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| <p>School Development Plan Priority</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>Focus of Visit</p> <p>Attendance governor to monitor attendance termly and ensure that all actions are taken</p> |
| <p>Visit time, date and Governor name:</p> <p>Simon King 15th December 2017</p> | <p>Staff name:</p> <p>Rebecca Norton</p> |
| <p>SDP actions to consider</p> <ul style="list-style-type: none"> • Attendance is monitored half termly and attendance letters sent out as necessary (where attendance has dropped or is below 90%). • Outside agencies to be used to support good attendance – Together for families. • 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. • 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. • Unauthorised holidays are G coded and letters go out to families explaining the consequences. Where necessary penalty notices are issued. • 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. • Low attendance is tracked and EWO is and other agencies are involved to improve attendance. • All children who are late to school are signed in the late book and marked as late in the registers. • Lateness is monitored and action taken to support improvement as 4.1. | |
| <p>Ofsted Outstanding</p> <ul style="list-style-type: none"> ■ 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. <p>Ofsted Good</p> <ul style="list-style-type: none"> ■ Pupils are punctual and prepared for lessons. They bring the right equipment and are ready to learn. ■ 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. | |



Previous visit: Progress on agreed actions and Impact

Monitoring of whole of 2016/17 – see below

Observations and Discussions

Attendance for 2016/17

Overall 96.01%

Authorised: 3.08%

Unauthorised: 0.92%

Pupil Premium attendance 96.37%

Not Pupil Premium attendance 95.87%

FSM attendance 96.31%

Not FSM attendance 95.92%

EHCP attendance (**1 child**) 95.53%

SEN support 96.86%

No statistical difference between any group.

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.

Attendance is lower than average for this term. Out of the 726 authorised absences 548 were for illness. This is partly due to a sickness bug, that at its peak impacted on a third of the school. Environmental health were informed and a letter was sent to all parents. 40 absences were due to a medical appointment; 46 due to circumstances, 57 for education off site, 5 for an agreed activity and 12 for an agreed holiday (exceptional circumstances).

There were 15 lates over the term. Most of them were 'one off's'. 5 were linked to a particular family that support is in place for. 5 more are linked to another family who are monitored closely.

The total unauthorised absences this term are 118 this is between 12 children. It ranges from between 2-26. 7 of the children took an unauthorised holiday – this accounts for the larger absences.

Children with unauthorised absences will get a letter at the end of this term explaining that the absence has not been authorized and warning them of what will happen if there are further unauthorised absences. Children who have 20 or more unauthorised absences will also be told in the letter that the information has been sent to the Educational Welfare Officer who may enforce a fine.

Fourlanesend Community Primary School – Governor monitoring visit report form



All children with attendance below 90% will receive a letter and a copy of their attendance report. The letter explains the importance of good attendance and also explains that their attendance will be monitored closely next term and if it does not improve it will be referred to the Educational Welfare Officer. There are a few children who have long term health problems. For these children they get a letter that reflects this. Attendance between 90% -95%. Will just receive a letter that warns them that attendance is lower than it should be. In all letters support is offered from school and the school nurse.

Summary to be entered on Governor Monitoring Plan:

2016/17 attendance covered and Autumn Term

Further Action Required:

EWO – follow up action on unauthorised holidays and school support

Impact of Governance:

Generic absenteeism reviewed, questions covered on raw data – focus on lates and holidays (reasons for)

Date and time of next visit:

Mar 2018

Governor signature:

Date:

Staff signature: