

**School Attendance Service**  
**Attendance Register Review - Summary of Discussion**

<b>School:</b>	Hunslet Carr Primary School		
<b>Date:</b>	10/02/2022		
<b>Completed by SAS staff:</b>	Tina Rose	<b>School staff: Lisa Lilley</b> <b>Designation: Attendance and Welfare Officer</b>	
<b>Number of pupils on roll</b>	330		
<b>Who is the Attendance Manager with responsibility for overall monitoring of attendance? Lisa Lilley</b> <b>Who is the Attendance officer with day -to -day monitoring responsibility? Lisa Lilley</b>	<b>Email: lisa.lilley@hunsletcarr.co.uk</b>  <b>Email: As above</b>		
<b>Current whole school Attendance and Target</b>	<b>Attendance – 94.2% School Target – 96%</b>		
<b>Are you making DFE returns?</b>	No		
<b>Current Persistent Absence - number of pupils with &lt;90% (excluding non -statutory pupils)</b>	88		
<b>Vulnerable groups – SEND, PP, C/P, Gender, Ethnicity, FSM, CLA, GRT, Youth Justice procedures etc</b>  <b>Are they monitored as separate groups and is a plan in place for each group to improve attendance if necessary?</b>  <b>Do they have an attendance target?</b>	Comments: Pre - Covid monitored.		

Pupil Group	Pupils	Attendance	PA
Special Education Needs (SEN)	71	89.0%	35.2%
Eligible for Free School Meals (FSM)	178	91.1%	28.1%
Eligible for Pupil Premium	184	91.3%	26.1%
English Additional Language (EAL)	69	96.2%	7.2%
Gypsy Roma Traveller (GRT)	6	69.7%	100.0%

There are no individual plans or targets in place for the vulnerable groups. Staff have an in-depth knowledge of their families; however, strategies around vulnerable learners would be useful to reduce the gap between whole school attendance data and the attendance data for vulnerable learners.

Lisa was looking for advice on how to analyse data and monitor vulnerable groups  
The vision is all learners have the same target

<b>How many pupils are on a part time timetable? Do they all have individual review plans in place?</b>		5 They are reviewed weekly at the inclusion meeting with senior leadership. Senior leadership includes Senco, Deputy Senco, Safeguarding Lead and Headteacher.
<b>How many children in school are registered CIN? Is attendance part of their review plans?</b>	<b>6</b>  <b>Yes</b>	Dip sample an attendance certificate Completed. AKN 98.34% absence was covid not confirmed.YR6 closure due to staff absence. B code was present advised to change to Y MMB 98.92% One day closure due to staff absence, advised to change code to Y from B
<b>How many children are on C/P?</b>	<b>5</b>	Dip sample an attendance certificate DI 86.53% 26 Unauthorised absences. DI is on a fast Track for attendance. This is not improving at present as mum has gone to Africa and left DI with grandparents in Bradford who struggle to get him to school every day. RK 98.95% 1 day enforced closure due to staff shortage. Advised to change code from B to Y
<b>How many Children Looked After (CLA) are there on school roll?  Do you provide attendance data for (CLA) via the Looked After Call alert?</b>	<b>3</b>  <b>Yes</b>	Dip sample one registration certificate for a Child Looked After (CLA). Completed KT 92.51% agreed holiday, child in foster care, medical appointments. ALB 82.86% Authorised illness. 20 and 10 unauthorised ALB, now she has reached 10 UA. School should work closely with CSWS to help support and improve attendance
<b>How many children have an EHCP?</b>	<b>5</b>	

<b>How many children are on IHP's?</b>	No	Dip sample an attendance certificate		
<b>Do school make reasonable adjustments?</b>	ne	There are none at present, but Lisa thought this would be useful for some students.		
<b>School sessions</b>		Is the school open to each year group for 380 sessions?	Yes	No
<b>Code Analysis</b>				
<i>Printout - Whole school by year group by sessions / Printout - Whole school by year group by percentages</i>				
<b>Is the Code analysis used regularly to prioritise attendance monitoring? Would like training in this area.</b>				
<b>Coding check</b>				
<b>Code</b>	<b>Meaning of code</b>			
<b>B</b>	<b>Off-site educational activity</b> <b>Staff were not aware that B code should not be used for unsupervised activity or where pupil is at home doing work. They have since changed this coding to the appropriate code</b>	Is this code only used when the child is at a supervised educational activity approved by the school?	Yes	No
		Does school receive attendance details from educational establishment and do they record this absence on the child's record?	Yes	No
		Are children 'block marked' B (for future marks)? Advised to use the V code for residential and this can be blocked marked.	Yes	No
<b>C</b>	<b>Leave of absence authorised by the school</b>	Is this used appropriately? Ye funerals, Part time timetables.		
<b>D</b>	<b>Dual Registered - at another educational establishment</b>	How many children are dual registered? 0		
<b>E</b>	<b>Excluded but no alternative provision made</b>	The children who are excluded attend restorative learning classes at Reach an alternative provision.		
<b>G</b>	<b>Holiday not authorised by the school or in excess of the period determined by the head teacher</b>	Is this code used on the register?	Yes	No
		Does the school apply for Penalty Notices to be issued for absences of 5 days or more in a 12 week period	Yes	No
<b>H</b>	<b>Holiday authorised by the school (only in exceptional circumstances)</b>	Is the absence authorised only in exceptional circumstances? Yes holidays are allowed in exceptional circumstances	Yes	No
<b>I</b>	<b>Illness (not medical or dental appointments)</b>	Does school ask parents to provide medical evidence if they are in doubt authenticity of illness? Yes evidence is sought where appropriate.	Yes	No
		Does school record the absence as unauthorised if not satisfied of the authenticity of the illness? Yes	Yes	No
		If yes does school notify the parent that the absence will be unauthorised? Yes either by text, call or in writing.	Yes	No

<b>J</b>	<b>interview with prospective employers, or another educational establishment</b>	Is this code only used to record time spent in interviews with prospective employers or another educational establishment? <b>N/A</b>	Yes	No
<b>L</b>	<b>Late arrival before the register has closed</b>	Do school challenge this with parents if consistent? Yes. Good visual display on punctuality where children come into school	<b>Yes</b>	No
<b>M</b>	<b>Medical or dental appointments</b>	Does school encourage parents to make appointment outside school hours? No. They will be highlighting this going forward in newsletters.	Yes	<b>No</b>
<b>N</b>	<b>Reason for absence not yet provided</b>	Are N codes followed up within 2 weeks? This is looked at daily.	<b>Yes</b>	No
<b>O</b>	<b>Absent from school without authorisation</b>	How often is this data analysed? Termly. Fast track used and termly letters sent.		
<b>P</b>	<b>Participating in a supervised sporting activity</b>	Is this code used only for sporting activity that has been approved by the school and supervised by someone authorised by the school. Yes if applicable	<b>Yes</b>	No
<b>R</b>	<b>Religious observance</b>	Is this code being used appropriately? Yes	<b>Yes</b>	No
<b>T</b>	<b>Gypsy, Roma and Traveller absence</b>	Is this code used only when Traveller families are known to be travelling for occupational purposes? Used in the past but no families travelling at the moment.	<b>Yes</b>	No
<b>U</b>	<b>Arrived in school after registration closed</b>	Is this code used on the register? Yes	<b>Yes</b>	No
		Are the registers closed 30 minutes after the registration period? Yes	<b>Yes</b>	No
<b>V</b>	<b>Educational visit or trip</b>	Do the school use this code? Yes	<b>Yes</b>	No
<b>X</b>	<b>Not required to be in school</b>	Is this code used to record sessions that non-compulsory school age children are not expected to attend?	<b>Yes</b>	No
<b>Y</b>	<b>Unable to attend due to exceptional circumstances</b>	Is the code used appropriately? <ul style="list-style-type: none"> <li>The school site, or part of it, is closed due to an unavoidable cause?</li> <li>The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or</li> <li>A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.</li> </ul>	<b>Yes</b>	No
<b>Z</b>	<b>Pupil not on admission register</b>	Does school use this code? Clarification to be sought no code showing	Yes	<b>No</b>
<b>-</b>	<b>Missing mark</b>	Are there missing marks present?	Yes	<b>No</b>
	<b>SID</b> Are school connected?	Yes No Don't know/ <b>not aware</b> School not aware		

<b>When was the Attendance Policy last reviewed?</b>	Date: November 2021 Next review due November 2023 This was easy to find on the website.		
<b>Does the school follow CME Procedures?</b>	Ask what their procedure is i.e. who makes the referral? Lisa makes the referral and follows procedures.	Yes	No
<b>Is there evidence that regulation and legislation have been followed prior to a pupil being removed from the school roll?</b> <i>Printout: Leaver report / Dip sample checked. AL</i>		Yes	No
<b>Are the procedures for EHE followed correctly if a parent decides to home educate?</b> <b>How many pupils have opted for EHE this year?</b> <b>Does this data match with EHE team information?</b> <b>How soon after parents notify school is the referral made?</b> <b>Have any EHE pupils returned?</b>	Yes/No	Ask what school do Lisa was aware of the procedure. There has only been one child that she is aware of that has opted for EHE.	
<b>Is there an Attendance Governor?</b> <b>Do they get involved? Do they attend the Governor Training on attendance?</b>	Yes/No	Ask if they are aware of who it is Lisa was not aware who it is.	
<b>Do the school work with the cluster?</b> <b>Which cluster are you in?</b> <b>If no cluster how do school get attendance support?</b>	Yes/No	Yes they work with JESS Cluster.  They did get support from AIO within Children Services and Lisa feels she would benefit from this again.	
<b>Are you part of the AIP?</b> <b>If so, which is your lead officer?</b>		Yes. Karen Sherwin Lead Officer	
<b>Is there a pupil voice/pupil council in the school?</b> <b>If so, is attendance ever discussed?</b>	Yes/No	Yes there is, attendance has not been discussed, Lisa will take this forward	
<b>Are pupils rewarded for good attendance?</b> <b>Are pupils rewarded for improving attendance?</b>	Yes/No	Yes however Lisa feels this is a difficult area as parents are responsible for attendance. We discussed parental support, and they did have a parent as part of the team, however they are currently on maternity leave. Rewards include: Shopping vouchers and trophies	
<b>Are there any 'Attendance' displays in school? if so where are they (placed where everyone can see. Are they in reception where only visitors can see?) What does the display consist of? i.e lots of data, colourful posters, rewards</b>	Yes/No	There are some however we discussed changing these on a regular basis.	
<b>How often does school complete data collection forms with parents?</b>	Termly		

**Overall Review**

Hunslet Carr Primary is in the Heart of the Hunslet Community in Leeds 10.

Hunslet Carr's attendance for HT1-6 2020-2021 was 93.8%, this is lower than average in the JESS Cluster and the average primary attendance city wide. The school attendance policy was easily accessible with clear guidance around the school's expectations for attendance.

The Safeguarding Team including Attendance staff work from a house in the school grounds.

It was encouraging to see the attendance displays on entering the school, these included information regarding punctuality and could be clearly seen by parents.

It was evident from conversing with Lisa that she was compassionate and diligent in her role as an Attendance Welfare Officer.

**Actions/Recommendations**

- Access SAS resources on LfL – i.e. School Toolkit
- Consider SAS Training - details on LfL of all courses available
- A Governor to attend Attendance Governor refresher training if not having attended in the last 3 years
- Data analysis to be used as a way of identifying specific cohorts of children for initiatives to improve attendance
- Data analysis training
- Casework training to allow Attendance Officer to have a staged approach to improving attendance and to escalate cases when necessary
- School should consider making the daily attendance returns as requested by the DFE
- Individual PA plans to be put in place for each pupil. This can be done as part of the normal monitoring process e.g., spreadsheet which should include a notes section on what attendance stage the pupil is at and what further action is needed to improve attendance. Especially for those pupils identified as vulnerable.