



**Pocklington Infant School
Attendance Management
Action Plan**

Pocklington C.E. Infant School Attendance Management Action Plan

Level	Activity	Actions	Lead	Evidence	Outcome
97 to 100%	Promote /publicise positive attendance	- Weekly attendance figures set out to parents via App	Head teacher	App message Website	Attendance maintained at 97 to 100%
94 to 96%	Notice to make improvements to child's attendance.	Meeting / Letter or Phone call from Head teacher making parents aware that attendance is below the national average for primary students. Suggesting ways of making improvements.	Head teacher	Correspondence Advice leaflets	Attendance improved to national average
91 to 93%	Formal notice to make improvements to child's attendance.	Meeting Letter or phone call from Head teacher making parents aware that attendance is below the national average for primary students. - Offer support to remove barriers	Head teacher	Correspondence CPOMS notes	Attendance improved to 96% +
90%	Positive intervention from school.	Letter to parents and invite them into school for an action plan meeting. - School Action Plan (SAP) personalised to pupil agreed by Head teacher and parents. - Undertake assessment of need (EHA) where necessary. - Pupil discussed with EWO as a persistently absent pupil - Monitor closely. - Review school action plan after 4 weeks.	Attendance Officer /Head teacher	Correspondence CPOMS notes Meetings Action Plans Early Help Assessment	Attendance improved to more than 90%
Less than 90%	Education Welfare Service interventions.	Parent meeting to discuss if early help / other professional involvement will support better attendance. If no improvement case to be discussed with EWO re potential further action (e.g. legal enforcement, attendance contract, referral for penalty notice).	Attendance Officer/Head teacher	Correspondence Case Notes Action Plans EHA's	Attendance improved to 90% + Case closed to EWS

Pocklington C.E. Infant School Attendance Management Action Plan

Level	Activity	Actions	Lead	Evidence	Outcome
	First day absence.	Phone call home if no contact from parent	Attendance Officer		
	Second day absence	Phone call home if no contact from parent or the prior days absence was unauthorised	Attendance Officer		
	Third day of absence	Door knock from school if no contact from parent	Head teacher		
	Three or more days with no contact from parents	School to see advice from EWO			
	School start times.	School registers will close at 8:55am	Head teacher	Website	
	Pupils who are persistent absentees.	Discuss at least on a termly basis with EWO	Attendance Officer/Head teacher	Referrals received by EWS	

Dr Bartram - Head teacher, Pocklington C.E. Infant School