

2015-2016

**Action Plan for the Improvement of Attendance and the reduction of Persistent Absence at William Reynolds Primary School and Nursery**

School Attendance Lead Irene Baxter

EWO Louise Simmons

Attendance clerk Jo Mabbott

**Philosophy**

We recognise that regular school attendance is important since, without it, all the efforts of teachers come to nothing. Children need to attend regularly if they are to enjoy the educational opportunities provided within the school and make progress. Absence can lead to educational disadvantage for a child and place them at risk of not achieving their full potential.

**DFE Information**

Improving attendance in our school, particularly of those pupils who miss a lot of school, will lead to a reduction in pupils becoming irredeemably PA at secondary school.

There is no doubt that early intervention with families who tolerate low levels of attendance will address these patterns and prevent the children becoming disengaged from school.

The threshold for persistent absence is 10%. This is to ensure that schools take action sooner to deal with absence.

*Data for Primary school 2014/15 running from September 2014 to July 2015*

2014/15	Number on roll	Attendance %	Absence %	Unauthorised absence%	Persistent Absence at 85%
Reception	54	92.90	7.10	1.68	2.70 (7 children)
Year 1	54	95.90	4.10	1.24	0.87 (2 children)
Year 2	43	96.53	3.47	0.70	0.18 (1 child)
Year 3	58	96.68	3.32	0.83	0
Year 4	52	96.53	3.47	0.57	0.68 (2 children)
Year 5	44	96.06	3.94	0.78	0
Year 6	46	94.94	5.06	1.19	1.19 (1 child)

There were 13 children whose attendance was below 85% for this academic year

*Academic year 2014-15 - September 2014 to July 2015*

	Attendance %	Absence %	Persistent Absence at 90%
Target	96	4	8
Actual 2015/16			
Target	96	4	2 (PA was at 85%)
Actual 2014/15	95.66	4.34	3.68
Actual 2013/14	95.29	4.71	2.06
Actual 2012/13	94.92	5.08	2.6

*Target for 2015/16*

Total absence for whole year expressed as a percentage 96 %

Persistent absence target: 2% of pupils in the school with over 10% absence

**What the school already does**

Blue - actions new from last year's plan now incorporated into the system we have in school

Desired outcomes	Action to achieve	Person responsible	Monitored by	frequency
<b>To improve attendance</b>	The leadership team will give high priority to supporting the improvement of attendance and reduction of persistent absence e.g. by regularly reviewing data and reports provided by the Education Welfare Officer (EWO) An up to date Attendance Policy is in place.	Head teacher	Governors	Ongoing
	The teacher has a statutory obligation to mark the register regularly and accurately each time the register is opened and submit data to the attendance clerk as agreed in the Attendance Policy	Class teachers Jo Mabbott	Irene Baxter	Twice daily
	A school leaflet about the importance of good attendance has been produced for Nursery and all full time aged children. This also forms part of the induction pack for parents. <i>This is sent out at the beginning of each term.</i> Letter explaining the role of the EWO and informing them of the support on offer.	Jo Mabbott	Irene Baxter	Termly
	EWO to monitor the register to ensure appropriate use of codes. <i>The attendance clerk meets with the Foundation phase leader to monitor any children in Nursery whose attendance falls below 95%. A follow up</i>	Jo Mabbott Nikki Tuffnell	Irene Baxter Louise Simmons	As required

letter is sent if no reason has been given for an absence. In Reception SAL 1, SAL2 and penalty warning letters are sent out. Support for families is offered through the learning mentor.			
The attendance clerk will check the registers / data base for absentees daily both morning and afternoon.	Jo Mabbott	Louise Simmons Irene Baxter	Daily
First day calling procedures will be followed e.g. attendance clerk to phone parents / carers to enquire why child is not in school if no prior notification has been received. If no contact is made a follow up letter is sent home. An N code is used to generate a letter from CMIS this code will be changed to enter a reason or an unauthorised absence after a 5 day period. School generated letters have been added to CMIS	Jo Mabbott	Louise Simmons Irene Baxter	Daily
School now has a twitter account free for parents to sign up to. Reminders are given about PD days	Jo Mabbott	Irene Baxter	termly
Up to date attendance information is on the school website with term time dates.	Irene Baxter Jo Mabbott	Louise Simmons Governors	As required
Attendance clerk to log all contacts with parents relating to absence and liaise with EWO any concerns.	Jo Mabbott	Louise Simmons Irene Baxter	Daily
The attendance Clerk maintains a daily attendance record for each base which is on show in the main entrance Any absences are emailed to the EWO on that day if there is a concern e.g. PA child or a suspicion of leave being taken.	Jo Mabbott	Irene Baxter	
The Head, EWO and attendance clerk meet to discuss attendance / PA data and identify cases requiring support and plan appropriate action, focus to be on under 95%	Irene Baxter Jo Mabbott Louise Simmons	Governors	3 weekly
A list of children whose parents need to produce medical evidence is maintained and is shared for any other office staff who take a call.	Jo Mabbott	Louise Simmons	ongoing

	The school will, wherever appropriate, provide additional support for a child returning to school after absence.	Irene Baxter	Governors	As required
	The Head teacher and governors will agree attendance and Persistent absence targets for the year. The Governors will approve those targets. Attendance clerk to track children's attendance for each year group and for disadvantaged children.	Irene Baxter	Governors	As required
	The Head teacher and the EWO will produce / review / update an action plan to support the achievement of the agreed targets on a termly basis	Louise Simmons Irene Baxter	Governors	As required
	EWO and school will plan actions for Attendance week each November	Irene Baxter Louise Simmons		Annually
	EWO will work with schools to raise the profile of the importance of good attendance by offering strategies to school and families	Louise Simmons	Irene Baxter	As appropriate
	The attendance team to monitor medical absences and request evidence where necessary, discuss at 3 weekly reviews	Louise Simmons Irene Baxter Jo Mabbott	Governors	As required
<b>To reduce persistent absence</b>	The school will notify the EWO of the absence of a child with PA (now 90%) on the first day of absence.	Jo Mabbott	Irene Baxter	As required
	The team to engage families in 1:1 work through CAF/TAC so that support can be offered, when a problem has been identified at the three weekly reviews (this will include home visits)	Louise Simmons Jo Mabbott	Irene Baxter	As required
	The school will discuss with the EWO the need to hold attendance panels for individual children who do not respond to other strategies used to improve attendance.			

	Attendance clerk, head and EWO will identify children whose attendance is poor whereby court action is required. EWO to gather evidence and prepare appropriate paperwork requesting the attendance support team to consider court action.			
<b>To reduce Lateness</b>	Attendance clerk to use the new entry system to print out the names of children who arrive late and reason for lateness. An L code will be used for lateness this will generate a late letter from CMIS to be sent to the parents.	Jo Mabbott	Irene Baxter	Daily and at pre-arranged reviews.
	Persistent late arriving children to be discussed in the 3 weekly reviews for action. The school will discuss with the EWO the need to hold attendance panels for individual children who do not respond to other strategies used to improve attendance.	Jo Mabbott Louise Simmons	Irene Baxter	As required
<b>To reduce days lost to term time holidays</b>	Leave during term time will be considered on an individual basis. Parents can make a request due to exceptional circumstances. School letter in line with government guidance.	Irene Baxter	Louise Simmons	At reviews
	A copy of any letters sent to parents relating to unauthorised leave in term time are handed to the EWO and kept as a record.	Irene Baxter Jo Mabbott	Louise Simmons	
	The school and EWO will monitor days lost due to leave taken during term time. Penalty Notices and warning letters for un-authorized leave during in term time are sent out to parents. Checks are made that all letters are addressed giving the name of the parents.	Jo Mabbott	Irene Baxter Louise Simmons Governors	Termly

<b>To reduce days lost to fixed term exclusions</b>	The school will monitor the number and duration of fixed term exclusions for all children and regularly share this information with the EWO and the Governors	Irene Baxter	Governors Attendance Support Team	Termly
<b>To reduce days lost due to modified timetable</b>	The school will monitor the children placed on a modified timetable; they will record the number of hours when each child is expected to attend school and any arrangements for alternative education. We will review these arrangements every 6 weeks. The school will complete the appropriate paper work and forward this to the Attendance support team.	Irene Baxter	Attendance Support Team	Every 6 weeks
<b>Recognise and Reward improvement and good attendance</b>	Children are praised for their good attendance through the best base for attendance in a Friday celebration assembly And individual prize and reward systems - "100% badges" and "Well done" attendance badges and pencils	Irene Baxter		weekly
	Cards and letters to be sent home for those children with improved attendance	Irene Baxter Louise Simmons		
	Attendance information to be added to the School news letter	Irene Baxter		Monthly

Head Teacher:..... Date:.....

Education Welfare Officer:..... Date:.....