



What? Attendance

Action Plan 2023/2024

Target 2023/24= **90%**

Procedures to-date

- School calendar distributed to all families in September and placed on the school website
- School Newsletter communicated to families once per term
- Termly certificates for best attenders in each class
- Absenteeism monitored closely by teacher, principal
- Parents of children that have missed 15+ days (without written explanation) warned of NEWB process in informal meeting with class teacher/principal
- NEWB submitted 4 times a year
- The EWO visits the school when requested
- Attendance (and lateness) is included in the end of year report to parents
- Daily 'Meet and Greet' at the gate, each morning and afternoon
- Stay & Play club offered to all children attending the school

Why? Attendance Rate: 2022/23= 85.2% 2021/22= 88.5%

Target 2023/24= 90%

Further analysis indicates that our attendance rate dipped below 85% in November and February in both previous years. November and February will be targeted to improve overall yearly attendance. The target attendance rate for the year 2023/24 will be **90%**.

Action Plan:

Attendance monitors will highlight any child missing school for 3 consecutive days without contact from the family. These families will then be contacted by phone. ("...Just checking that everything is ok...")

Children that miss 4 consecutive days with no contact made to the school will be referred to the principal

At staff meetings and assemblies, teachers and pupils are reminded of punctuality and regular attendance. Awards/Certificates presented

Individual attendance targets set for children that missed 20+ days in previous school year

Attendance "Streaks" throughout the school. Sign on door – "We have had full attendance for _ days in a row" – Prizes awarded if certain milestones are hit e.g. 10/15/20 days

The class with the best attendance each month will be awarded the **Westport Educate Together Attendance Cup**. The trophy will be accompanied by an extra special prize e.g. extra yard time/prize for the class

Attendance alerts when a child has missed 10/15/20 days – set up on aladdin

Pupils reported for 20+ days to the NEWB, received a phone call or written correspondence from the school outlining same

Who?

Stephanie (phonecall)
Laura (assigns 2 attendance monitors)

Niall

Niall

Class Teacher and family

Class teachers
Pupils

Principal/Stephanie – source trophy

Stephanie

Niall and Stephanie

When?

Daily

Daily

Termly

Throughout the year

Throughout the year

Last day of each month

Automatic

When it arises

Monitoring:

Attendance monitored daily by all relevant staff. Attendance monitors remind teachers of 3 missing day process.

Class pupils monitor attendance streaks

Monthly attendance rate monitored and communicated to school community

Evaluation:

Monthly/yearly statistical analysis of attendance - Aladdin