

Godalming Junior School Subject Action Plan 2025-26

Subject: Attendance

Subject Leader: N. Kirby

	OBJECTIVE	ACTIONS/TASK (HOW will this be measured/monitored)	RESPONSIBILITY	TIMESCALE	SUCCESS CRITERIA (WHAT will be desired outcome - measure)
Short Term	Improvement in attendance for children with attendance lower than 90%.	Letters sent to parents of children whose attendance is less than 90% detailing the school's expectations on attendance. Progress expected to be seen within 6 weeks of the letter being sent.	HSLW and HT	6 weekly review	<i>Improvement noted in attendance 6 weeks following initial letter and beyond.</i> <i>As of May 2025, all families (11) who received green warning letters in Jan 2025 have improved upon their attendance resulting in no red letters being issued.</i>
		Following the initial letter, if no progress has been made, parents are asked to attend a meeting with the Head Teacher and HSLW with a follow up 'red' letter.		Reviewed termly	
Medium Term	Liaison with Surrey CC Inclusion Service for external support and monitoring; keeping up to date with local attendance issues effecting schools and government initiatives.	Termly review with Surrey Inclusion Service monitoring children whose attendance is below 90%. This is reviewed each term to see if improvement has been made and what steps school have made to improve attendance e.g. letters, contact with parents etc.	HSLW	Reviewed termly	<i>Improvement noted with 'at risk' children each term.</i> <i>Persistently absent children at 8/240 (3.3%) which is significantly lower than national averages.</i> <i>Relevant services engaged such as Early Help, Educational Psychologists etc.</i>
		Teachers to address low attendance with parents at parent's evening, with physical copy of their child's attendance certificate	Class teachers	Reviewed termly	
Long Term	To continue to promote a 'culture' of high attendance within the school	Celebration of high attendance through celebration assemblies. Attendance expectations detailed on the school website and weekly newsletters. An initiative to get children to create a poster promoting the importance of high attendance. The winning design to be shared on the school website, newsletter and around school. HSLW to help 'celebrate success' of children who have improved their attendance by speaking directly to the child, phone call home and 'success letter'	HT HSLW and HT HSLW HSLW	Ongoing 'Healthy schools week' early October 6 week review	<i>Attendance to be 'visually' celebrated around the school e.g. through posters and discussions with the children, for example via learning walks.</i> <i>Celebration assemblies. Attendance always a priority during school communication such as newsletters.</i> <i>HSLW contacted 'green letter' parents by email to thank them for continued improvements to attendance.</i>
	Fewer term time holidays to be taken by families due to increase in sanctions, for example penalty notices	Families have been made aware of the legislation around penalty notices through specific letters, updates to the Attendance Policy and regular communication through newsletters and direct communication with parents once a request for term time absence is made (warning of issue of penalty notice)	HSLW and HT		
VG	Increased attendance of PP children	HSLW to make contact with parents and children who are 'on the cusp' of low attendance and see if we can offer support to increase attendance e.g. offering PP children free spaces on morning clubs such as Judo, as a pull factor to school	HSLW	6 weekly review	<i>Increased number of PP children on morning and after school clubs.</i> <i>All PP children offered space on morning/ after school clubs.</i>
					<i>1.25% PP (3/240 children) are persistently absent as of May 2025. Last year this was (7/240) 2.91% PP.</i>