

Improving Attendance Action Plan 2016/17.

Nelson Infant School

Plan developed by	NW/BM
Plan to be reviewed by	NW/BM/ Governor+ AIO
Review Dates	May 2017

School Attendance Profile

2015/16	No on roll	Attendance%	Absence%	Unauthorised absence%	Persistent absence below 90%

Pupil Profile

Absence Levels (Number of pupils with)	September 2016	As a % of school roll	Dec 2016	As a % of school roll	April 17	As % of school roll
Authorised	142	2.6				
Unauthorised	70	1.2				
No of Pupils with 96% to 100% Attendance	121	70.3				
No of Pupils with 90% to 95% Attendance	33	19.2				
No of Pupils with 80% to 89% Attendance	10	5.8				
No of Pupils with 70% to 79% Attendance	6	3.5				
No of Pupil with below 70% Attendance	2	1.2				

example 12 pupils with unauthorised absence school roll 240

*%= 12/240*100=5%*

Attendance Data by Class Groups 2016/17

Class Group	Term 1	Term 2	Term 3

School Attendance Systems

System	In Place	Being developed
School Attendance Policy	Cluster policy	
First Day Absence Calling	Yes-	
Attendance Monitoring System	Weekly BM/CG Amber reminder and Red warning letters	

	termly	
Absence Letters	Yes- 2 nd , 3 rd and 5 th day absence letters	
Guidance/Publicity to Parents	Website, Newsletters and individual letters	
Reward system	Weekly certificates 96%+	
Clear guidance on Lateness	Newsletter with reminders	
Staff responsibilities established	Yes- HT,BM,CG	
Governor involvement	Link governor- LC	
Liaison/referral to AIO system	Termly meeting	
Action plans for PA pupils		Sept 16
Fast Track	With AIO	
Attendance Panels	With AIO	

Factors identified as contributing to Pupil Absence

	Factor	Identified by	Evidence /Data
1	<i>Holidays in term time</i>	NW,BM,CG	<i>Registers, request forms</i>
2	<i>Parental anxiety/illness in early years</i>	BM,CG	Registers tend to show higher sickness in EYFS
3	<i>Visits to extended family overseas eg wedding, bereavement</i>	BM,CG	Request forms. School serves culturally diverse community, high EAL
4	<i>Punctuality</i>	Teachers, BM,CG	registers
5	<i>Traveller</i>	NW/BM	Child K joined school October 15, out of school April-July 16. Distance learning pack facilitated by school in agreement with traveller education service
6			
7			
8			

Action Plan Details *(Action identified from factors on previous page)*

Action Required	Action by	Notes	Completed
Parents reminded that no holidays in term time are	NW	Discussion with families liable to be at risk	

authorised Keep log of all <u>unauthorised holidays</u> taken	BM,CG	Form to be completed by parents	
Reminder to parents about importance of <u>punctuality</u> Challenge parents arriving late Early Bird week each term with class reward	NW- use newsletter to reinforce All teachers- celebrate days 100% in school and on time	Letter- see AIO for other examples	
Identify children/families at risk of <u>persistent absence</u> - less than 90% attendance Half termly meetings HT/CG and attendance officer to focus on children below 90% Warning letters sent home Individual action plans put in place including home visits	NW,BM,CG from register NW/CG/VR AIO		

List of children whose parents must submit medical evidence kept in school office School will engage with families to provide support and challenge as appropriate	Family Support Worker VR		
In cases where there is no engagement of families and /or overall attendance continues to fall below 90%, attendance panels will be held with AIO.	HT+ AIO		
Monthly analysis of attendance by pupil groups EA/PP/SEND	CG/NW		Termly monitoring-actions adjusted
To reduce days lost to fixed term exclusions the school will monitor the number and duration of fixed term exclusions and share with governors/AIO	HT		Termly monitoring
The school will monitor any children placed on modified timetables as agreed with other professionals/parents in exceptional cases. These will be reviewed every 6 weeks and AIO informed	HT+ SEN/behaviour support professionals		

