



<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>Simon King 3<sup>rd</sup> November 2016</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 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>• <b><i>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.</i></b></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**

N/A

**Observations and Discussions**

Monitoring of 2015/16 attendance shared. Attendance last year was 95.84%. This includes an overall summary, a group analysis and percentage attendance for each child. Data is annotated. Letters sent out in September shared. 3 letters sent with targets on that are monitored half termly. 1 letter asks for medical information to support absence. 19 letters sent explaining that attendance was between 90-95% and would be monitored closely. This was monitored as explained in the letter at half term and none of the children had dropped below 90%. Group analysis for last year shows no significant statistical difference between each group.

Monitoring of 2016/17 attendance shared to half term. Attendance at this point 97.41% with only 3 late before registration closed. Group analysis demonstrates no significant statistical difference between each group. Percentage attendance demonstrates that 9 children have attendance below 90%. 7 of these children have been on holiday and have therefore received a formal notice that the period was unauthorized, reminding them of the law and explaining that further unauthorized absences may lead to a penalty notice being issued. Also that this information is shared with the EWO. Both of the other 2 children were ill. One had an operation and we have evidence on file of this. The other child had attendance last year of 98.42%, so no further action would be taken.

Evidence shared of attendance clinics and how they are used to improve attendance. The visit report shows that both whole school statistics and individuals are discussed. Evidence of the EWO visit to particular families following a referral from the school.

Beginning of year letter shared and is on the school website – this explains the laws on attendance and holidays in term time.

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

Strong evidence supports SDP actions and demonstrate that these are maintained.

**Further Action Required:**

Continue to monitor at this level.

**Impact of Governance:**

Challenging questions around the process regarding unauthorized holidays and 'lates'

**Date and time of next visit:**

27/2/17 9.30am

**Governor signature:**

**Date:**

**Staff signature:**

*A. Norton*