

2023-2024

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 Toni Bohn

Attendance Clerk Jo Mabbott

Philosophy

We recognise that regular school attendance is important since, without it, all the efforts of teachers come to nothing. Pupils 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 pupils 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 pupils 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.

Academic year 2023 to 2024 Attendance Target and Historic Attendance Data.

	Attendance %	Absence %
2023/24	96%	4%
2022/23	92.79%	7.21%
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 2022/2023

- Pupils whose parents attended school attendance meetings, showed a significant improvement in their attendance % and/or a reduction in the 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.
- Attendance has a high profile across school - all teacher display attendance charts in class and discuss it with their class.
- Attendance review meetings took place fortnightly.

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	Headteacher 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	Headteacher	Twice daily
	A school leaflet about the importance of good attendance has been produced for Nursery and all full-time aged pupils. This also forms part of the induction pack for parents.	Jo Mabbott	Headteacher Joanne Shephard	Termly
	EWO to monitor the register to ensure appropriate use of codes.	Toni Bohn	Toni Bohn	Ongoing
	The Attendance Clerk meets with the foundation phase leader to monitor any pupils in Nursery whose attendance falls below 95% - this follows the week after the attendance review with the EWO. In Reception, SAL1, SAL2, AST1 and AST2 letters are sent out by the EWO and logged by school on CPOMS.	Jo Mabbott EYFS Lead Toni Bohn	Joanne Shephard	Ongoing
	Attendance support for families is identified and actioned by the Attendance Lead. Support may involve but is not exhaustive of use of wraparound care provision, rewards and praise or support from the pastoral team.	Joanne Shephard Debra Groucott Lauren Dawkins	Headteacher	Ongoing

	The Attendance Clerk will check the registers on Scholarpack for absentees daily both morning and afternoon.	Jo Mabbott	Toni Bohn Joanne Shephard	Daily
	<p>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.</p> <p>Procedures:</p> <ol style="list-style-type: none"> 1. Parents to call school by 9am to inform school of reason for absence. 2. Attendance Clerk to phone parents / carers if no contact has been made by parents. 3. If no contact is made, an 'O' code is recorded on the register. 4. If parents have not been contactable by phone, a follow up email will be sent out. 5. If there is no reply to email contact from school and safeguarding concerns exist, the Attendance Clerk will speak with the Attendance Lead and the EWO will be notified and asked to complete a home visit. 6. In the event of the EWO being unable to complete a home visit, DSL's in school will make a decision about whether school staff need to undertake a home visit. 	Jo Mabbott DSL's	Toni Bohn 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 Headteacher	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	Toni Bohn 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 happen on day 1 of absence, if contact by phone or email has not been	Jo Mabbott Toni Bohn	Toni Bohn Joanne Shephard	As required

achieved - see procedures above.			
A noticeboard to celebrate attendance is situated in the main school corridor.	Joanne Shephard	Headteacher	Weekly
Any absences are emailed to the EWO on that day, if there is a concern, for example: PA child, safeguarding concern or a concern that unauthorised leave has been taken.	Jo Mabbott	Toni Bohn Joanne Shephard	Ongoing
Assessment Lead, EWO and Attendance Clerk meet to discuss attendance / PA data and identify families requiring support. Appropriate actions are identified for PA's in meetings. Focus of attendance review meetings to be on pupils who are below 94% in order to target pupils at risk of becoming a persistent absentee.	Joanne Shephard Jo Mabbott Toni Bohn	Governors	Fortnightly Meetings
A list of pupils 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	Toni Bohn Joanne Shephard	Ongoing
The school will, wherever appropriate, provide additional support for a pupil returning to school after absence through the pastoral team.	Joanne Shephard Debra Groucott Lauren Dawkins	Governors Headteacher	As required
The Headteacher and governors will agree Attendance and Persistent absence targets for the year. The Governors will approve those targets.	Headteacher	Governors	As required
Attendance Clerk to track pupils' attendance for each year group and collate data for disadvantaged pupils and other groups.	Jo Mabbott	Governors	Monthly

			Headteacher Joanne Shephard	
	The Attendance Lead will write an action plan to support the achievement of the agreed targets annually and share the actions with EWO and Attendance Clerk.	Joanne Shephard	Governors Headteacher	As required
	EWO will work with school to raise the profile of the importance of good attendance by offering strategies to school and families.	Toni Bohn	Joanne Shephard	As appropriate
	The attendance team to monitor medical absences and request evidence where necessary; this will be discussed at fortnightly reviews.	Toni Bohn Joanne Shephard Jo Mabbott	Governors Headteacher	Ongoing
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 pupils 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 pupils whose attendance is poor and has reached a point where court action is required.</p> <p>EWO to gather evidence and prepare appropriate paperwork when</p>	Toni Bohn Jo Mabbott Joanne Shephard	Headteacher	As required

	requesting the attendance support team to consider court action.			
To reduce Lateness	Attendance Clerk to use the computerised entry system to print out the names of pupils who arrive late and ascertain the reason for lateness. 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.	Jo Mabbott Joanne Shephard Toni Bohn	Joanne Shephard Toni Bohn	Daily and at pre-arranged reviews.
	Pupils who arrive to school late, resulting in a 'U' code will be discussed in the fortnightly reviews for action. The Attendance Lead and EWO to arrange punctuality meetings for individual pupils who do not respond to other strategies used to improve attendance/punctuality. Legal process to be followed when required.	Jo Mabbott Joanne Shephard Toni Bohn	Headteacher	As required
To reduce days lost to term time leave	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.	Headteacher	Toni Bohn	As required
	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.	Headteacher Jo Mabbott	Toni Bohn	As required
	The process for requesting leave in term time is clearly advertised on the school website. request-for-leave-during-term-time-2018-back-page.pdf (williamreynoldsprimary.org)	Headteacher	Headteacher	Half Termly
	The Attendance Lead, Clerk 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	Jo Mabbott Toni Bohn	Headteacher Toni Bohn	Termly

	<p>by the attendance support team.</p> <p>School will liaise with the school of any siblings in relation to any request for leave in term time.</p>	<p>Joanne Shepard Headteacher</p>	<p>Governors</p>	
To reduce days lost to fixed term exclusions	<p>The school will monitor the number and duration of fixed term exclusions for all pupils and regularly share this information with the EWO and the Governors.</p>	<p>Joanne Shepard Headteacher</p>	<p>Governors Attendance Support Team</p>	<p>Termly</p>
To reduce days lost due to modified timetable	<p>The school will monitor the pupils 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. School will review these arrangements every 6 weeks. The school will complete the appropriate paperwork and forward this to the Attendance support team.</p>	<p>Jo Mabbott</p>	<p>Headteacher Attendance Support Team</p>	<p>Every 6 weeks</p>
Recognise and Reward improvement and good attendance	<p>Pupils 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.</p>	<p>Joanne Shepard Ruth Angeloff</p>	<p>Headteacher</p>	<p>Weekly</p>
	<p>100% badges and certificates are presented to pupils at the end of the academic year.</p>	<p>Joanne Shepard</p>	<p>Headteacher</p>	<p>Annually</p>
	<p>Well done attendance pencils and certificates will be given to classes who have 100% attendance in any given week.</p>	<p>Joanne Shepard</p>	<p>Headteacher</p>	<p>As required</p>
	<p>A certificate is given to persistent absentees who have improved their attendance.</p>	<p>Joanne Shepard</p>	<p>Headteacher</p>	<p>As required</p>
	<p>Certificates to be presented to ALL pupils who have met the school attendance target of 96% at the end of the academic year.</p>	<p>Joanne Shepherd</p>	<p>Headteacher</p>	<p>Yearly</p>

	Attendance information is added to every school newsletter.	Joanne Shephard	Headteacher	Monthly
	Nursery and Reception pupils, 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 are on display in all classes to promote weekly attendance so that pupils understand the importance of attending school every day. Teachers discuss attendance throughout the week, motivating all pupils to attend school daily. Emails are sent to classes who have made improvements in attendance.	All teachers Joanne Shephard	Joanne Shephard	Weekly

Target actions for 2023/2024

Desired outcomes	Action to achieve	Person responsible	Monitored by	frequency
<p>Improve Attendance Data in Each Class, thereby Improving Whole School Attendance so that it is at least in line with National figures.</p>	<p>Attendance Charts to be displayed in every class across school.</p> <p>Attendance charts to be circulated to classes weekly.</p> <p>Teachers to discuss and promote daily attendance with their class.</p> <p>Promote attendance in the monthly school newsletter.</p> <p>Email classes in relation to attendance improvements.</p> <p>Increase the frequency of review meetings with the EWO to fortnightly.</p> <p>Monitor pupils who reach the threshold for intervention - 94% (previously 93%).</p>	<p>Joanne Shephard</p> <p>Class teachers</p> <p>EWO</p>	<p>Headteacher</p> <p>Joanne Shephard</p>	<p>Weekly</p>
<p>Increase Communication from Parents, decreasing workload for Staff Ringing Home regarding Absences</p>	<p>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. Attendance procedures are followed when there has been no contact.</p>	<p>Joanne Shephard</p> <p>Jo Mabbott</p>	<p>Headteacher</p>	<p>Monthly</p>

<p>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.</p>	<p>Fortnightly attendance meetings to be held with EWO.</p> <p>Early identification of PPG Pupils who are missing time in school.</p> <p>Meetings to be held with families to overcome barriers to attendance.</p> <p>Inclusion mentor support to be in place for pupils.</p> <p>Attendance reward charts, as required.</p> <p>The use of attendance meetings and attendance Action Plans.</p> <p>Regular intervention with the inclusion mentor for the child to support attendance, where required.</p>	<p>Joanne Shephard</p> <p>Jo Mabbott</p> <p>Toni Bohn</p>	<p>Headteacher</p>	<p>Ongoing</p>
<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>Reviewing the PA's data regularly to ensure early intervention.</p> <p>Fortnightly attendance meetings to be held with EWO.</p> <p>Early identification of vulnerable Pupils who are persistently absent from school</p>	<p>Joanne Shephard</p> <p>Toni Bohn</p> <p>Jo Mabbott</p>	<p>Headteacher</p>	<p>Ongoing</p>

	<p>(attendance below 90%).</p> <p>Meetings to be held with families to overcome barriers to attendance.</p> <p>Inclusion mentor support to be in place for pupils.</p>			
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Head Teacher:..... Date:.....

Chair of Governors:..... Date:.....

Attendance Lead:..... Date:.....

Attendance Clerk: Date:.....

Education Welfare Officer:..... Date:.....