

Laithes Primary School Attendance

Appendix 1 -2025-2026

Improvement Priority <i>What needs to get better?</i>	Attendance of all pupils is in line or better than National. The % of late marks reduces		
Improvement Actions <i>What we will do?</i>	When <i>Milestones</i>	Leader <i>Key person</i>	
1	<ul style="list-style-type: none"> • Reception to ring home on a child's day of absence if the child is not in school by 10am. If the child then continues to be off for more than two days, reception to call Parents back to ask for an update on the child's condition (depending on their reason for absence) • If a parent says they have got up late/thought it was an INSET day, reception encourages them to get ready and to bring them in. She also asks for a lunch order to give them further incentive to attend that day, albeit late. • If Parents do not answer/call back by 10:00, reception / S.Jones will try again and if no response is received a home visit will be conducted, if no one is present then a letter will be left asking for adult to contact school immediately and if needed EWO contacted. • On the third day of a child's absence, if still no contact, EWO or PSA is asked to attend the family home. If EWO is unavailable, PSA/H.Gunn would complete a safeguarding home visit. 	Daily	Reception PSA H.Gunn EWO
2	<ul style="list-style-type: none"> • S.Jones and EWO have weekly communication by telephone and email regarding families and attendance concerns. Attendance is discussed / celebrated in a whole school assembly every Monday. We have a display board within the hall to celebrate attendance. (during lockdown attendance assemblies have taken place virtually) 	Weekly telephone/email communication with EWO Every Monday attendance assembly.	PSA EWO H.Gunn
3	<ul style="list-style-type: none"> • Updated attendance figures for each class to be shared via social media, and classroom figures to be shared on classroom boards. 	Half Termly	S.Morris G.Fletcher H.Gunn
4	<ul style="list-style-type: none"> • Letters sent home when require/ half termly to all children with an attendance percentage highlighting if it is at an acceptable level or if improvements are required. Letters also sent to those who have shown an improvement in attendance. 	Termly / weekly	PSA EWO
5	<ul style="list-style-type: none"> • Via the LA, buy in the services of an EWO for half a day a fortnight. S.Jones and EWO to work together. 	Once a week	EWO S.Morris
	<p>5a) PSA to complete a data tracker each week for all children on roll, including F1. In particular to look at the children showing as 'red'. This indicates attendance below 90%. PSA/EWO to look at if attendance is improving, reasons for absence etc. Amber children (90-94.9% attendance) to also be monitored carefully to</p>	Weekly	PSA EWO

	try to avoid their attendance slipping below 90%.		
	5b) Where concerns are identified, letters to be sent out (see policy) for both attendance and lateness and impact monitored. Where there continues to be an issue, parents to be invited to an ISAP (Internal School Attendance Panel). These will be held with PSA/EWO/Governor and where deemed appropriate, G.Fletcher HT or H.Gunn DSL. Using the attendance ladder as a visual tool, these meetings will be about highlighting a child's poor attendance and the impact on their education. Any concerns or underlying factors that the Parents share will be discussed and if appropriate Parents will be signposted to support from other agencies and referrals made. If they identify an issue within school, PSA/HT/DSL to ensure it is investigated/followed up. This may include involving the school's Learning Mentor, Kirsty Swann and could also involve conducting an EHA (Early Help Assessment).	As and when appropriate	PSA G.Fletcher H.Gunn EWO
	5c) Impact of letters/panel to be monitored and further action, in accordance with the policy, to be implemented including a full referral to the EWO service.	As part of weekly meeting	PSA EWO
	5d) When appropriate, children to be given personalised targets for a specified time period based on the best possible attendance they could achieve after previous significant periods of absence (97% may be unachievable for these children). These to be shared with the child and their Parent/Carer. If the children achieve their individual targets they will be rewarded in an appropriate way e.g. mention in assembly, a little 'celebration' with the EWO/PSA or equivalent.	As and when appropriate	PSA EWO
	5e) Where there are concerns about the attendance of children in Foundation 1, letters and ISAP will be used in their first instance to try to improve attendance but if it continues to be low, there will be liaison with LA admissions re. withdrawal of places (the LA have a standard letter for such instances)	As/when appropriate	PSA EWO
	5f) Home visits to be conducted by the EWO where necessary. If appropriate, these to be joint visits with PSA. Follow up work to be conducted in school e.g. EWO to 'check in' with the individual the following week and thereafter for as long as is necessary.	As/when appropriate	PSA EWO (possibly)
	5g) Fixed penalty notices and court proceedings to be initiated where all other steps have been taken with little or no improvement.	As/when appropriate	EWO S Morris
	5h) Leave of Absence applications during term time to be granted ONLY in EXCEPTIONAL CIRCUMSTANCES and the paperwork for the LA to fine Parents to be completed in accordance with LA guidelines	When forms received	PSA
	5i) Offer to complete an EHA with the family (EWO/PSA led)		EWO PSA

			H.Gunn
6	<ul style="list-style-type: none"> HT, S. Jones and H.Gunn and EWO to conduct a termly analysis of whole school attendance, including group analysis (e.g. gender, SEN, PP, FSM, EAL) to inform an overview of target groups 	Termly	PSA H.Gunn G.Fletcher EWO
7	<ul style="list-style-type: none"> 97% or above attendance Trophies/Medals to be given out half termly. Termly incentives for 97% or above children. Children achieving 100% attendance for the whole school year will also receive an extra reward (please see incentives overview plan). Weekly attendance assembly with 10 weekly winners and classes over 97% getting extra play. 	Termly	PSA H.Gunn Cost of badges/ certificates
8	<ul style="list-style-type: none"> Termly identification of 1 or 2 case study families, a summary of work undertaken and an evaluation of impact on attendance/punctuality. 	Termly	PSA H.Gunn
9	<ul style="list-style-type: none"> Further celebration and promotion of attendance around school - displays of whole school's attendance / careers days etc. 	Permanent display	Whole School PSA H.Gunn G. Fletcher