



## What? Attendance

## Action Plan 2024/2025

Target 2024/25= **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: 2023/24 = 88.7% 2022/23= 85.2% 2021/22= 88.5% Target 2024/25= 90%**

Further analysis indicates that our attendance rate dipped below 85% in November December and January last year. These months will be targeted to improve overall yearly attendance. The target attendance rate for the year 2024/25 will be 90%.

Action Plan:	Who?	When?
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...")	Stephanie (phonecall) Laura (assigns 2 attendance monitors)	Daily
Children that miss 4 consecutive days with no contact made to the school will be referred to the principal	Niall	Daily
At staff meetings and assemblies, teachers and pupils are reminded of punctuality and regular attendance. Awards/Certificates presented	Niall	Termly
Individual attendance targets set for children that missed 20+ days in previous school year	Class Teacher and family	Throughout the 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. If one child is out the class goes down one day, 2 children – down two days etc. (focus group suggestion – 20 days in a row with full attendance – Kids decide Day) Variation on above is to spell out ATTENDANCE every day we have a full class we get a letter, when the word is complete class gets a prize!	Class teachers Pupils	Throughout the year
The class with the best attendance each month will be awarded the <b>Westport Educate Together Attendance Cup</b> . The trophy will be accompanied by an extra special prize – 10 mins extra yard time (focus group suggestion)	Principal/Stephanie – source trophy Stephanie	Last day of each month Automatic
Attendance alerts when a child has missed 10/15/20 days – set up on aladdin	Niall and Stephanie	When it arises
Pupils reported for 20+ days to the NEWB, received a phone call or written correspondence from the school outlining same		

**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