

2022-2023

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

School Attendance Lead Joanne Shephard

EWO Joanne Antenbring

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 is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. 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. 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.

The threshold for persistent absence is 10%. This is to ensure that schools and local authorities work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.

Data for Academic Year 2021/2022

Last academic year (2020-2021) was greatly affected by COVID lockdowns, isolation periods and school/class closures however the absences were recorded as 'X' codes which had no detrimental effect on the overall attendance figure.

As of September 2021, the Department for Education stated that there would be no isolation period for people in contact with COVID and that any school absences due to positive COVID cases should be recorded as an 'I' code for illness. This has had a devastating effect on schools as the 'I' code does have a detrimental effect on the attendance figure so overall school attendance figures are dramatically lower than they have been previously.

William Reynolds has not only seen COVID cases in their children this academic year but there has also been high numbers of chicken pox and sickness and diarrhoea cases, which we believe are linked to COVID and the fact the children's immune systems are low due to the time spent isolating in lockdown.

Regular three weekly attendance reviews have been held with the Education Welfare Officer. Letters have been sent to families in regard to concerning attendance and referrals were made to the Local Authority for warning notices to be issued. One of the cases was successfully taken to court this academic year, as a result of continued poor school attendance and the parent was found guilty of the offence. Since their court appearance, the school has seen an improvement in the child's attendance. There has also been several school meetings arranged to discuss attendance with parents in regards to attendance issues and many home visits conducted.

The current academic year started on Monday 6th September 2021. Below is a breakdown of attendance by year group from the start of the academic year to the end of each term:

	22/10/2021	17/12/2021	18/02/2022	08/04/2022	27/05/2022	21/07/2022
Reception	90.43	90.24	90.52	90.27	90.37	91.02
Year 1	92.49	91.44	90.04	89.72	90.14	90.29
Year 2	93.94	92.62	90.87	90.91	91.24	92.61
Year 3	94.69	93.84	91.97	92.07	92.05	92.29
Year 4	92.54	92.66	91.11	90.91	91.54	92.02
Year 5	93.77	93.87	91.67	91.73	91.84	92.06
Year 6	94.98	94.19	92.13	92.08	92.54	92.83

The figures show that this year the reception class attendance started off as the lowest year of school and continued to be one of the lowest as the year progressed. This is unusual as historically it is one of the best and boosts the overall school attendance figure. There could be many reasons for the change this year but looking at the levels of illness since COVID we believe it is linked to the fact the children have spent a large portion of the last 2 years isolating at home and their immune systems are low meaning they are susceptible to all of the illnesses leading to school absence. Year 1 also appears to have struggled this academic year, possibly for the same reasons as reception.

Academic year 2022 to 2023 Attendance Target and Historic Attendance Data.

	Attendance %	Absence %
2022/23	96%	4%
2021/22	90.05%	9.95%
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 2021/2022

- Families who were on an Early help Support Plan or those who attended school attendance meetings, showed a significant improvement in their attendance % and/or number of U or L codes.
- Communication between school and parents has been excellent.
- The profile of attendance is promoted regularly through assemblies and the school newsletter.

What the school already does:

Desired outcomes	Action to achieve	Person responsible	Monitored by	Frequency
To improve attendance	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.	Joanne Shephard	Julie Marriott 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 Joanne Shephard	Termly
	EWO to monitor the register to ensure appropriate use of codes.	Joanne Antenbring	Joanne Antenbring	Ongoing

	The attendance clerk meets with the foundation phase leader to monitor any children in Nursery whose attendance falls below 95% - this follows the week after the attendance review with the EWO. In Reception, SAL1, SAL2 and penalty warning letters are sent out by the EWO.	Jo Mabbott EYFS Lead Joanne Antenbring	Joanne Shephard	Ongoing
	Attendance support for families is identified by the attendance lead and offered through the Inclusion Mentor.	Joanne Shephard Debra Groucott	Julie Marriott	Ongoing
	The attendance clerk will check the registers / data base for absentees daily both morning and afternoon.	Jo Mabbott	Joanne Antenbring Joanne Shephard	Daily
	First day calling procedures will be followed to enquire why a child is not in school, if no prior notification has been received by parent/carer. Procedures: 1. Attendance clerk to phone parents / carers 2. If no contact is made, an 'O' code is recorded on the register. 3. If parents have not been contactable by phone, a follow up email will be sent out.	Jo Mabbott	Joanne Antenbring Joanne Shephard	Daily
	Up to date attendance information is communicated through the school newsletter. Term time dates are available on the school website and are listed in every newsletter.	Joanne Shephard Julie Marriott	Governors	Ongoing
	Attendance clerk to log all contact with parents relating to absence and liaise with the Attendance Lead or EWO with any concerns.	Jo Mabbott	Joanne Antenbring Joanne Shephard	Daily
	Attendance clerk to make the Attendance Lead and EWO aware of any child who has been absent for 3 days without any contact, so that a home visit can be conducted. For more vulnerable families, this may	Jo Mabbott Joanne Antenbring	Joanne Antenbring Joanne Shephard	As required

	happen on day 1 of absence, if contact by phone or email has not been achieved.			
	<p>A noticeboard to celebrate attendance is situated in the main school corridor.</p> <p>Any absences are emailed to the EWO on that day, if there is a concern, for example: PA child, CP concern or a suspicion of leave being taken.</p>	<p>Joanne Shephard</p> <p>Jo Mabbott</p>	<p>Julie Marriott</p> <p>Joanne Antenbring</p>	
	Assessment Lead, EWO and attendance clerk meet to discuss attendance / PA data and identify cases requiring support. Plan appropriate action, with the focus to be on attendance under 94%.	<p>Joanne Shepard</p> <p>Jo Mabbott</p> <p>Joanne Antenbring</p>	Governors	Fortnightly
	A list of children whose parents need to produce medical evidence is maintained (in the front of the Attendance Clerk's Diary) and is shared with any other office staff who take a call.	Jo Mabbott	<p>Joanne Antenbring</p> <p>Joanne Shephard</p>	ongoing
	The school will, wherever appropriate, provide additional support for a child returning to school after absence through the Inclusion Mentor.	<p>Joanne Shephard</p> <p>Debra Groucott</p>	<p>Governors</p> <p>Julie Marriott</p>	As required
	The Headteacher and governors will agree Attendance and Persistent absence targets for the year. The Governors will approve those targets.	Julie Marriott	Governors	As required
	Attendance clerk to track children's attendance for each year group and for disadvantaged children and other groups.	Jo Mabbott	<p>Governors</p> <p>Julie Marriott</p> <p>Joanne Shephard</p>	Monthly

	The Attendance Lead and the EWO will produce / review / update an action plan to support the achievement of the agreed targets on a termly basis.	Joanne Antenbring Joanne Shephard	Governors	As required
	EWO and school will plan actions for Attendance week each November.	Joanne Shephard Joanne Antenbring	Governors	Annually
	EWO will work with school to raise the profile of the importance of good attendance by offering strategies to school and families.	Joanne Antenbring	Joanne Shephard	As appropriate
	The attendance team to monitor medical absences and request evidence where necessary, discuss at fortnightly reviews.	Joanne Antenbring Joanne Shephard Jo Mabbott	Governors	As required
To reduce persistent absence	<p>School to engage with identified families in the Early Help Process as and when required, in order to help improve school attendance/home routines.</p> <p>The Attendance Lead and EWO identify the need to hold attendance meetings for individual children who do not respond to other strategies used to improve attendance.</p> <p>Identify families who may benefit from a more formalised 'Parenting Contract' to support attendance improving and make expectations clear with parents.</p> <p>Attendance Clerk, Attendance Lead and EWO will identify children whose attendance is poor and has reached a point where court action is required.</p> <p>EWO to gather evidence and prepare appropriate paperwork</p>	<p>Joanne Antenbring Jo Mabbott</p> <p>Joanne Shephard</p>	Julie Marriott	As required

	requesting the attendance support team to consider court action.			
To reduce Lateness	<p>Attendance clerk to use the computerised entry system to print out the names of children who arrive late and ascertain the reason for lateness.</p> <p>Late slips to be given to parents by SLT at the start of term.</p> <p>A Late book will be kept in the office and monitored by the Attendance Lead - families arriving up to 15 minutes late will be recorded in this book.</p> <p>Late slips will be given to parents whose children arrive after 9am by the admin staff.</p> <p>An 'L' code will be used for lateness and this will generate a 'late letter' from Scholarpack, which is to be sent to the parents after 3 or more lates. No improvement will lead to a school meeting being arranged.</p>	<p>Jo Mabbott</p> <p>Joanne Shephard</p> <p>Joanne Antenbring</p>	<p>Joanne Shephard</p> <p>Joanne Antenbring</p>	Daily and at pre-arranged reviews.
	<p>Children who arrive to school late, resulting in a 'U' code will be discussed in the fortnightly reviews for action.</p> <p>The Attendance Lead and EWO to arrange punctuality meetings for individual children who do not respond to other strategies used to improve attendance/punctuality.</p> <p>Legal process to be followed when required.</p>	<p>Jo Mabbott</p> <p>Joanne Shephard</p> <p>Joanne Antenbring</p>	Julie Marriott	As required
To reduce days lost to term time	<p>Leave during term time will be considered on an individual basis. Parents can make a request due to exceptional circumstances. School letter is in line with government guidance.</p>	Julie Marriott	Joanne Antenbring	As required

leave	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	Joanne Antenbring	As required
	The Attendance Lead will regularly remind parents/carers of the need to request leave in term time by advertising it on their newsletter twice a term. The process will also be clearly advertised on the school website.	Joanne Shephard	Julie Marriott	Half Termly
	<p>The Attendance Lead, Clerk 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.</p> <p>Checks are made so that all letters are addressed giving the name of the parents, including ones that reside at different addresses due to being separated.</p> <p>School will liaise with the school of any siblings in relation to any request for leave in term time.</p>	Jo Mabbott Joanne Antenbring Joanne Shepard Julie Marriott	Julie Marriott Joanne Antenbring Governors	Termly
To reduce days lost to fixed term exclusions	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.	Joanne Shephard	Governors Attendance Support Team	Termly
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 that 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 paperwork and forward this to the Attendance support team.	Jo Mabbott	Attendance Support Team	Every 6 weeks
Recognise	Children are praised for their good attendance through the best base for attendance in a Friday celebration assembly. KS1 best	Joanne Shephard	Julie Marriott	Weekly

and Reward improvement and good attendance	attendance win the play park at break time and KS2 win the outdoor gym at break and lunch.			
	100% badges and certificates for the end of the academic year.	Joanne Shephard	Julie Marriott	Annually
	Well done attendance pencils and certificates will be given to classes who have 100% attendance in any given week.	Joanne Shephard	Julie Marriott	As required
	Certificate given to persistent absentees who have improved their attendance.	Joanne Shephard	Julie Marriott	As required
	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	Julie Marriott	Yearly
	Attendance information to be added to the school newsletter.	Julie Marriott	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 certificate and prize.	Jo Mabbott	Joanne Shephard	Weekly
	Attendance charts have been introduced and are on display in all classes to promote weekly attendance so that children understand the importance of attending school every day.	All teachers Joanne Shephard	Joanne Shephard	Weekly

Target actions for 2022/2023

Desired outcomes	Action to achieve	Person responsible	Monitored by	frequency
Improve Attendance Data in Each Class, thereby Improving Whole School Attendance.	Each class is given their attendance chart for the week on a Friday. Teachers to regularly encourage the class to improve on the previous weeks attendance.	Joanne Shephard Class teachers	Julie Marriott Joanne Shephard	Weekly
Increase Communication from Parents, decreasing workload for Staff Ringing Home regarding Absences	School to inform/remind parents on the newsletter/website that they are expected to call school by 09:00am 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.	Joanne Shephard Jo Mabbott	Julie Marriott	Termly/Half Termly
Reduce the gap between the attendance of PPG and Non-PPG pupils so that it reduces and both groups are in line with national comparison by the end of the year.	School to give earlier intervention to PPG families. For example: support through early help/multi agency support. The use of attendance meetings and attendance Action Plans (Parental Contracts). Regular intervention with the inclusion mentor for the child to support attendance, where required. Attendance reward charts, as required.	Joanne Shephard Jo Mabbott Debra Groucott Joanne Antenbring	Joanne Shephard	Monthly

<p>Reduce the percentage of PA's so that the school figure is in line with the national figures</p>	<p>PA letters to go out at the start of each academic year to remind parents of previous years attendance.</p> <p>Meetings to be held with targeted families.</p> <p>Reviewing the PA's data regularly to ensure early intervention.</p>	<p>Joanne Shephard</p> <p>Joanne Antenbring</p> <p>Jo Mabbott</p>	<p>Joanne Antenbring</p> <p>Joanne Shephard</p>	<p>Ongoing</p>
--	--	---	---	----------------

Head Teacher:.....

Date:.....

Education Welfare Officer:.....

Date:.....