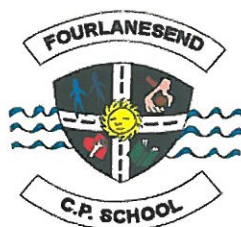


<p><b><u>School Development Plan Priority</u></b></p> <p>4.1 D Overall absence is reducing and persistent absence rates for all pupils, and for different groups in relation to national figures for all pupils</p> <p>4.2 D Low attenders are improving their attendance over time and whether attendance is 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> March 2017</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**

Level of monitoring continued. Impact is that all parents are aware of their child's attendance at school. Support services have been involved to support improvement.

**Observations and Discussions**

Monitoring of attendance from September 2016 until 1<sup>st</sup> March shared. Attendance is 95.34%. Data on attendance demonstrates no statistical differences between groups (pupil premium, FSM, SEN etc)– less than 1%. There are 3.30% authorised absences and 1.37 unauthorised absences. 22 children have taken unauthorised holidays and have received formal notice from the school about this. When attendance is 10 or more unauthorised sessions, this will be discussed with the Educational Welfare officer on their visit on the 16<sup>th</sup> March. This is a new Educational Welfare Officer to the school as the previous person has moved to a different post within the service.

80 children have had some time absent from school ill since September. 14 children have 100% attendance. All children with attendance below 90% received a letter advising them of this, offering support to improve attendance and explaining that if attendance was still below 90% when the EWO visits then they will be asked in for a meeting. All attendance between 90%-95% received a letter explained it was lower than average and would be monitored.

64% of absences since September have been due to illness

28% of absences since September have been due to unauthorised holidays

8% for other reasons (hospital appointments, special circumstances etc)

There have been 27 'lates' recorded before the closer of registers. One child is 7 times as he catches the ferry from Plymouth. 2 other children were 3 times and the rest were 2 or below. We have 10 'lates' recorded after the close of registration. 6 of these are from one family, a family support worker and a social worker are now involved. Again this will be discussed with the Educational Welfare Officer.

We have one child on role that is currently being educated in Italy. We took advice on this from County and were told it was at the head's discretion. We have evidence of this from the school in Italy in the form of a copy of the original registration certificate that shows that the child is in full-time education there.

At the half way point in the year (following February half term) all parents received a print out of their child's attendance this year. This idea came from parent feedback a few years ago. This means that parents are all aware of their child's attendance, not just those with a low level. Certificates were then given out in Celebration Assembly for the children with 100% attendance. All class teachers were given a copy of the attendance details for the children in their class. This was used at parents evening, especially where the teacher felt there was a direct link between poor attendance and poor progress.

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

Again, continued detailed monitoring encourages good attendance and keeps parents informed.

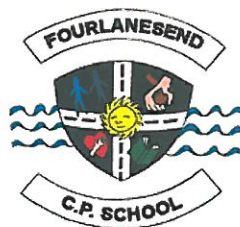
**Further Action Required:**

Provide evidence in the form of a case study to demonstrate the impact of the actions taken towards improving attendance.

**Impact of Governance:**

Challenging questions around lateness figure and understanding the detail behind the data.

Fourlanesend Community Primary School – Governor monitoring visit report form



<b>Date and time of next visit:</b> July 2017	
<b>Governor signature:</b> <b>Date:</b> 3/3/2017	<b>Staff signature:</b> K. Norton