

September 2024

Stanford in the Vale CE Primary School
Attendance Action Plan



Action	Responsibility of	Target Completion Date	Success Criteria
To review our Attendance Policy in line with guidance and put on the website / send home via parentmail	Governors	By end of September 2024	To ensure parents are totally aware of procedures.
To set school targets for attendance.	Emma Payne & Amanda Willis	By end of September 2024	To ensure the school targets for attendance are achieved. Authorised = 3.0 Unauthorised = 1.0
Admin Officer to update/check registers on a weekly basis	Emma Payne	Every Friday afternoon	To ensure registers meet legal requirements
To run fortnightly reports on attendance, to highlight any issues and do any follow up work necessary.	Emma Payne & Amanda Willis	Fortnightly, every Friday	To deal with attendance issues quickly and reduce any issues.
To ensure groups of children, specifically Pupil Premium and SEND are not becoming a concern over attendance by running reports and informing Amanda and Laura.	Amanda Willis & Emma Payne	Ongoing	To ensure all groups of children are in school to enable them to access all learning and reach their potential.
To regularly update Attendance Page on the school website – to explain procedures and celebrate good attendance.	Amanda Willis	Ongoing	To ensure parents are totally aware of procedures and are encouraged to improve their child's attendance.
To raise the profile of good attendance by having certificates for 96%+ attendance and 100% and attendance badges for 100%.	Amanda Willis	Ongoing	To improve attendance figures within the school.
To inform parents half termly of their child's attendance figure.	Emma Payne	Ongoing	To improve attendance figures within the school.