SHANKLEA PRIMARY SCHOOL

Attendance Action Plan

2019-2020

Policy Control Details			
Date policy approved:	September 2019		
Prepared by:	Helen Brown	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2020		
Responsibility for review:	Performance Improvement Committee		

Action Plan for the Improvement of Attendance and the reduction of Persistent Absence at Shanklea Primary School and Nursery

School Attendance Lead	Helen Brown
EWO	Dawn Westerby
Attendance Officer	Lesley McConnell
Administrative Clerk	Janet Harris

Philosophy

Shanklea Primary School recognises that regular school attendance is important since, without it, all the efforts of teachers come to nothing. Children need to attend school 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 are frequently absent, will lead to a reduction in pupils becoming Persistent Absentee (PA status) at primary 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.

The latest publication of Schools Performance by the DfE

Overall School Absence

Percentage of possible mornings or afternoons recorded as an absence from school for whatever reason, whether authorised or unauthorised, across the full academic year.

School	National
3.6%	4.0%

Persistent Absence

The percentage of pupils missing 10% or more of the mornings or afternoons they could attend, meaning that if a pupil's overall rate of absence is 10% or higher they will be classified as persistently absent. School National

School	National
5.2%	8.2%

Pupil population

The figures below are the latest performance results that have been published.

	School	National
Total number of pupils on roll (all ages)	353	4771804
Girls on roll	53.3%	48.7%
Boys on roll	46.7%	51.3%
Pupils with a statement of special educational needs (SEN) or education, health and care (EHC) plan	1.4%	3%
Pupils whose first language is not English	0.7%	20.5%
Pupils eligible for free school meals at any time during the past 6 years	13%	24.7%

Actions To Achieve	Person Responsible/Monitored by	Frequency
The leadership team and governors have analysed the ASP and probable trend suggests that disadvantaged and SEN students' attendance may be connected with a lesser amount of progress and fewer individuals reaching expected or exceeding attainment at KS1 and KS2.	Head Teacher Governors SLT	Termly
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. Letter explaining the role of the EWO and informing them of the support on offer.	Head Teacher Governors	Fortnightly
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.	EYFS Manager	
Decide on action for every persistent absentee for attendance between 85-90% Phone call; Text; First Concern letter and/or meeting	Attendance Officer Head Teacher	Fortnightly
Head Teacher on the school playground to meet and greet parents – informs Main School Office of any absences due to illness or unavoidable medical appointments.	Attendance Officer Head Teacher	Daily
EWO to monitor the register to ensure appropriate use of codes.	Attendance Officer	Fortnightly
The Attendance Officer meets with the EYFS 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. Support for families is offered through the Head Teacher.	Attendance Officer	Weekly
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 officer as agreed in the Attendance Policy –via **School 360** registration system as well as **Live Kitchen**	Teachers	Twice daily
Teachers will alert Head Teacher who will host a meeting with parents and begin a 6 week improvement attendance plan	Teachers Head teacher	Half-termly
Continue 1:1 meetings with EWO for Nursery to Years 6 but daily contact when needed between teacher, parent and head teacher.	Teachers, SLT Head Teacher	Fortnightly

First day text and ongoing chasing of absence to continue to be a priority. If the child is a concern a phone call will also be made.	Attendance Officer	
The Attendance Officer will check the registers / data base for absentees daily both morning and afternoon. First day calling procedures will be followed e.g. Attendance Clerk to text/ 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 text is sent home. This is followed by a letter and phone calls to establish the reason for absence. An N code is used in SIMS. This code will be changed to enter a reason or an unauthorised absence after a 5 day period.	Attendance Officer	Daily Termly
Service Level Agreement for EWO and EOTAS for those children requiring tutoring/alternative arrangements due to emotional and mental health difficulties.	SENDCOs Head teacher	Annually
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	SENDCOs Head Teacher	As required
To reduce days lost due to modified timetable: 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.	Attendance Support Team	Every 6 weeks
Attendance information to be added to the School weekly newsletter	Administrative Clerk Head Teacher	Weekly
Up to date attendance information is on the school website with term time dates.	Administrative Clerk	Weekly and as required
Attendance Officer to log all contacts with parents relating to absence and liaise with EWO regarding any concerns.	Governors	As required
The Attendance Officer will maintain a daily attendance record for each class which is kept in a pink file in the school office for ready access in the event of emergencies.	Attendance Officer	Daily
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.	Attendance Officer Head Teacher	As required
A list of children whose parents need to produce medical evidence is maintained and is shared for any other office staff who may take a call.	Attendance Officer Governors Head Teacher	Weekly Quarterly summary report

Teachers to offer praise for good attendees. If persistent absentee in their class, target them for praise when they do attend. Castle points awarded and unveiled at Friday achievement assemblies: best Shanklea student, best class and best castle.	Head Teacher	Weekly
Weekly attendance trophy for best class in each key stage – awarded during Friday achievement assemblies	SLT Head Teacher	Weekly
Half termly award to 100% attenders where they will receive an award – e-card and praise postcard	Attendance Officer Teachers Head Teacher	Half termly
At the end of each term 100% attenders will receive a certificate and enter a prize draw for £25 voucher.	Attendance Officer Head Teacher Vision For Education	Termly
Teachers' planning to contain engaging activities that will encourage attendance. All staff to be part of providing positive and stimulating lessons.	Teachers	Daily