

Oxenhope C of E Primary School

Action Plan for Attendance at Oxenhope C of E Primary School 24-25

School Attendance Leads: Laura Woodhead and Alice Jones

School Office Admin: Michaela Haste

Bradford Council Schools Attendance Link EWO : Uroosha

School's Governor responsible for Attendance - Laura Lucas (Safeguarding Governor)

Senco – Heather Cooper

Assessment Lead –Alice Jones

Philosophy

We recognise that regular school attendance is important since, without it, all the efforts of teachers come to nothing. Children need to attend regularly if they are to enjoy the educational opportunities provided within the school and make progress. Absence can lead to educational disadvantage for a child and place them at risk of not achieving their full potential.

DFE Information

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. There is no doubt that early intervention with families who tolerate low levels of attendance will address these patterns and prevent the children becoming disengaged from school. Improving attendance in our school, particularly of those pupils who miss a lot of school, will lead to a reduction in pupils becoming irredeemably PA at secondary school. The threshold for persistent absence is 10%. This is to ensure that schools and local authorities work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.

Attendance Data for Academic Year 2022-2023

Every year we look at the full academic year attendance percentage both including and excluding the reception year and also the number of PA's and this gave an accurate picture.

	2017 -2018		2018 – 2019		2019 -2020 Covid		2020 – 2021 Covid		2021 - 2022		2022-23	
Whole School	OX	National	OX	National	OX	National	OX	National	OX	National	OX	National
	96%	96%	96%	96%	92%	97%	97%	92%	93%	92%	94%	93%
Reception	95%		97%		86%		98%		93%		96%	
Year 1	96%		95%		88%		98%		94%		93%	
Year 2	96%		97%		95%		97%		93%		92%	
Year 3	97%		96%		98%		95%		93%		94%	
Year 4	95%		97%		95%		99%		92%		92%	
Year 5	96%		97%		96%		95%		94%		94%	
Year 6	96%		97%		89%		98%		94%		95%	

Comments:

During Covid all children got their marks unless they were poorly even if they were not in school

Positive Achievements for School 2022-2023

- Attendance was monitored tightly by governors and the Trust.
- Attendance letters proved a positive impact.
- The school fined for family holidays.
- The school engaged with Bradford Council around patches of illness such as chicken pox.
- Attendance featured on safeguarding and termly newsletters.
- Attendance initiatives proved popular with children

What the school already does:

Desired Outcome	Action	Person Responsible	Monitored by	Frequency
To improve attendance	The leadership team will give high priority to supporting the improvement of attendance and reduction of persistent absence e.g. by regularly reviewing data and reports provided by the Education Welfare Officer (EWO). Up-to-date Attendance Policy is in place.	Alice Jones Laura Woodhead Janet Arkwright	Alice Jones Governors Trust	Ongoing
	The teacher has a statutory obligation to mark the register regularly and accurately each time the register is opened and submit data to the attendance clerk as agreed in the Attendance Policy.	Class teachers Office Admin	Alice Jones	2x Daily
	Office admin to monitor the register to ensure appropriate use of codes.	Office admin	Alice Jones	Ongoing
	Attendance support for families is identified by the attendance lead and offered	Laura Woodhead	Alice Jones	Ongoing
	The office admin will check the registers / data base for absentees daily both morning and afternoon.	Office Admin	Alice Jones	Daily
	First day calling procedures will be followed to enquire why a child is not in school, if no prior notification has been received by parent/carer. Procedures: 1. Attendance clerk to phone parents / carers 2. If no contact is made, an 'O' code is recorded on the register. 3. If parents have not been contactable by phone, a follow up email will be sent out. 4. CMiE procedures will be activated	Office Admin	Alice Jones	Daily
	Up to date attendance information is communicated through the school newsletter. Term time dates are available on the school website and are listed in every newsletter.	Laura Woodhead	Alice Jones	Safeguarding letter fortnightly

		Office Admin		
	Office Admin to log all contact with parents relating to absence and liaise with the Attendance Lead with any concerns	Office Admin	Laura Woodhead Alice Jones	Ongoing
	Office Admin to make the Attendance Lead aware of any child who has been absent without any contact, so that a home visit can be conducted. For more vulnerable families, this may happen on day 1 of absence, if contact by phone or email has not been achieved.	Office Admin	Laura Woodhead Alice Jones	Ongoing
	Any absences are CPOMed to the attendance lead on that day, if there is a concern, for example: PA child, CP concern or a suspicion of leave being taken	Office Admin	Laura Woodhead Alice Jones	Ongoing
	Assessment Lead and attendance clerk meet to discuss attendance / PA data and identify cases requiring support. Plan appropriate action, with the focus to be on attendance under 96%	Oliver Thurlby Alice Jones	Alice Jones	Pupil Progress meetings – termly
	The school will, wherever appropriate, provide additional support for a child returning to school after absence.	Laura Woodhead	Heather Cooper Alice Jones	Ongoing
	The Headteacher and governors will agree Attendance and Persistent absence targets for the year. The Governors will approve those targets.	Head teacher	Governors Trust	Termly
	Attendance lead to track children’s attendance for each year group and for disadvantaged children and other groups.	Laura Woodhead	Heather Cooper Alice Jones	Half termly
	The Attendance Leads will produce / review / update an action plan to support the achievement of the agreed targets on a termly basis.	Alice Jones	Trust	Termly
To reduce persistent absence	School to engage with identified families in the Early Help Process as and when required, to help improve school attendance/home routines. The Attendance Leads and EWO identify the need to hold attendance meetings for individual children who do not respond to other strategies used to improve attendance.	Alice Jones Laura Woodhead	Governors Trust	As required

	<p>Office Admin, Attendance Leads and EWO will identify children whose attendance is poor and has reached a point where court action is required.</p> <p>Attendance Leads and office admin to gather evidence and prepare appropriate paperwork requesting the attendance support team to consider court action.</p>	<p>Janet Arkwright</p> <p>Office Admin</p>		
To reduce lateness	<p>Office admin to use the computerised entry system to log (inventory) children who arrive late and ascertain the reason for lateness.</p> <p>Late slips to be given to parents by SLT at the start of term.</p> <p>Lates are monitored by the Attendance Lead – families arriving 15 minutes late + will be recorded as late</p> <p>Late letters offering advice and support will be given to parents whose children arrive late regularly.</p> <p>An ‘L’ code will be used for lateness and lates are reported to governors.</p> <p>No improvement will lead to a school meeting being arranged.</p>	<p>Office Admin</p> <p>Laura Woodhead</p>	<p>Alice Jones</p> <p>Governors Trust</p>	<p>As required</p>
	<p>Children who arrive to school late, will be discussed in the reviews for action.</p> <p>The Attendance Lead and EWO to arrange punctuality meetings for individual children who do not respond to other strategies used to improve attendance/punctuality.</p> <p>Legal process to be followed when required.</p>	<p>Laura Woodhead</p> <p>Alice Jones</p> <p>Janet Arkwright</p>	<p>Governors Trust</p>	<p>At least half termly</p>
To reduce days lost to term time leave	<p>Leave during term time will be considered on an individual basis. Parents can make a request due to exceptional circumstances. School letter is in line with government guidance</p> <p>A copy of any letters sent to parents relating to unauthorised leave in term time are kept as a record and CPOMs .</p>	<p>Office admin</p> <p>Alice Jones</p>	<p>Governors Trust</p>	<p>As required</p>
	<p>The Attendance Leads will regularly remind parents/carers of the need to request leave in term time by advertising it on their newsletters. The process will also be clearly advertised on the school website.</p>	<p>Laura Woodhead</p> <p>Alice Jones</p>	<p>Governors Trust</p>	<p>Termly</p>
	<p>The Attendance Lead, Office Admin and EWO will monitor days lost due to leave taken during term time. Penalty notices and warning letters for un-authorized leave taken during term time are sent out to parents by the attendance support team.</p> <p>Office staff are made so that all letters are addressed giving the name of the parents, including ones that reside at different addresses due to being separated.</p>	<p>Laura Woodhead</p> <p>Office Admin</p> <p>Alice Jones</p>	<p>Governors Trust</p>	<p>Ongoing</p>

	School will liaise with the school of any siblings in relation to any request for leave in term time.			
To reduce days lost to fixed term exclusions	The school will monitor the number and duration of fixed term exclusions for all children and regularly share this information with the EWO and the Governors.	Laura Woodhead Alice Jones	EWO Governors Trust	Ongoing
To reduce days lost due to modified timetable	The school will monitor the children placed on a modified timetable; they will record the number of hours that each child is expected to attend school and any arrangements for alternative education. We will review these arrangements every 6 weeks. The school will complete the appropriate paperwork and forward this to the Attendance support team.	Alice Jones Heather Cooper	Governors Trust	As required
Recognise and Reward improvement and good attendance	Children are praised for their good attendance through Friday celebration start of term assembly 100% certificates for the end of the academic year.	Office Admin Alice Jones	Alice Jones	Termly

Targets for 2023-2024

Desired Outcome	Action	Person Responsible	Monitored by	Frequency
Improve Attendance Data in Each Class, thereby Improving Whole School Attendance.	Each class is given their attendance chart for the week on a Friday. Teachers to regularly encourage the class to improve on the previous weeks attendance.	Class teachers	Attendance leads Governors Trust EWO	Weekly
Increase Communication from Parents,	School to inform/remind parents on the newsletter/website that they are expected to call school by 8.30am if their child is going to be absent for any reason. No communication from parents/carers may result in a home visit by the attendance lead.	Alice Jones	Governors Trust	Ongoing

<p>decreasing workload for Staff Ringing Home regarding Absences</p>	<p>A school leaflet about the importance of good attendance has been produced for Reception and all full-time aged children. This also forms part of the induction pack for parents.</p> <p>The attendance clerk meets with the foundation phase leader to monitor any children whose attendance falls below 95%. In Reception, reminder letters penalty warning letters are sent out.</p> <p>A noticeboard to celebrate attendance is situated in the main school corridor.</p> <p>A list of children whose parents need to produce medical evidence is maintained and is shared with any other office staff who take a call.</p> <p>Identify families who may benefit from a more formalised 'Attendance Target Plan' to support attendance improving and make expectations clear with parents.</p>	<p>Laura Woodhead Office Admin</p>		
<p>Reduce the gap between the attendance of PPG and Non-PPG pupils so that it reduces and both groups are in line with national comparison by the end of the year.</p>	<p>School to give earlier intervention to PPG families. For example: support through early help/multi agency support.</p> <p>The use of attendance meetings and attendance Action Plans (Parental Contracts).</p> <p>Regular intervention with the inclusion mentor for the child to support attendance, where required.</p>	<p>Laura Woodhead Heather Cooper Office Admin</p>	<p>Alice Jones Governors Trust</p>	<p>Ongoing</p>
<p>Reduce the percentage of PA's so that the school figure is in line with the national figures</p>	<p>PA letters to go out at the start of each academic year to remind parents of previous years attendance.</p> <p>Meetings to be held with targeted families.</p> <p>Reviewing the PA's data regularly to ensure early intervention.</p>	<p>Laura Woodhead Alice Jones Office Admin</p>	<p>Governors Trust</p>	<p>Ongoing</p>
<p>Improve motivation from children to attend school</p>	<p>100% attendance badges</p> <p>Attendance assembly by Safety Squad and attendance lead</p> <p>Certificates to be sent to ALL children who have met the school attendance target of 96% at the end of the academic year.</p> <p>Attendance information to be added to the school review newsletter</p>	<p>Laura Woodhead Alice Jones Office Admin</p>	<p>Governors Trust</p>	<p>Ongoing</p>

	Certificate given to persistent absentees who have improved their attendance.			
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