

## Appendix 4 – Attendance Case Study 5

### Primary School (LA Maintained)

Whole School – 507 pupils on roll.

<b>Years</b>	<b>OA</b>	<b>PA 90%</b>
R - 6	5.43%	14.5%

- Priority A school – weekly contact although 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.
- School has a lot of movement with pupils often being directed from across the City – whereby, issues of transport and siblings on roll at other schools cause attendance concerns. Pupil Premium Grant used appropriately to support families with transport costs etc.
- Increased numbers of EAL pupils -16%, of PA's (2014/15 – 10.7%). No Support staff currently in place to interpret for or support this cohort. School relies on letters which are interpreted into appropriate language. Early identification for concern could be decreased on early entry in Reception year/on admission with support staff in place.
- Demographics of the school clearly have an impact on attendance of which 22.8% who are FSM.
- The school also previously had a high number of traveller pupils on roll that can affect attendance for cultural reasons. However this number has declined (currently only 14 pupils recorded as traveller background). This community have good relations with the school staff.
- SLT do not have the capacity to chair meetings and or send out appropriate correspondence to parents. AO part of shortlist and interview panel for recruitment of Attendance/Admissions Officer (December 2015). Subsequently, Attendance Lead appointed January 2016, upon AO recommendation at the start of Autumn Term (2015).
- Autumn Term – school offered additional LA Attendance Support (chargeable) for a fixed period to review data <97% and follow up process for potential PA's. AO worked with key attendance lead at the time.
- As a result of Attendance Lead in post school are very good at obtaining medical evidence for absences and logging details on file and communication across staff team. Recent staffing issues (June 2016), has however, meant that the Attendance Lead has had to support with generic school administration. AO explained this should be discussed with SLT and logged during 1:1.
- Excellent working relations with LA Attendance Officer and Attendance Lead and SLT, resulting in focused outcomes and solution-focused approach to attendance concerns. Impact of support from LA Attendance Officer with school is very good. Family Liaison Officer in-situ. The school hold a list of high priority cases to cross reference with attendance issues and to allow further, closer monitoring of these cases. FLO attends review meetings as and when necessary to discuss complex cases and follow ups. SENCO also readily available to follow up on open cases with AO.
- Robust electronic tracking for PA's and communication logs held on file. Attendance Lead consistent with letters of attendance concern, monitoring and improved attendance for parents/carers. Attendance lead is extremely knowledgeable of the children and the reasons for absence.
- Attendance Lead chairs regular meetings with parents prior to referral or request for FPN from LA.

- Current PA's - 44. Onus on school to follow up Welfare issues for pupils with FLO and not rely upon PN/or referral to Attendance Service.
- Complex cases whereby multiple FPN's issued has had no impact, referred to AS – AO chairs meetings at BP. Attendance Lead in attendance resulting in positive relations with parents & academy.
- Early June AO request for identification of cases that are open/previously open to CSC and or early Help. Of the <95% currently being monitored; 26 cases are currently open to Early Help, 6 with CP, 8 current CIN and 3 LAC. This equates to 31% of the children below 90% and those currently open to the AS as PAs.