

Attendance Action Plan 2018-19

Why do we need an action plan?

- Attendance is THE most important intervention
- Attendance rates since 2011 have been variable, upward trends need to be maintained
- PP Persistent Absence has risen since 2016 (when it was in line with national figures)
- Local Authority provision has been reduced dramatically, from 10 Education Welfare Officers to 3
- We have a number of entrenched cases which are affecting the overall attendance rate
- A changing cohort and increased number of in-year transfers (38 in 2017-18), many of whom have challenging family circumstances

The Plan

- **The overarching aim of the plan below is to increase the attendance rate to at least 95% and reduce overall persistent absence, particularly for those students in receipt of Pupil Premium funding**

Action Point	Further details	What will success look like?	Staff Oversight	Time Scale
1) Introduce a new Attendance Policy for 2018-19	<ul style="list-style-type: none"> • More reviews and quicker actions • Refer entrenched cases to the Local Authority quicker • All staff to be involved in the system from form tutors to SLT • Simplified system on a flow diagram • New 'Attendance Report' for identified students 	<ul style="list-style-type: none"> • Attendance at the core of day-to-day practice • Sharper system with regular data reviews • Line-management and monitoring leading to quicker action • Trial of 'Attendance Report' will lead to improved attendance for the identified cohort 	Tutors HPMs and SG SLT line managers	<ul style="list-style-type: none"> • From Sept. 2018 • Stick to calendar • Ongoing
2) Increased staffing in the pastoral system	<ul style="list-style-type: none"> • Three non-teaching assistants in House offices (previously 2.5) • Administrative assistant in House offices to free up time for work on attendance • School Welfare Officer time doubled (39 days to 78) 	<ul style="list-style-type: none"> • More staff involved in the system • Efficient system with clear roles, actions and monitoring • Attendance permeates all pastoral briefings and meetings • APMs spending at least 30 minutes per day on attendance – looking at trends and making priority calls home 	HPMs and SG	<ul style="list-style-type: none"> • Most staffing in place • Admin. Assistant TBC

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3) Launch and embed 'Attendance First' initiative	<ul style="list-style-type: none"> • EVERYONE responsible for attendance • Launched in House meetings 2 October 2018 • Tutors have a key role to play in monitoring attendance • All teaching staff to have an Appraisal target linked to student attendance (Target Number 1) • This target is tailored to tutors, House leaders etc..... 	<ul style="list-style-type: none"> • Clear accountability 'loop' – House briefings, House meetings, SLT line-management of Houses, House review meetings with Headteacher • Tutors focusing on a small number of students 	HPMs and SG SLT line managers	<ul style="list-style-type: none"> • Launched Oct. 2018 • Review through line management system • SG and HH to meet 1 October to determine Appraisal target • Ongoing
4) Source external support with an aim of improving attendance rates	<ul style="list-style-type: none"> • May 2018, Education Welfare Management employed by the school • System review has taken place • Advised on policies and procedures • Key role in embedding new system • In school w/b 8 October to oversee first data trawl 	<ul style="list-style-type: none"> • Successful implementation of new policy • Action in line with dates on review calendar • Early signs of success in terms of data • Monitor closely 	HPMs and SG	<ul style="list-style-type: none"> • May 2018 • Ongoing support
5) Contact parents and carers to outline changes	<ul style="list-style-type: none"> • It is vital that we maintain a focus on the importance of attendance • Letter sent via 'In Touch' September 2018 	<ul style="list-style-type: none"> • More frequent home contact regarding attendance • More messages in weekly 'E-bulletin' • Parent version of new Attendance Policy to be distributed 	SG	<ul style="list-style-type: none"> • Ongoing • Policy October 2018 (by half-term)
6) Improved data and tacking systems	<ul style="list-style-type: none"> • Houses to maintain an attendance tracking sheet on 'Teams' • Attendance Officer to produce data in line with requirements 	<ul style="list-style-type: none"> • Data provided at identified points • Simple reference points for tracking students ('Teams') 	HPMs and SG	<ul style="list-style-type: none"> • All in place by w/b October