

2021-2022

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

School Attendance Leads                      Julie Marriott & Joanne Shephard

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 Academic Year 2020/2021

This academic year has been significantly affected by the effects of COVID 19 cases, restrictions and lockdowns. This has obviously had a detrimental effect on school attendance across the Country meaning that ALL schools attendance percentages have been significantly lower than usual and the numbers of Persistent Absentees (PA's) have been higher than before.

Every year we look at the full academic year attendance percentage both including and excluding the reception year and also the number of PA's and this gave an accurate picture. However, this year this cannot be said due to the fact that the time period of 5th January 2021 to 5th March 2021 school was closed to all children with the exception of key worker children and identified vulnerable children. 'C' codes were recorded on the register within this time frame for these identified children if they did not attend school, which had a negative effect on the school attendance percentage.

Part of the way through this time frame, the DFE agreed that absences of key worker children could in fact be recorded as an 'X' code as opposed to a 'C' code. This came about as key workers were asked to limit the days their children attended school to the ones where they were working and to not send them in full time unless required. This was a positive move forward for school as the 'X' code does not have a detrimental effect on the attendance percentage like the 'C' code.

In order to gain a picture of the attendance for this academic year, it has been decided to break it down into 2 parts thereby removing the time frame where schools were closed due to Covid.

Attendance data from 3rd Sep to 17th Dec 2020 - Including reception 94.76%, excluding reception 94.51%

Attendance data from 8<sup>th</sup> March to 21<sup>st</sup> July 2021 - Including reception 94.02%, excluding reception 94.33%

It would be very difficult to accurately identify persistent absentees for the full academic year and the same goes for the whole academic year's attendance percentage.

***Academic year 2021 to 2022 Attendance Target and Historic Attendance Data.***

	Attendance %	Absence %
2021/22 Target	96%	4%
Actual 2019/20 8 Mar - 21 July 2021 (Covid)	94.02%	6.08%
Actual 2018/19	94.86%	5.14%
Actual 2017/18	95.56%	4.44%
Actual 2016/17	95.77%	4.23%
Actual 2015/16	95.79%	4.21%

**Positive achievements in the academic year 2020/21.**

- Despite a Worldwide pandemic school was open to support vulnerable and key worker children.
- Remote learning using a variety of online resources and paper based age appropriate curriculum workbooks and packs made available to ALL, throughout the pandemic in order to ensure children had structure, routine and education throughout a scary and unknown time.
- Communication between school and parents has been excellent.

## 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 & Deputy Head	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	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.	Jo Mabbott	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 Mabbott Louise Simmons	Julie Marriott Louise Simmons	As required
	The attendance clerk will check the registers / data base for absentees daily both morning and afternoon.	Jo Mabbott	Louise Simmons Julie Marriott	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 an 'O' code is recorded on the register.	Jo Mabbott	Louise Simmons Julie Marriott	Daily

Up to date attendance information is communicated through the school newsletter and term time dates are available on the school website and in every newsletter.	Julie Marriott Jo Mabbott	Louise Simmons Governors	As required
Attendance clerk to log all contact with parents relating to absence and liaise with the EWO with any concerns.	Jo Mabbott	Louise Simmons Julie Marriott	Daily
Attendance clerk to make EWO aware of any child who has been absent for 3 days without any contact, so that a home visit can be conducted.	Jo Mabbott	Louise Simmons Julie Marriott	As required
2 x noticeboards in school in prominent areas to celebrate attendance. 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	Julie Marriott	
Deputy 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%	Joanne Shepard 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.	Julie Marriott Joanne Shepard	Governors	As required
The Head 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.	Julie Marriott	Governors	As required
The Deputy Head and the EWO will produce / review / update an action plan to support the achievement of the agreed targets on a termly basis.	Louise Simmons Joanne Shepard	Governors	As required
EWO and school will plan actions for Attendance week each November.	Julie Marriott 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	Julie Marriott	As appropriate
	The attendance team to monitor medical absences and request evidence where necessary, discuss at 3 weekly reviews.	Louise Simmons Joanne Shephard Jo Mabbott	Governors	As required
<b>To reduce persistent absence</b>	School to engage with identified families in the Early Help Process as and when required in order to help improve school attendance/home routines.	Louise Simmons Jo Mabbott	Julie Marriott	As required
	The school and EWO identify the need to hold attendance panels for individual children who do not respond to other strategies used to improve attendance.  Attendance clerk, Deputy 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 Scholarpack to be sent to the parents for 3 or more lates. No improvement will lead to a school meeting be arranged.	Jo Mabbott	Julie Marriott/Louise Simmons	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 and EWO to arrange punctuality meetings for individual children who do not respond to other strategies used to improve attendance/punctuality. Legal process followed when required.	Jo Mabbott Joanne Shephard Louise Simmons	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	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.	Julie Marriott Jo Mabbott	Louise Simmons	
	School will regularly remind parents/carers of the need to request leave in term time by advertising it on their newsletter at least once a term. The process will also be clearly advertised on the school website.	Joanne Shephard Julie Marriott	Julie Marriott	Half Termly
	The school and EWO will monitor days lost due to leave taken during term time. Penalty notices and warning letters for un-authorised 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.  School will liaise with siblings school in regards to the request for leave in term time.	Jo Mabbott Louise Simmons Joanne Shephard	Julie Marriott 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.	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</b>	Children are praised for their good attendance through the best base for attendance in a Friday celebration assembly. KS1 best attendance win the play park at break time and KS2 win the outdoor gym at break and lunch.	Joanne Shephard		weekly

<b>improvement and good attendance</b>	100% badges for the end of the academic year.	Joanne Shephard		Once yearly
	Well done attendance stickers and rewards will be given to classes who have 100% attendance in any given week.	Joanne Shephard		Weekly
	Certificate given to persistent absentees who have improved their attendance.	Joanne Shephard		Yearly
	Certificates to be sent to ALL children who have met the school attendance target of 96% at the end of the academic year.	Joanne Shepherd		Yearly
	Attendance information to be added to the school newsletter.	Julie Marriott		Monthly
	Nursery and Reception children who have been in school every day for that week are put into a prize draw and a winner from each class is awarded with an individual certificates and prize.	Jo Mabbott		Weekly
	Termly newsletter for attendance to be circulated to parents celebrating attendance achievements and reminders about key messages regarding the attendance processes in school.	Joanne Shephard		Termly



## Target actions for 2021/2022

Desired outcomes	Action to achieve	Person responsible	Monitored by	frequency
<b>Improve Attendance Data in Each Class, thereby Improving Whole School Attendance.</b>	Each class given their attendance percentage for the previous week. Teacher to encourage the class to improve on the previous weeks attendance, class receive a reward if the attendance is improved.	Julie Marriott, Joanne Shephard, Jo Mabbott and class teachers	Julie Marriott Joanne Shephard	Weekly
<b>Increase Communication from Parents, decreasing workload for Staff Ringing Home regarding Absences</b>	School to inform/remind parents on the newsletter/website that they are expected to call school by 0930hrs in the morning if their child is going to be absent for any reason. No communication from parents/carers may result in a home visit by the EWO.	Admin, Julie Marriott/SLT	Julie Marriott	Termly/Half Termly

Head Teacher:.....

Date:.....

Education Welfare Officer:.....

Date:.....