

Alderman Davies CinW Primary School Development Plan

Sept. 2025 - July 2026 (Year 3 of target)



Priority 33	To improve pupil attendance	
Why is this a priority?	Success Criteria – What will success look like?	
<p>Our average attendance for the 2024-2025 academic year was 92.01%. Which is 0.07% below the LA average attendance and represented an increase of 1.17% on the previous year. However, before covid our average attendance was 95.07%. This means that there is a 3.06% drop in the average attendance rate since the pandemic.</p> <p>The attendance of eFSM pupils (92.92%) increased by over 4% last year and as a result was stronger than the LA average for eFSM pupils. Over the last year our EFSM pupils outperformed our non eFSM pupils by 1.34%.</p> <p>The attendance rate of our ALN (87.66%) and an improvement of 7.12% on the previous year. It is still slightly below the NPT average of 89.75%. Our boys' attendance rates are slightly above NPT average, but our girls are slightly below average.</p> <p>We have 12 children (in Years One to Six) who are currently classed as persistent non-attenders during the 2024-2025 academic year (attendance rate below 80%) a decrease of 9 from last year.</p>	<p>The school will strengthen the process for tackling attendance.</p> <p>Overall attendance will improve to 94%. Attendance of eFSM pupils will increase to 94%. Attendance of pupils with ALN will increase to 89%. The percentage of persistent absentees will fall.</p>	

Milestones - Actions	Lead Person(s)	Start	Finish	Cost
<p>Communication with all stakeholders Initial meeting with EWO - clarify the 'All Wales Attendance Framework which outlines the statutory guidelines for processes to follow e.g. Letter 1, letter 2, Parental partnership meetings, referral to education welfare service and coding.</p> <p>Effectively communicate the importance of attendance and the school's systems and processes to pupils, staff, governors and parents.</p>	<p>Sarah Williams (Headteacher) Adam Morgan (Deputy) Nicola Bryant (EWO)</p> <p style="text-align: center;">SW/AM</p>	<p style="text-align: center;">Sept 25</p> <p style="text-align: center;">Sept 25</p>	<p style="text-align: center;">Sept 26</p> <p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">Nil</p> <p style="text-align: center;">ADDS session</p>

<p>Ensure coherent communication of the school's systems and clear roles and responsibilities e.g. Headteacher, class teacher, office staff, EWO</p> <p>Ensure clear lines of communication and importance of attendance to parents via newsletter, website, coffee mornings/evenings, J2 Parent Portal messages, parents' evenings, Meet the Teacher and curriculum events.</p> <p>Continue to implement the Local Authority "Traffic Light" system. Termly RAG letters to be sent home to inform parents of pupil attendance and how this is positively or negatively impacting pupil progress and wellbeing.</p> <p>The PUPIL attendance team who are responsible for developing actions to improve attendance and communicating key information to their peers and parents to continue, this includes our 'late gate' sessions.</p> <p>Share this SDP target with Governors. Meet with the Governor with responsibility for attendance on a regular basis and provide them with the monthly data from Carl Glover. Governor feedback attendance data to FGB meetings on a termly basis. Attendance Governor to also attend meetings with EWO on a termly basis.</p> <p>Ensure all teachers are aware of their responsibility to raise attendance in their class. Provide teachers with a regular breakdown of attendance for each pupil in their class.</p> <p>Teachers promote the importance of good attendance and discuss attendance matters with pupils.</p> <p>Our pupil attendance monitors read age-related stories to the children and share the importance of being in school</p>	<p>SW/AM</p> <p>All staff</p> <p>SW/AM/CH</p> <p>SW, EWO and school council</p> <p>SW/Attendance lead governor</p> <p>Class teacher</p> <p>Class teacher</p>	<p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p> <p>Oct 25</p> <p>Sept 25</p> <p>Sept 25</p>	<p></p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Termly</p> <p>Ongoing</p> <p>Ongoing</p>	<p></p> <p></p> <p>Stationary costs</p> <p></p> <p></p> <p>ADDS session</p> <p>In class</p>
<p>Target pupils and families HT/Deputy headteacher in collaboration with the EWO to undertake regular analysis of data, to identify:</p> <ul style="list-style-type: none"> · Those pupils who are persistent absentees (80% and below) and those with an attendance rate of less than 90% (Red) 	<p>SW/AM/EWO CH</p>	<p>Sept 25</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>£2000(estimate) RCSIG/school budget</p> <p>Nil</p>

<p>· Those pupils who, whilst not persistent absentees, have an attendance rate below 95% (Amber)</p> <p>· Monitor and track the attendance of pupils causing concern on a regular basis. Identify patterns of absence and follow up on issues.</p> <p>Discuss any pupils causing concern with EWO and agree on any further action required.</p> <p>Continue to implement 1st day response system - text if absence not reported by 9.30 a.m. Follow up with phone call. Consider potential safeguarding concerns.</p> <p>Meet and engage with parents of target pupils to discuss the importance of attendance; to explore barriers; to set attendance targets and review progress, on a regular basis.</p> <p>1:1 mentoring meetings for target pupils with attendance below 80%. Set pupil and parent targets.</p> <p>Engage with relevant outside agencies to improve attendance of vulnerable pupils through Persistent Absenteeism Officers with the LA (PAO), social workers, and health visitors.</p> <p>Ensuring pupils causing concern are an agenda item in Adds sessions and during transition meetings between schools.</p> <p>Introduce a holiday form to ensure we have information about how long families intend to be out of school, contact details, reasons etc.</p>	<p>SW/AM/EWO</p> <p>CH</p> <p>SW/AM/EWO</p> <p>SW/AM/EWO</p> <p>SW/AM</p> <p>All staff</p>	<p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p> <p>Sept '25</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>On-going</p>	<p>Nil</p> <p>ParentPay £720</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p>
<p>Encouraging strong attendance and reward systems</p> <p>School Council implements a weekly system that rewards each full week of attendance in school e.g. extra playtime</p> <p>The weekly class certificate to be presented during the weekly celebration assembly.</p> <p>Information to be given during 'meet the teachers' event and raised again in newsletters throughout the year.</p>	<p>SMT</p> <p>SW/AM/Office staff/EWO</p> <p>SW/AM/EWO/children</p>	<p>Sept 25</p> <p>Sept 25</p> <p>Sept 25</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>

<p>Attendance to be mentioned at the 'meet the teachers' events. Consider the inclusion of EWO at parent's evenings.</p> <p>Continue use of 'Late Gates' to support punctuality. EWO in partnership with school staff to greet latecomers.</p> <p>Use of Owl mascot which was designed by a pupil to promote good attendance.</p>	<p>SW/AM/EWO/children</p> <p>AM/class teachers</p>	<p>Sept 25</p>	<p>Ongoing</p>	<p>Nil</p> <p>Nil</p>
<p>Sharing good practice</p> <p>Identify schools similar in context where clearly defined roles are responsibilities that result in improving attendance. Identify strategies that have contributed to the strong performance of the schools.</p> <p><i>-Share our attendance leaflets and holiday forms with other schools – EWO has highlighted our good practice to others</i></p> <p>Continue to use PASS assessment to identify areas that pupils need to develop to give better attitudes towards school and self and to identify those with low responses towards attitudes towards attendance.</p>	<p>AM/EWO</p> <p>Class teacher</p>	<p>Sept 25</p> <p>Sept 25</p>	<p>Ongoing</p> <p>Twice a year</p>	<p>£355.00</p> <p>£2.50 per pupil Y3-6</p>
<p>Monitoring</p> <p>In collaboration with the Pupil Attendance team and attendance link Governor, undertake regular data analysis to evaluate progress towards achieving this SDP target.</p> <ul style="list-style-type: none"> • Is attendance improving? • Is the percentage of persistent absentees falling? • Is the attendance of targeted pupils improving? • Is the attendance of groups of learners such as eFSM improving? <p>Ensure monitoring activities includes a focus on the progress of pupils with poor attendance.</p>	<p>SW/AM/Linked gov</p> <p>AM/TL</p>	<p>Sept 25</p> <p>Nov 25</p>	<p>Once a term</p> <p>Ongoing</p>	<p>SMT meetings</p>
				<p>Total Cost £3075.00</p>