

2019-2020

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

School Attendance Lead                      Julie Marriott

EWO    Sarah Craven

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

	Attendance %	Absence %	Persistent Absence at 90%
Target 2019/20	96%	4%	6%

### What the school already does

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 Mabbottt	Julie Marriott	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. This is sent out at the beginning of each term. Letter explaining the role of the EWO and informing them of the support on offer.	Jo Mabbottt	Julie Marriott	Termly
	EWO to monitor the register to ensure appropriate use of codes. The attendance clerk meets with the foundation phase leader to monitor any children in Nursery whose attendance falls below 95%. A follow up letter is sent if no reason has been given for an absence. In Reception SAL1, SAL2 and penalty warning letters are sent out. Support for families is offered through the learning mentor.	Jo Mabbottt Lisa Lloyd  Sarah Craven	Julie Marriott Sarah Craven	As required
	The attendance clerk will check the registers / data base for absentees daily both morning and afternoon.	Jo Mabbottt	Julie Marriott Sarah Craven	Daily

<p>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.</p> <p>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.</p> <p>School generated letters have been added to CMIS</p>	Jo Mabbottt	Julie Marriott Sarah Craven	Daily
Up to date attendance information is on the school website with term time dates.	Julie Marriott Jo Mabbottt	Sarah Craven Governors	As required
Attendance clerk to log all contact with parents relating to absence and liaise with the EWO with any concerns.	Jo Mabbottt	Julie Marriott Sarah Craven	Daily
<p>The attendance Clerk maintains a daily attendance record for each base which is on show in the main entrance</p> <p>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.</p>	Jo Mabbottt	Julie Marriott	
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 93%	Julie Marriott Sarah Craven Jo Mabbottt	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 Mabbottt	Sarah Craven	ongoing
The school will, wherever appropriate, provide additional support for a child returning to school after absence.	Julie Marriott	Governors	As required
<p>The Head teacher and governors will agree attendance and Persistent absence targets for the year. The Governors will approve those targets.</p> <p>Attendance clerk to track children's attendance for each year group and for disadvantaged children.</p>	Julie Marriott	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	Julie Marriott Sarah Craven	Governors	As required

	EWO and school will plan actions for Attendance week each November	Julie Marriott Sarah Craven		Annually
	EWO will work with schools to raise the profile of the importance of good attendance by offering strategies to school and families	Sarah Craven	Julie Marriott	As appropriate
	The attendance team to monitor medical absences and request evidence where necessary, discuss at 3 weekly reviews	Sarah Craven Julie Marriott Jo Mabbottt	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 Mabbottt	Julie Marriott	As required
	The team to engage families in 1:1 work through Early Help so that support can be offered, when a problem has been identified at the three weekly reviews (this will include home visits)	Sarah Craven Jo Mabbottt	Julie Marriott	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 computerised entry system to print out the names of children who arrive late and reason for lateness. An 'L' code will be used for lateness and this will generate a 'late letter' from CMIS to be sent to the parents.	Jo Mabbottt	Julie Marriott	Daily and at pre-arranged reviews.
	Children who arrive to school late getting a 'U' code will 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 Mabbottt Sarah Craven	Julie Marriott	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.	Julie Marriott	Sarah Craven	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.	Julie Marriott Jo Mabbottt	Sarah Craven	
	The school and EWO will monitor days lost due to leave taken during term time. Penalty notices and warning letters for un-authorized leave taken during term time are sent out to parents by the attendance support team. Checks are made that all letters are addressed giving the name of the parents including ones that reside at different addresses due to being separated.	Jo Mabbottt	Julie Marriott Sarah Craven 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	Julie Marriott	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.	Julie Marriott	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 are awarded adventure play area for that day. Individual prize and reward systems in place - "100% badges" and "Well done" attendance badges and pencils	Jo Mabbott	Julie Marriott	weekly
	Certificates and letters to Parents are given to those children with improved attendance	Jo Mabbott	Julie Marriott	
	Attendance information to be added to the school news letter	Julie Marriott	Governors	Monthly
	EYFS Weekly reward raffle for all children who have been in school on time every day for a full week.	Jo Mabbott	Lisa Lloyd	weekly

	Additional half termly golden time to be rewarded to all children who have got 100% attendance and punctuality.			
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### Target actions for 2019/20

<b>Desired outcomes</b>	<b>Action to achieve</b>	<b>Person responsible</b>	<b>Monitored by</b>	<b>frequency</b>
<b>To reduce days lost to fixed term exclusions</b>	Development of the School Inclusion team. Newly appointed Nurture group leader to cover Maternity Leave Adaptation of a room in school as a quiet room where pupils can "calm down" when anxious which has sensory lighting.	All staff	Julie Marriott	Daily
<b>To reduce the number of persistent absentees</b>	Ensuring that good attendance is high profile in school through sharing weekly data in celebration assembly. Meetings with parents to encourage children to attend regularly.	All Staff	Julie Marriott	Weekly
<b>To increase attendance of a focus group of pupils</b>	To look at those children between 85-90%.	Jo Mabbott Sarah Craven	Julie Marriott	Every third week