

Appendix 2 – Attendance Case Study 1

Secondary School (Academy)

Whole School – 2155 pupils of which 1641 pupils Y7-Y11.

07 Sept - 20 June 2016

Years	OA	PA at 85%	PA at 90%
Y7-10	95.8%	3.0%	6.8%
Y7-11	94.7%	4.3%	10.2%

- Given the extension of PA rate from 85% to 90% the figures would be on target without the reduction.
- Bi monthly meetings – ongoing monitoring in conjunction with Attendance Lead (weekly contact for queries/follow ups - FPN's, open cases with Attendance Service (AS) & legal meetings or pending cases.
- Excellent working relation with LA Attendance Officer and Attendance Lead, resulting in focused outcomes and solution-focused approach to attendance concerns.
- Impact of support from LA Attendance Officer with Academy is very good. However, early preventive measures could be more beneficial to families.
- AO– follow up meeting with partner school following inconsistencies with logging details necessary especially in cases of FPN. Process for early stages of intervention identified
- Attendance Lead chairs weekly meetings with Heads of House and administrators across each house. Some inconsistencies with logging details and requirement for documentation for Attendance Lead to proceed with FPN. AO offered support to deliver presentation for Interventions 1 – 3 with (HoH) and the requirement for consistent communication log and follow ups with parent/carers if and when pupils are absent.
- AO chair informal meeting with HoH (26.05.16) – share legal requirement for stringent recording of communication with parents/carers for potential legal cases. Not relying on FPN's to promote attendance but instead, early identification of potential PA's and need for referral/support measure for Early Help/Youth Worker/Family Support worker input.
- Attendance Lead unable to complete figures for 2013/14 or 2014/15 due to new IT system (SIMS). CMIS previously in use and school unable to obtain data.
- AO continues to raise use/support of a Family Liaison Officer (FLO). A number of the cases discussed with educational welfare issues, which can be better supported by FLO's, as a conduit between school/home and if necessary AS. AO discussed how this works in other schools, given the number of pupils on roll (2155). The Attendance Lead does not have the capacity for follow up/Home visits etc. AO has raised concern for safeguarding/door knocks etc. with Attendance Lead's Manager VP for Well-being who does not feel the Academy would benefit from a FLO and staff are not in schools to do the job of parents/carers to get pupils into school.
- AO has raised the need for an Attendance Team and FLO to manage the academy and this be retained by the LA for quality assurance.
- Current PA's - 26 and school refuser queries. Several cases of school refuser. AO directs for Early Help Support/potential CAMHS referral as prosecution or FPN's non holistic. Onus on school to use Pastoral Team for Welfare issues for pupils and not rely upon PN/or referral to Attendance Service.

- Preventative measure/promotion of attendance - AO Chairs YR 11 talks – 56 pupils with <95% attendance, micro sessions on “promoting attendance”. Talks for final weeks at school (15.03.16). truanting raised along with expectation for college/sixth form and references for FE/employers going forward.
- Interpreters/Support staff available for necessary meetings. Otherwise translated documents sent out in correspondence for parent/carers.
- Academy has improved process for obtaining medical evidence for unauthorised absences. School nurse support and follow suggested for confirmation and support of pupils during school day.
- Complex cases whereby multiple FPN’s issued has had no impact, referred to AS – AO chairs meetings at BP. Attendance Lead in attendance meetings resulting in positive relations with parents & academy.
- Increased number of cases now referred to AS following PN for NSA issued and no effect with 133 issued **for 2015/16 as of 25.4.16;**
- Of 133 PN’s issued (109 holiday and 24 NSA) out of a total of 1213 penalty notices accounts for 10.96% of the total number of penalty notices issued in the current academic year.
- Previous academic year only 105 penalty notices issued, which was equal to 6.12% of the total number of penalty notices (1717) issued in the 2014/2015 academic year.