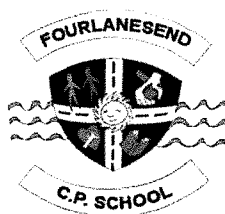


<p><b><u>School Development Plan Priority</u></b></p> <p>4.1 D Overall absence is reducing and persistent absence rates for all pupils, and for different groups in relation to national figures for all pupils</p> <p>4.2 D Low attenders are improving their attendance over time and whether attendance is consistently low (in the lowest 10%).</p> <p>4.3 D Children are punctual in arriving at school and at lessons.</p>	<p><b><u>Focus of Visit</u></b></p> <p>Attendance governor to monitor attendance termly and ensure that all actions are taken</p>
<p><b><u>Visit time, date and Governor name:</u></b></p> <p>8<sup>th</sup> March 2019 Simon King</p>	<p><b><u>Staff name:</u></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 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**

Continued close monitoring of attendance.

**Observations and Discussions**

**Attendance from 05/09/18 to 07/03/19**

Attendance 95.44%  
 Authorised: 3.26%  
 Unauthorised: 1.3%  
 Pupil Premium attendance 95.68%  
 Not Pupil Premium attendance 95.33%  
 FSM attendance 94.53%  
 Not FSM attendance 95.75%  
 EHCP attendance (**2 children – one left Nov 18**) 89.26%  
 SEN support 92.02%  
 No SEN 96.11%

**Overall attendance 2017/18**

**Attendance Data**

Attendance 95.66%  
 Authorised: 3.39%  
 Unauthorised: 0.95%  
 Pupil Premium attendance 95.45%  
 Not Pupil Premium attendance 95.77%  
 FSM attendance 95.05%  
 Not FSM attendance 95.88%  
 EHCP attendance (**1 child**) 75.40%  
 SEN support 94.32%  
 No SEN 96.05%

**Previous 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%

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

Slightly below last year's attendance at this time. This is due to the significant amount of illness (Chicken Pox) and 3 families who have taken long holidays – see below. Overall the only other statistically relevant figure is that the children on the SEN register have higher absenteeism – see SEN March report.



Following half yearly analysis of data 3 families unauthorised attendance exceeded 20 unauthorised absences. This information alongside their previous attendance for their time at Fourlanesend was submitted to the EWO. The EWO replied that there were cases in which action could be taken (fines). Following discussion between RN and SK it was decided that a letter would go to all of the families sharing the EWO decision and explaining that following a discussion between the Chair and Head it was agreed that on this occasion we would not pursue a penalty notice, however that if further unauthorised holiday was taken this year we would be taking the advice of the EWO and issuing penalty notices. EWO's no longer visit the schools unless there are issues – cuts in service. All queries are sent via email.

**Further Action Required:**

Continue to monitor attendance closely.

**Impact of Governance:**

All SDP actions completed over the year and monitored through termly reports which address every bullet point over the year.

**Date and time of next visit:**

Summer 2019

**Governor signature:**

**Date:**

**Staff signature:**