

Attendance and punctuality

Name	Steve Oakley
Date of Visit	16/05/2019
Focus of Visit	Attendance and Punctuality
Purpose of Visit	To review school arrangements for managing attendance and punctuality
Links with School Improvement	<p>Build on and consolidate the school culture of 'excellence' for all learners (adults and pupils) by:</p> <ol style="list-style-type: none"> 1. Setting up good practice for school improvement through service and leadership 2. Nurturing a growth mindset <p>Develop a culture of lifelong learning for all learners (adults and children) through:</p> <ol style="list-style-type: none"> a. Developing a unconditional collaborative work ethos b. Focusing on and extending 'habits for lifelong learning' c. Establishing strategies for embedding learning
Classes/staff visited	Mrs Ward
<p>Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc.</p> <p>Spoke to Head Teacher and five children</p>	

Legal Policies and Documents

School's attendance targets: 96%

Other related recommended/ relevant policies:	Date last updated
Attendance and punctuality policy	2017 due for renewal 2020

The following two tables (published in May 2012) are extracts from 'Inspecting Attendance – Guidance' published by Ofsted. Governors should consider the grade boundaries when agreeing attendance targets. No updated tables have since been published, but are expected.

Primary schools			
Percentile range	Absence 2010-11	Attendance	Descriptor for attendance
Top 40%	4.67% and below	95.33% and above	Above average
Middle 20%	4.68% to 5.28%	95.32% to 94.70%	Average
Lowest 10 th -40 th %	5.29% to 6.72%	94.71%–93.28%	Below Average
Lowest 10%	6.73% and above	93.27% and below	Low

Discussion with head teacher or person responsible for attendance and punctuality	Comments:
What is the percentage attendance of the school over the last 3 years?	2014 / 2015 – 97.4% 2015 / 2016 – 97.3% 2016 / 2017 – 97.6% 2017 / 2018 – 97.2% 2018 / 2019 – 96.0%
Do most large groups of pupils attain this attendance level or are there some groups bringing down the overall percentage? If so, what are these groups and how are they impacting on the school's overall percentage?	SEN Child in year 5 has higher levels of sickness. Given only 92 children in school only needs 1 or 2 children to significantly skew. 3 medical conditions with children in year 5. Year six adversely affected by sickness bug
Is the school expecting to reach its attendance target?	Should comfortably reach 95%

Discussion with head teacher or person responsible for attendance and punctuality	Comments:
If not, what are the major issues?	
What percentage of pupils currently has an attendance percentage of equal to or below 80% and below 85%? How many pupils does this represent? How many of these are 'persistently' absent? Are there any groups of pupils whose attendance fails into this category? What are the reasons for this low attendance?	No child below 85% this term.. Only 1 child below 90% in spring term.
What actions does the school take to improve pupils' attendance for pupils with high and persistent absence? Does the school operate a first day of absence calling or text system? How successful does the school feel that this is? If there are groups with low attendance, what has the school done to engage with these groups?	<p>Letters to go to parents if persistent problem. In the main the school aims to support families and asks parents to be open about any issues, so the school can plan to help if possible. Some options have included free clubs to support families and making arrangements to bring to school for some with difficulties impacting upon the parents ability to support getting to school.</p> <p>They have also asked parents to get sick notes when a child is regularly off sick.</p> <p>The school will use the education welfare officer but this is a last resort and is seldom required.</p>
Can the school clearly demonstrate examples where these initiatives have been successful in individual cases in improving attendance of pupils that has been low and when absence has been persistent?	<p>Yes specific children have improved attendance linked to supporting family with finding ways to get to school, use of breakfast clubs and the requests for sick notes.</p> <p>Significant improvement in child where sick note required.</p>

Discussion with head teacher or person responsible for attendance and punctuality	Comments:
What has been the success overall for improving attendance?	Attendance is better for those with previously lower levels of attendance.
What rewards does the school give/ actions does the school take, to improve the attendance of all pupils, including giving attendance a high profile?	Certificates for 100% attendance at year end plus high attendance is recognised with known long term health problems. Plus each term high attenders make biscuits with the Head Teacher.
Punctuality	
Does the school have clear procedures for being 'late'? Is there an absolute late time after which pupils must be signed in? Are doors closed or can pupils who should be signed in as late simply slip into class? Is the time and are the procedures for lateness consistent across the school?	Yes and these are implemented daily. All lates are recorded. There are two levels late before register taken recorded in office as late but still in register. Then late after register marked in register as late. All lates are recorded and message sent to parents.
What percentage of pupils currently have a punctuality percentage of equal to or below 85%? How many pupils does this represent?	None
What actions does the school take to improve pupils' punctuality for pupils with low punctuality?	Writing to parents recent changes have led to improvements.
Can the school clearly demonstrate examples where these initiatives have been successful in individual cases for punctuality?	Yes there has been a reduction since sending the letter.

Discussion with head teacher or person responsible for attendance and punctuality	Comments:
What has been the success overall for improving punctuality?	Very successful if parents engage with school, some improvement in all. Reductions in punctuality issues have improved for persistently late families since letter sent home.
For secondary schools how does the school monitor the punctuality of pupils to lessons? Are they late to particular lessons persistently or are particular groups of pupils late to lessons? If so why and what is being done to address this?	NA
Using the Ofsted school inspection handbook, behaviour and safety section, which includes information on how inspectors judge attendance and the tables above, through discussion with the headteacher or senior teacher, which grade best fits? Notice that the grade descriptors comment on 'groups of pupils'	Agreed grade: outstanding
Is this the same grade as that given in the section that describes attendance in the SSE? If not, explain reasons.	Yes

Discussion with pupils

Make sure that you have a range of pupils who have a good attendance/ punctuality record as well as those who do not. You will find that the discussion will work best if you do not know which pupils these are. If the school has only average or below attendance, it will be worth significantly exploring the views of pupils on both attendance and punctuality in order to support potential new initiatives. It will also be worth seeking the views of parents in this situation, possibly through a questionnaire.

<p>How important is attending school for you? Does it bother you if you cannot come to school? Tell me why. What does the school do to encourage you to attend? How effective do you think these incentives and initiatives are? If you do not think they work, what do you think would work either for yourselves or other pupils in the school?</p>	<p>Comments</p> <p>Quite important might miss something important. Don't come to school when ill as may make others ill. Fun lessons, free time, biscuits for 100% attendance and reward for good attendance. Works well. Might be with considering a class would have a reward for each week of attendance</p>
<p>What about punctuality? Have you ever been late? Is being at school on time important to you? Are there any consequences if you are late? Are you encouraged to be at school on time? Does this have an impact on whether or not you are late?</p>	<p>The lateness my mean the teacher having to explain to late child what they have missed. It can affect the whole class. Teacher would talk to you if regularly late. Consequences for late including losing break for persistent late. Most people are on time therefore it is working. Usually it is your parents fault if you are late.</p>
<p>Overall, is the school following its own policies for attendance and punctuality apart from minor issues?</p>	<p>Yes</p>
<p>Comments and Recommendations</p> <p>The school has clear processes and these are followed. The supportive nature of school clearly helps. The Head Teacher is clear that lateness and absence is usually due to the parents.</p> <p>No Points requiring further discussion at full governors:</p>	