Attendance Strategy
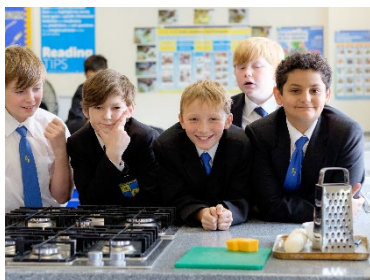
Raising attendance/**R**educing PA

2023-2024

Attendance at WDS

Prior to 2020 and school closures as a result of Covid 19, attendance across three terms continued to improve and was better than national. In 2019: 95.3%, 2018: 94.6%, 2017: 94.5%.The pandemic has had a negative impact on Attendance. Attendance March 2021-July 2021:91%. Similarly, pre-2020, our 10% PA across three terms continued to improve, 2019: 11.7%, 2018: 12.7%, 2017: 17%, 2016: 18.4%.

Final Pre-Pandemic Data (3 Term Attendance – Attendance from September 2019 - March 2020)

WEST DERBY SCHOOL: ABSENCE AND 10% P.A. GROUPS TREND

........2019/2020: 2 Terms Comparison ....

Absence	ASP DATA WDS 2 TERMS (AUT/SPR)			SCHOOL Current attendance		Improvement to 12 months prior?	Difference to 2019 National 'Groups'	Difference to 2019 National 'All'
	16/17	17/18	18/19	AS AT 12/03/2019	AS AT 13/03/2020			
ALL (5.2%)	5.2%	5.5%	4.5%	4.5%	4.8%	-0.3%	0.4%	0.4%
FSM (8.8%)	9.5%	8.7%	7.4%	7.3%	7.8%	-0.5%	1.0%	-2.6%
Non FSM (4.6%)	4.5%	4.7%	3.7%	3.7%	3.8%	-0.1%	0.8%	1.4%
Boys (5.2%)	5.2%	5.4%	4.5%	4.5%	4.8%	-0.3%	0.4%	0.4%
EHCP/STAT (8.4%)	2.2%	2.9%	4.1%	3.9%	4.2%	-0.3%	4.2%	1.0%
SEN support (7.8%)	7.6%	7.1%	7.4%	7.3%	6.8%	0.5%	1.0%	-1.6%
No SEN (4.8%)	5.1%	5.1%	3.8%	3.8%	4.3%	-0.5%	0.5%	0.9%
Disadvantaged (7.8%)	8.0%	7.6%	6.3%	6.3%	7.0%	-0.7%	0.8%	-1.8%
Non Disadvantaged (4.4%)	3.7%	4.1%	3.3%	3.3%	3.3%	0.0%	1.1%	1.9%
English 1st Lang (5.4%)	5.3%	5.7%	4.8%	4.8%	5.1%	-0.3%	0.3%	0.1%
EAL (4.2%)	2.5%	2.2%	1.5%	1.4%	2.1%	-0.7%	2.1%	3.1%

**National averages per 2019 ASP, 2 term data

Last normal set of sttendance data prior to the Pandemic.
Figures from September 2019 - March 2020

From April 2022, the government have made the following amendments to the COVID-19 illness guidance:

• Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.

• Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.

• Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.

 Attendance of all students will remain a top priority for the school and we have put in place measure to monitor attendance, particularly in relation to self-isolating students.

2022-23 Year Review

Strengths
- The attendance of vulnerable students is closely monitored by key staff and action is swiftly taken to address the gaps.
- We employ a full time Attendance Officer who works closely with key staff on issues including attendance.
- Lateness to school is followed up daily by the AHT responsible for attendance and punctuality to school and lessons are currently good.
- Strong and rigorous systems for monitoring and supporting attendance.
- Robust approach to tackling poor attendance and punctuality e.g. use of fines and penalty notices.
- 100% attendance rewards.

Areas for development
- Continue to improve attendance and punctuality to school and lessons, particularly for disadvantaged and SEN students.
- AHTs appointed with responsibility for Attendance. Dynamic strategy now in place (full attendance team implemented).

Our Approach

WDS will follow Government guidance relating to attendance and we will, as ever, work closely with all families in these challenging times. Open communication will be very important in the coming year and we ask that all parents keep us updated if any contact information changes.

DfE Guidance

Attendance expectations

From the start of the autumn term 2021 pupil attendance was mandatory and the usual rules on attendance continued to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Please refer to the most recent 'summary table of responsibilities for school attendance' document, see link below.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

Attendance codes

As of April 2022 schools have been advised to no longer record COVID-19 related illness using X codes and revert back to any illness to be recorded as 'I''. See this addendum Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year - GOV.UK (www.gov.uk) for further information.

Attendance Overview

Attendance is linked to attainment and we care passionately that a commitment to attend will lead to higher levels of attainment.

As a child's attendance is so important to succeeding at West Derby School, we have a dedicated pastoral team who track, monitor and intervene to ensure all pupils' attendance meets our expectations. To ensure we do this we have:

- Pupil Progress Leaders, Deputy Pupil Progress Leaders and Assistant Pupil Progress Leaders for each year group who track, monitor and intervene as required. They also support and offer strategies to improve attendance.
- Systems in place to monitor pupils' punctuality and attendance and contact parents and carers when required.
- A dedicated attendance team which includes the Attendance and Welfare Officer, and assistant Attendance and Welfare Officer who monitors punctuality and attendance and follows-ups with individual families.
- An Education Welfare Officer (EWO), from the local authority, who engages with families when attendance becomes a concern.
- A weekly update for pupils indicating their attendance. Where appropriate, targets are set and shared with parents and carers so that all staff; pastoral, academic and support staff, are aware of an individual's attendance as well as other learning targets.
- Attendance expectations are clear to parents and carers, including procedures for authorised absences and holidays and any action that West Derby may take, including legal action, where attendance is an on-going concern.

West Derby is committed to improving attendance and we firmly believe by engaging the pupils in the process we can positively affect the individual attendance of pupils. Further details can be found in our 'Attendance Policy' which is available on our website:

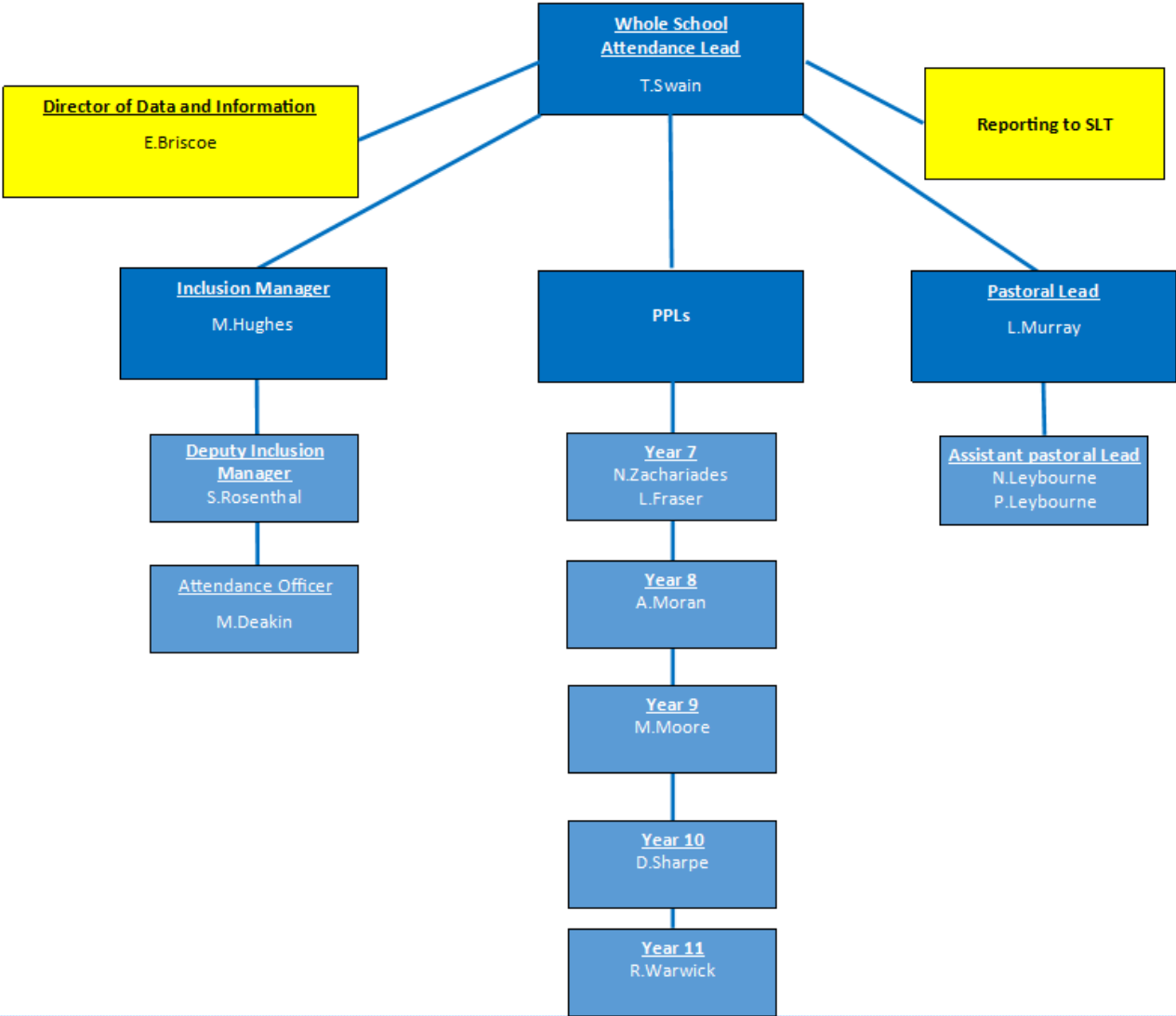[0b9b2c4e1c70a0c616cb4f4c80e2756e0a4db3f2661d2e420c2e1d817ddb07fb.pdf (weduc.co.uk)](0b9b2c4e1c70a0c616cb4f4c80e2756e0a4db3f2661d2e420c2e1d817ddb07fb.pdf)

To ensure that parents and careers are kept up to date with our attendance procedures, we regularly update and send home a copy of our 'Parent Attendance Guide':

[PowerPoint Presentation (weduc.co.uk)](PowerPoint Presentation)

Attendance Team

We have a dedicated attendance team to support our students, families and staff.

Whole School Attendance Lead
T.Swain

Director of Data and Information
E.Briscoe

Reporting to SLT

Inclusion Manager
M.Hughes

PPLs

Pastoral Lead
L.Murray

Deputy Inclusion Manager
S.Rosenthal

Attendance Officer
M.Deakin

Year 7
N.Zachariades
L.Fraser

Year 8
A.Moran

Year 9
M.Moore

Year 10
D.Sharpe

Year 11
R.Warwick

Assistant pastoral Lead
N.Leybourne
P.Leybourne

Roles and Responsibilities

Every member of staff at our school is responsible for promoting good attendance and punctuality.

Role	Responsibility
Whole School Attendance Lead	• Drive whole school attendance strategy • Implement rewards and sanctions strategies to drive forward attendance • Liaise with the Pastoral Lead to update weekly attendance presentation. • Review missing register information • Develop effective use of SIMS for recoding and analyzing attendance information and ensure that effective staff training is in place. • Send out weekly attendance/punctuality reports to PPLs to monitor/track.
Attendance Officers	• Carry out home visits to PA students and families • Build links with families to support PA students upon return to school • Liaise with EWO and refer students when necessary • Update daily Attendance spreadsheet to share with PPLs/SLT • Complete penalty notice documentation
Data Manager	• Produce weekly attendance data to share with SLT and PPLs, including, whole school, year groups and focus groups.
Admin Staff	• Record all absence messages left by parents/carers and send WEDUC text message after registration closes. Make contact with parents/carers of all students with unauthorised absences and inform PPL and W&A Officer. • Record the names of students who arrive late of school and record on SIMS register. Email late arrivals to PPLs and pastoral lead for late detentions.
Pupil Progress Leader	• To lead a team of Form Tutors and an Assistant PPL in the monitoring and implementation of strategies to improve pupil attendance • To meet with the Attendance Officer on a weekly basis to discuss attendance issues and draw up plans of action for individual cases • To highlight attendance issues at the weekly Year assembly, celebrating successes and encouraging others to follow suit • To organise the rewards for good attendance • To liaise with Heads of Department and subject teachers over individual pupil attendance issues • To identify suitable pupils for TAC/TAS meetings
Inclusion Team (inclusive of SENCO)	• Work with vulnerable pupils to support them and their families. • Organise meetings and sessions with outside provision that will help promote good attendance.

	• Regular communications with parents/guardians with pupils with SEND.
Subject Teachers	• To create a positive learning atmosphere in their lessons and encourage pupils to attend well and achieve • To enter accurate information on pupil attendance and punctuality into the SIMS system at the start of lessons and on a lesson by lesson basis • To liaise with PPLs and their assistants over any pupils giving cause for concern over attendance in lessons
Form Tutors	• To create a positive learning atmosphere in their lessons and encourage pupils to attend well and achieve • To enter accurate information on pupil attendance and punctuality into the SIMS system on a lesson by lesson basis • To liaise with PPLs and their assistants over any pupils giving cause for concern over attendance in lessons

Attendance Procedures

The school uses a consistent approach to recording and reporting attendance issues. Our procedures are outlined below.

Attendance Absence 1st Response

Parental phone call:

Change school message system to: "Student absence should be reported between 8:00am-8:45am, please press 2 to report a student absence."

Parental phone call: (8:00am-8:45am)

Call goes to MDE/BD in the designated attendance team office. MDE/BD speaks directly to parents;

- reinforce importance of attendance
- highlight absence patterns
- provide parents with students current attendance
- highlight important events (assessment weeks, mock exams, number of days left for Year 11)

Response phone call: (8:45am-9:15am)

Office staff to run report of missing students for MDE/BD to cross reference and call home.

- Office staff to send KKS text message.
- MDE/BD to make response phone calls and record on SIMS

Follow up phone calls (9.15-onwards)

MDE/BD to update voicemail messages/weduc messages.

- Record on SIMS
- Follow-up welfare calls for pupils with illness and encouraging pupils to return to school as a result.

Lates (8:45am-9:15am)

MDE to record lates and pass to office staff to record on SIMS. SLT to challenge students and identify patterns.

Attendance Triggers & Interventions

Key Stage 3 & 4

STAGE 1
- 3 day trigger, student has 3x I/C/M/O/G codes
- APPL to send letter AML1
- APPL to start monitoring period 1

STAGE 2
- 5 further days of absence (unauthorised unless valid evidence provided)
- APPL to refer to AWO
- AWO to send letter AML2
- Attendance panel convened with AWO/PPL/TS and parent/carer
- AML3 including attendance panel minutes sent
- AWO to start monitoring period 2

STAGE 3
- 5 further days of absence (unauthorised unless valid evidence provided)
- AWO to send letter AML4 and PN warning
- Attendance panel convened with AWO/SG/TS and parent/carer
- AML3 including attendance panel minutes sent
- AWO to start monitoring period 3

STAGE 4
- 1 day of absence within 20 day period: PN issued

STAGE 5
- No further improvement in attendance, student/family referred to EWO
- AWO to send AML5

Key Stage 5

STAGE 1
- 3 day trigger, student has 3x I/C/M/O/G codes
- APPL to send letter AML1
- APPL to start monitoring period 1

STAGE 2
- 5 further days of absence (unauthorised unless valid evidence provided)
- APPL to refer to AWO
- AWO to send letter AML6
- Attendance panel convened with AWO/PPL/TS and parent/carer
- AML3 including attendance panel minutes sent
- AWO to start monitoring period 2

STAGE 3
- 5 further days of absence (unauthorised unless valid evidence provided)
- AWO to send letter AML7
- Attendance panel convened with AWO/SG/TS and parent/carer
- AML3 including attendance panel minutes sent
- AWO to start monitoring period 3

STAGE 4
- 5 further days of absence (unauthorised unless valid evidence provided
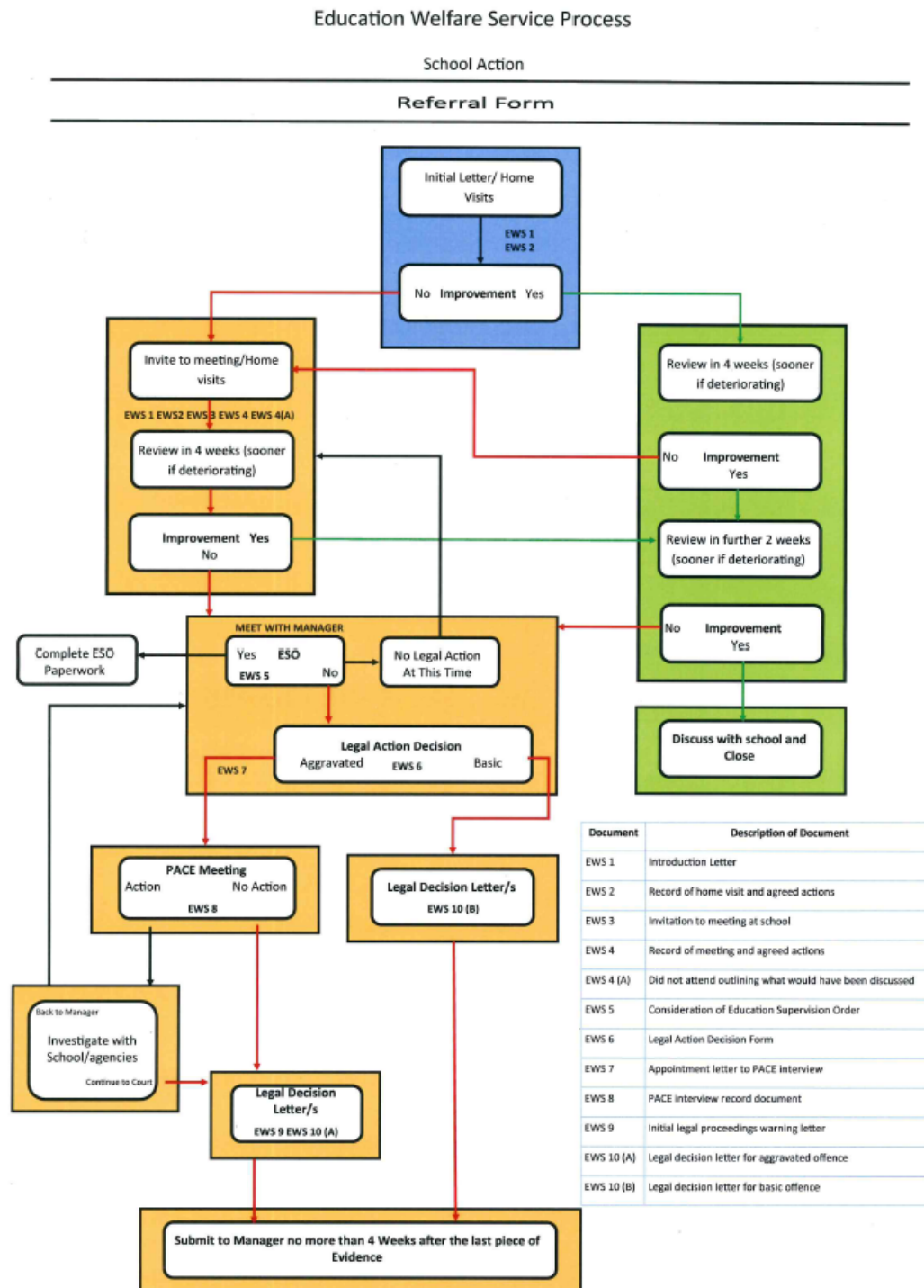- AWO to send AML8
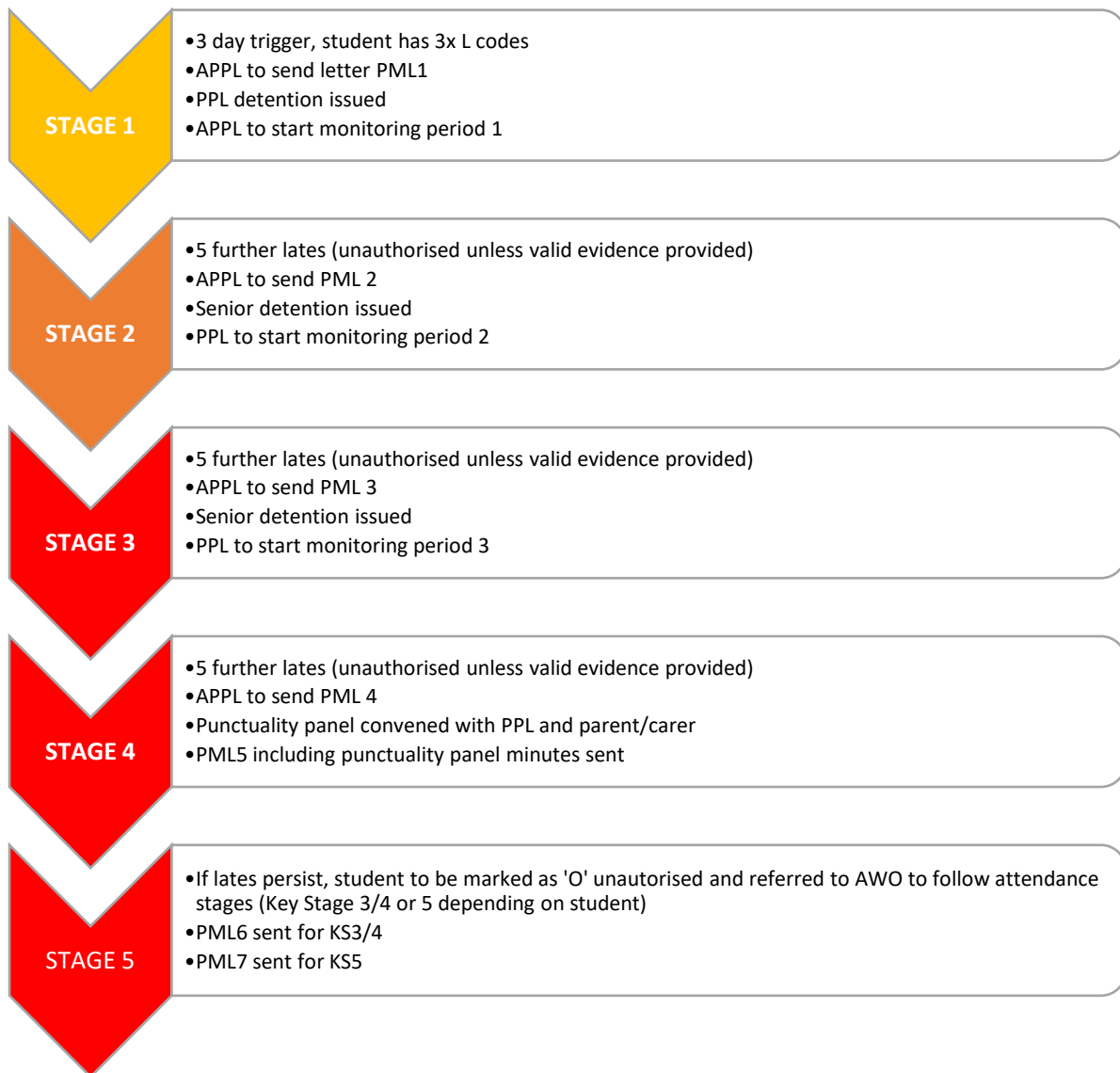- Student place at Sixth Form terminated

EWO Flow Chart

The school employs the services of the local authority EWO for two days a week. Weekly meetings are held with the EWO, AWO and AHT responsible for attendance. Notes are sent to PPLs and SLT for review. The flowchart below outlines the actions taken by the EWO>

Education Welfare Service Process

School Action

Referral Form

Document	Description of Document
EWS 1	Introduction Letter
EWS 2	Record of home visit and agreed actions
EWS 3	Invitation to meeting at school
EWS 4	Record of meeting and agreed actions
EWS 4 (A)	Did not attend outlining what would have been discussed
EWS 5	Consideration of Education Supervision Order
EWS 6	Legal Action Decision Form
EWS 7	Appointment letter to PACE interview
EWS 8	PACE interview record document
EWS 9	Initial legal proceedings warning letter
EWS 10 (A)	Legal decision letter for aggravated offence
EWS 10 (B)	Legal decision letter for basic offence

The above flowchart outlines the steps followed after 'STAGE 5' on the next page. This action is undertaken by Educational Welfare Services provided by Liverpool City Council and included fixed penalty notices and court action
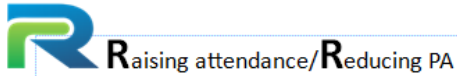
Punctuality Triggers & Interventions - Key Stage 3/4/5

It is imperative that students maintain good punctuality so that all lesson content can be accessed.

STAGE 1
- 3 day trigger, student has 3x L codes
- APPL to send letter PML1
- PPL detention issued
- APPL to start monitoring period 1

STAGE 2
- 5 further lates (unauthorised unless valid evidence provided)
- APPL to send PML 2
- Senior detention issued
- PPL to start monitoring period 2

STAGE 3
- 5 further lates (unauthorised unless valid evidence provided)
- APPL to send PML 3
- Senior detention issued
- PPL to start monitoring period 3

STAGE 4
- 5 further lates (unauthorised unless valid evidence provided)
- APPL to send PML 4
- Punctuality panel convened with PPL and parent/carer
- PML5 including punctuality panel minutes sent

STAGE 5
- If lates persist, student to be marked as 'O' unautorised and referred to AWO to follow attendance stages (Key Stage 3/4 or 5 depending on student)
- PML6 sent for KS3/4
- PML7 sent for KS5

Our Attendance Year

At the start of each term, the attendance team meet and set out our goals for the upcoming term. The 'Our Attendance year' document is a live document that helps us to guide our approach and adapt, as necessary.

Raising attendance/Reducing PA — **Our Attendance Year**

HALF TERM 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
	Y7: Introductions, attendance assembly. Key issue for all year groups—reassurance for parents re safety. Student/Parent guide sent to all parents with our COVID response. Identify holiday students and those who need to quarantine.	Analysis of week 1 data. AWO to investigate non-attenders. Training for staff re use of attendance coding, particularly use of X code in relation to self-isolation. Update whole school attendance policy.	EWO meetings continue. Home visits for non-attenders begin. PN issued to non-attenders (20 day warning period letters sent).	Attendance meeting with PPLs re poor/non-attenders. APPLs to monitor groups closely and record notes on SIMS.	EWO update meeting, liaise with PPLs re non-attenders.	AFG groups to be assigned to mentors and initial meetings to begin. 100% badges for Y7 and online Teams assembly.	Review of HT1 attendance with SLT. Action plan for HT2 put in place. Attendance updates sent to parents (RAG update sheet).

Weekly % Abs (non X code)	4.6	5.3	9.5	8.4			

HT1 ALERTS: COVID-19, post lockdown concerns, reopening of schools, cold and flu season. Local lockdown in Merseyside. Daily DfE update to send. Remote learning.

HALF TERM 2

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
	Year 11 attendance Teams assembly—focus on GCSE grades. This information will be sent home to parents (link between attendance and GCSE outcomes).	Attendance spot prize week, winners every day. Promote the week before. Students with 100% or improving attendance. EWO update.						Review of HT2 attendance with SLT. Action plan for HT3 put in place. Attendance updates sent to parents (RAG update sheet).

Weekly % Abs (non X code)								

HT2 ALERTS: week before Xmas holidays historically poor. Flu season, peak in COVID case expected, second wave.

Ongoing throughout the year: Monitoring stages 1-5, weekly form presentations, fortnightly parental texts, website updates, EWO monitoring, AFG monitoring, SLT & governors reporting, weekly tracking in student planner, end of HT 100% letters and certificates

Communication with Student/Parents

Parent Guide

This document outlines the roles and responsibilities parents play in ensuring good attendance. Our attendance and punctuality procedures are outlined clearly to parents, including information in relation to term time holidays.

PowerPoint Presentation (weduc.co.uk)

Form Time

The importance of good attendance is shared with all our students daily. Form tutors display and discuss attendance figures with their groups at the start of every week. This information is RAG rated so students can better understand attendance data. Punctuality is also discussed as is the impact of poor attendance to school. Below are some sample screenshots of the form time presentation.
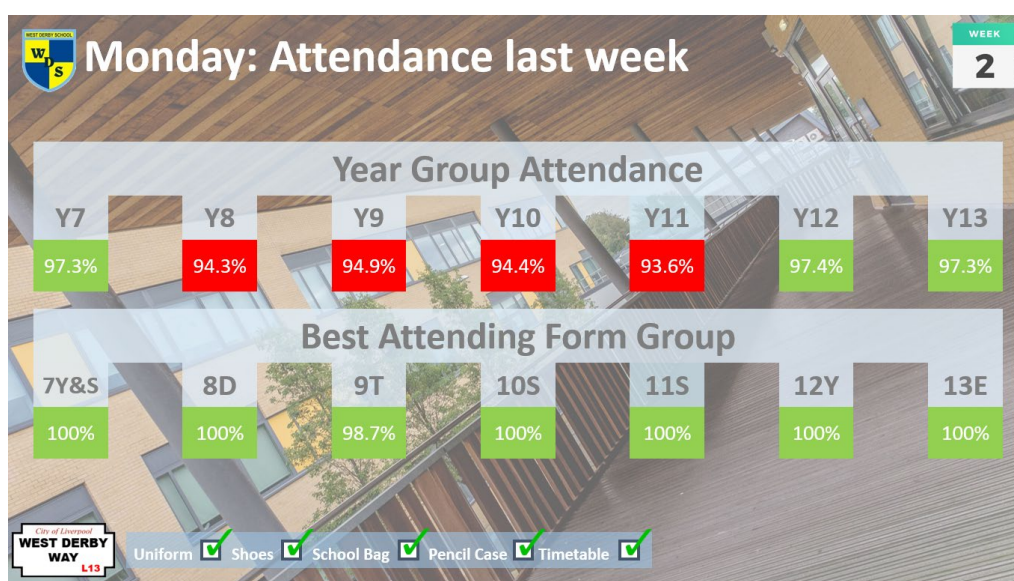
Parents' Evening Report

A RAG system will be used at parents' evening to share current attendance information. These documents clearly outline the student's current attendance and parents/carers' responsibilities and includes DfE guidelines.

ATTENDANCE UPDATE

98.7%

Student Name: A Student
Form: 10T
Date Range: 6th September- 10th October

Well done!! Your attendance to school is excellent. Please keep up the hard work and we will ensure that you receive a first class education.

% Attendance	Number of Days Off	
100%	0/190	Well Done! You are on target.
97%	6/190	
95%	10/190	You can definitely improve!
90%	19/190	People in this group will find it very difficult to achieve good GCSE and A Level grades. You will have gaps in your learning and may find it difficult to find a job in the future.
85%	29/190	
80%	38/190	
75%	47/190	

DfE Guidelines:
The parent of every child of compulsory school age is required to ensure that the child receives a full time education suitable to the child's ability, age, aptitude and any special education needs the child may have by ensuring regular attendance at school. Failure of a parent to secure regular attendance of their school registered child of compulsory school age can lead to a penalty notice or prosecution.

ATTENDANCE UPDATE

94.2%

Student Name: A Student
Form: 10T
Date Range: 6th September- 10th October

Your child's attendance needs to improve. Attendance below 95% will have an impact on his exam performance and future prospects.

% Attendance	Number of Days Off	
100%	0/190	Well Done! You are on target.
97%	6/190	
95%	10/190	You can definitely improve!
90%	19/190	People in this group will find it very difficult to achieve good GCSE and A Level grades. You will have gaps in your learning and may find it difficult to find a job in the future.
85%	29/190	
80%	38/190	
75%	47/190	

DfE Guidelines:
The parent of every child of compulsory school age is required to ensure that the child receives a full time education suitable to the child's ability, age, aptitude and any special education needs the child may have by ensuring regular attendance at school. Failure of a parent to secure regular attendance of their school registered child of compulsory school age can lead to a penalty notice or prosecution.

ATTENDANCE UPDATE

84.7%

Student Name: A Student
Form: 10T
Date Range: 6th September- 10th October

Your child has fallen into a category known as PERSISTANT ABSENCE (PA) from school. Your child will be closely monitored by the attendance team. If your child's attendance does not improve he will be referred to our attendance officer and this may lead to a fixed penalty notice being issued.

% Attendance	Number of Days Off	
100%	0/190	Well Done! You are on target.
97%	6/190	
95%	10/190	You can definitely improve!
90%	19/190	People in this group will find it very difficult to achieve good GCSE and A Level grades. You will have gaps in your learning and may find it difficult to find a job in the future.
85%	29/190	
80%	38/190	
75%	47/190	

DfE Guidelines:
The parent of every child of compulsory school age is required to ensure that the child receives a full time education suitable to the child's ability, age, aptitude and any special education needs the child may have by ensuring regular attendance at school. Failure of a parent to secure regular attendance of their school registered child of compulsory school age can lead to a penalty notice or prosecution.

WEST DERBY SCHOOL

% Attendance	Number of Days Off	
100%	0/190	Well Done! You are on target.
97%	6/190	
95%	10/190	You can definitely improve!
90%	19/190	People in this group will find it very difficult to achieve good GCSE and A Level grades. You will have gaps in your learning and may find it difficult to find a job in the future.
85%	29/190	
80%	38/190	
75%	47/190	