



Thornbury Primary School – Attendance Action Plan

Overall Aim

To improve whole-school attendance and reduce persistent absence by strengthening systems, removing barriers, and ensuring every child — particularly SEND, DPP, and EAL pupils — has equitable access to learning.

Leadership & Culture

Objectives

- Establish a whole-school culture where attendance is everyone's responsibility.
- Ensure staff, pupils, and families understand the importance of punctuality and daily attendance.

Actions

- Weekly attendance leadership meeting (Head, Attendance Lead/SENCo).
- Half-termly attendance updates to governors.
- Embed attendance messaging in assemblies, newsletters, website, and parent meetings.
- Staff training on the link between attendance, phonics, and long-term outcomes.
- Launch of the 'Attendance Arcade' to encourage improved attendance.

Success Indicators

- Consistent messaging across school.
- Staff confident in discussing attendance with families.

Monitoring, Data & Early Identification

Objectives

- Identify concerns early, with particular focus on SEND/DPP/EAL pupils.
- Use data to target support and prevent persistent absence.

Actions

- Daily first-day calling and same-day follow-up.
- Weekly attendance dashboard shared with SLT and class teachers.
- Track attendance by:
 - SEND

- EHCP
- DPP
- EAL
- Year group
- Half-termly deep dives into persistent absence cases.

Success Indicators

- Reduction in pupils slipping into PA.
- Improved punctuality for key groups.

Support for SEND, DPP & EAL Pupils

Objectives

- Remove barriers that disproportionately affect vulnerable groups.
- Ensure attendance interventions are inclusive and personalised.

Actions

- SENCo to review attendance for all SEND/EHCP pupils every half term.
- Joint plans for pupils with anxiety, sensory needs, or medical issues.
- Inclusion Team/Welcome Club support for pupils struggling with routines or separation.
- Admin team responsibility for sharing attendance and punctuality expectations for families that are new to the UK.

Success Indicators

- Improved attendance for SEND/DPP/EAL pupils.
- Fewer SEND pupils in PA category.

Family Engagement & Community Support

Objectives

- Build strong, trusting relationships with families.
- Understand and address the root causes of absence.

Actions

- Warm, non-judgemental conversations with families before formal escalation.
- Home visits for pupils with repeated absence or no response.

- Coffee mornings for EAL families and new-to-UK parents.
- Workshops on routines, sleep, and the importance of phonics.
- Provide clear guidance on illness thresholds and when children can still attend.

Success Indicators

- Increased parental engagement.
- Fewer absences due to avoidable reasons.

Punctuality Strategy (Key for Thornbury)

Objectives

- Reduce late arrivals, especially those missing phonics.
- Support families with shift-work and transport challenges.

Actions

- Promote Breakfast Club (7.30am) as a punctuality support measure.
- Offer subsidised or free places for DPP/SEND families where appropriate.
- “soft start” provision from 8.30am to ease morning pressures.

Success Indicators

- Fewer pupils missing phonics.
- Reduction in late marks across the school.

Targeted Intervention for Persistent Absence

Objectives

- Provide structured, supportive intervention for pupils below 90%.
- Ensure families understand expectations and available support.

Actions

- Individual Attendance Plans for all PA pupils.
- Fortnightly check-ins with Inclusion Team.
- SENCo involvement where SEND is a contributing factor.
- Family Help referrals where wider needs are identified.
- Discussion at termly meetings with Local Authority for families not engaging with support.

Success Indicators

- Reduction in PA percentage.
- Improved engagement from families.

Incentives & Celebrations

Objectives

- Motivate pupils and families through positive reinforcement.
- Build a culture where attendance is celebrated, not policed.

Actions

- Weekly class attendance trophy.
- Recognition for pupils who improve attendance from persistent absence.
- Attendance arcade point system in place.

Success Indicators

- Increased motivation and pupil ownership.
- Improved attendance across all groups.

Partnership with External Agencies

Objectives

- Strengthen multi-agency support for families with complex needs.

Actions

- Regular liaison with Access and Inclusion Officer.
- Work with health visitors, GPs, and hospital staff for medically-related absence.
- Engage Family Help for families with multiple vulnerabilities.
- Use community organisations to support EAL families.

Success Indicators

- Better coordinated support.
- Reduced medically-related absence where appropriate.

Communication Strategy

Objectives

- Ensure parents understand expectations, processes, and the impact of absence.

Actions

- Clear attendance policy shared annually and at induction.
- Termly attendance updates on newsletter for all families (not just those with concerns).
- Translated materials for EAL families.
- Visual infographics showing the impact of missing phonics or 10% absence.

Success Indicators

- Parents report better understanding of attendance expectations.
- Fewer disputes or misunderstandings.

Review & Evaluation

Objectives

- Ensure the plan remains effective and responsive.

Actions

- Weekly review of attendance data and interventions.
- Termly report to governors.
- Annual review of policy and strategy.

Success Indicators

- Clear evidence of impact.
- Strategy refined based on data.