



<p><b>School Development Plan Priority</b></p> <p>4.1 D Overall absence is reducing and persistent absence rates for all pupils, and for different groups in relation to national figures for all pupils</p> <p>4.2 D Low attenders are improving their attendance over time and whether attendance is consistently low (in the lowest 10%).</p> <p>4.3 D Children are punctual in arriving at school and at lessons.</p>	<p><b>Focus of Visit</b></p> <p>Attendance governor to monitor attendance termly and ensure that all actions are taken</p>
<p><b>Visit time, date and Governor name:</b></p> <p>16<sup>th</sup> March 2018 Simon King</p>	<p><b>Staff name:</b></p> <p>Rebecca Norton</p>
<p><b><u>SDP actions to consider</u></b></p> <ul style="list-style-type: none"> <li>• Attendance is monitored half termly and attendance letters sent out as necessary (where attendance has dropped or is below 90%).</li> <li>• Outside agencies to be used to support good attendance – Together for families.</li> <li>• Attendance clinics are held termly with the headteacher and the EWO and written agreements are drawn up at the meeting to help improve attendance and these are then reviewed at the next meeting.</li> <li>• A letter at the beginning of the year to be sent to all parents and put on the school website reminding parents/carers of the laws surrounding school holidays.</li> <li>• Unauthorised holidays are G coded and letters go out to families explaining the consequences. Where necessary penalty notices are issued.</li> <li>• Letters to go out in Sept setting targets where attendance last year was below 90%. To be monitored closely and when drops again call attendance meeting.</li> <li>• Low attendance is tracked and EWO is and other agencies are involved to improve attendance.</li> <li>• All children who are late to school are signed in the late book and marked as late in the registers.</li> <li>• Lateness is monitored and action taken to support improvement as 4.1.</li> </ul>	
<p><b><u>Ofsted Outstanding</u></b></p> <ul style="list-style-type: none"> <li>■ Pupils value their education and rarely miss a day at school. No groups of pupils are disadvantaged by low attendance. The attendance of pupils who have previously had exceptionally high rates of absence is rising quickly towards the national average.</li> </ul> <p><b><u>Ofsted Good</u></b></p> <ul style="list-style-type: none"> <li>■ Pupils are punctual and prepared for lessons. They bring the right equipment and are ready to learn.</li> <li>■ Pupils value their education. Few are absent or persistently absent. No groups of pupils are disadvantaged by low attendance. The attendance of pupils who have previously had exceptionally high rates of absence is showing marked and sustained improvement.</li> </ul>	



**Previous visit: Progress on agreed actions and Impact**

EWO – follow up action on unauthorised holidays and school support – see below for progress.

**Observations and Discussions**

Attendance from 05/09/17 to 27/02/18

Overall 94.97%

Authorised: 4.22%

Unauthorised: 0.81%

Pupil Premium attendance 95.24%

Not Pupil Premium attendance 94.83%

FSM attendance 94.99%

Not FSM attendance 94.97%

EHCP attendance (**1 child**) 60%

SEN support 93.31%

Previous attendance figure for this academic year

Attendance from 05/09/17 to 13/12/17

Overall 93.97%

Authorised: 5.18%

Unauthorised: 0.84%

Pupil Premium attendance 94.43%

Not Pupil Premium attendance 93.83%

FSM attendance 93.93%

Not FSM attendance 93.99%

EHCP attendance (**1 child**) 37.88%

SEN support 93.47%

No statistical difference between any group.

**Summary to be entered on Governor Monitoring Plan:**

Attendance at half yearly point covered. It was noted that attendance has improved although is still below 95%.

The EWO(Educational Welfare Officer) visited on 8<sup>th</sup> March. We are still awaiting a report on the visit. The visit covered attendance in general. There was then a focus on children who fall into the persistently absence bracket – the threshold for this is 10%. Each child was discussed in turn and reasons for the absence given. It was concluded that there were valid reasons for most of the absences and the EWO did not need to get involved with any of these cases. 3 of the cases were holidays in term time. In all cases the child's previous attendance was taken into consideration. It was agreed if any further holidays were taken in term time this academic year, by these families, then a penalty notice would be served.

The FLE definition of 'exceptional circumstances' was discussed with the EWO in detail. Since the change in the law regarding holidays in term time only 2 have been granted as being exceptional circumstances. The school no longer has 'holiday request forms' and a letter is given out at the beginning of each academic year explaining the law regarding holidays in term time.

When looking at overall data the EWO observed that there was no statistical difference and commented on the fact that the attendance of children in receipt of pupil premium was above other children – this is unusual. Further to this there was discussion regarding the fact that over a third of children at FLE are in receipt of

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Pupil Premium and how we supported these families. Copies of letters sent out by the school to address attendance were also checked to ensure they included the correct information that would support the issue of penalty notices if needed. These were deemed suitable. The EWO has booked his next visit in May.

**Further Action Required:**

Continue to monitor attendance closely.

**Impact of Governance:**

Ensuring that unauthorised holidays were followed up with the EWO.

**Date and time of next visit:**

July 2018

**Governor signature:**

**Date:** 16.3.2018

**Staff signature:**

R. Norton 16/3/18