|  |  |
| --- | --- |
| Action  | Completed |
| Ensure all staff has read the revised 'Working together to improve school attendance' guidance (August 19th 2024). Is everyone aware of the key changes for Sept 2024?  • [Working together to improve school attendance: applies from 19 August 2024](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance__applies_from_19_August_2024_.pdf) [• Summary table of responsibilities for school attendance: applies from 19 August 2024](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf) |  |
| Review school attendance policy and ensure it meets the expectations as outlined in the 'Working together to improve school attendance' guidance 2024 (Please see SCC Model Policy which has been devised for Sept 2024 and uploaded to the learning hub) [School Attendance Policies and Guidance – Suffolk Learning](https://suffolklearning.com/attendance/school-attendance-policies-and-guidance/) |  |
| Parents informed of National Framework for the issuing of School Fixed Penalty Notices |  |
| Access DfE webinars via the DfE [YouTube](https://www.youtube.com/%40DfESectorComms) channel pertaining to key changes (future webinars will not be delivered live due to election rules but will be upload after the 5th July 2024) |  |
| Ensure the Schools dedicated Attendance Champion is aware of their roles and responsibilities |  |
| Check Y11 coding for HT6 is appropriate and correct guide to codes available : [School Attendance Policies and Guidance – Suffolk Learning](https://suffolklearning.com/attendance/school-attendance-policies-and-guidance/) |  |
| Ensure conversation or communication have taken place with the families in the PA cohort to revisit any barriers and reiterate the attendance expectations for the new academic year |  |
| Share or signpost parents to key resources to help them fully understand the expectations for the new academic year e.g. [The Education Hub](https://educationhub.blog.gov.uk/2024/02/05/supporting-children-and-young-people-mental-health/)/[The Children Commissioner resources](https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/) - this could be shared via the school newsletter |  |
| Speak with schools where children are transitioning to and advise of any attendance and/or punctuality concerns.  |  |
| Hold staff briefing session to set the new expectation and school attendance vision for the new academic year. Remind all staff of the role they play in achieving this. Circulate to pupils and parents the school’s aspirational targets |  |
| Ensure all staff have been made aware of the changes and how that will impact them and the pupils, signpost or facilitate training for key staff members with responsibilities for attendance – SENCO, DSL, Pastoral Manager, HOY, SLT, Disadvantaged Lead etc. Contact the School Attendance Team with any training requests. |  |
| Check with the office administration team that all personal contact details have been updated/reviewed following the summer break to allow for changes in telephone numbers and addresses that may have occurred |  |
| Ensure any Fixed penalty notices which relate to absences during the academic year 2023-24 are requested through the portal by 31st July 2024. |  |