lot of school, will lead to a reduction in pupils becoming irredeemably PA at secondary school. The threshold for persistent absence is 10%. This is to ensure that schools and local authorities work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.

<b>Action</b>	<b>By Who</b>	<b>By When</b>
Improve attendance to 95% or above in every class	All staff	Ongoing
Target persistent absentees and have 1:1 meeting with the parent	M Thomas J Simpkins	Ongoing
Teachers planning to contain engaging activities that will encourage attendance. All staff to be part of providing positive and stimulating lessons.	All staff	Ongoing
Teachers to offer praise for good attendees. If persistent absentee in their class, target them for praise when they do attend	All staff	Ongoing
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	K Turner	Start September 2024  Weekly
Monthly tracking of persistent absence- letters sent for decline and rise in attendance.	M Thomas J Simpkins	Monthly
Phone call made and ongoing chasing of absence to continue to be a priority. Order of calls: <ul style="list-style-type: none"> <li>• CP and LAC</li> <li>• CiN</li> <li>• Early Help and any other social care involvement</li> <li>• All other children</li> </ul>	Admin Team	Daily/ weekly
Transforming Lives For Good (TLG) – mentors assigned to improve attendance/ counselling places offered.	Pastoral Team	Weekly
Attendance is shared with parents termly on Parents evening and end of year reports	Teachers	Termly
Attendance expectations and Term dates are communicated through the school newsletter and are available on the school website.	Admin Team	Monthly
Parents are requested to complete a Leave of Absence form for extended leave. Extended Leave is not routinely authorised.	Admin Team	ongoing