



Hazel Leys Academy

Action Plan for the Improvement of Attendance and the reduction of Persistent Absence

Academy Attendance Lead - Patricia Bowden

Academy Principal – Inga Bain

Absence can lead to disaffection with schooling, loss of opportunity for educational enrichment and social experiences; place children at significant risk of achieving their expected outcomes and progress.

Aims –

To improve attendance, particularly for those children who frequently miss school, to provide children with good attendance habits, a good work attitude and halt the threat of becoming a school refuser or poor attender at secondary school and in work.

To create strategies to ensure that there is early intervention for those families who tolerate and accept low levels of attendance. To address and prevent patterns of non-attendance and stop children from becoming disengaged from school.

To reduce the number of children who reach the threshold for persistent absence (10%) - this threshold will support prompt action to address reasons for non-attendance.

To ensure that there is a whole academy approach to improving attendance and challenging non-attendance.

Strategies in Place –

- Employing a full time Learning Mentor who has day-to-day responsibility for attendance
- Creation of a whole academy attendance system which is shared in class assemblies and by the attendance lead on a weekly basis. Weekly rewards for class with the best attendance.

- Half termly monitoring and sharing of attendance patterns with Classteachers by the Attendance Lead. Attendance information shared with parents.
- Implementing a 'traffic light' letter system to alert parents as to whether their child is on track
- Affordable breakfast club.
- Developing a creative and engaging curriculum supported by pupil voice to ensure engagement and enthusiasm for attending regularly.

Target: Ambitious target of 97%

Persistent absence: in line with national average

Action Plan 2017 to 2018

Principal IB

Welfare and Attendance PB

Senior Education Adviser SEA

Advisory Academy Council AAC

Outcomes	Action	Person Responsible	Monitored by	How Often
To hit the target of 97%	High priority and focus by senior leaders to implement attendance strategies	IB	SEA	Half termly
	Information sheet to be produced for families and Nursery children – include as part of induction/welcome pack	IB	SEA	Annually and as new children join the academy
	PB to ensure correct use of codes – support for staff as needed	PB	IB	Half termly meetings
	PB monitors attendance dally for PA children – telephone call home for	PB	IB	Half termly

	absence, attendance contract in place, referral policy to be followed. Support identified and offered			meetings
	First day calling procedures will be followed No contact procedures followed Academy generated letters to be created for N and then if not changed within 5 days will be unauthorised	PB Admin staff	IB	Daily
	Contact log completed for communication between parent and PB	PB	IB	ongoing
	Weekly attendance shared with parents – notice on noticeboard	PB Admin	IB EH	weekly
	Regular meetings between IB and PB to discuss PA data, attendance below 95% - agree actions and support. PB to continue to maintain the high profile for attendance.	IB	IB	3x within term
	List of parents who need to produce medical evidence is maintained and is shared with other staff who might receive or make calls to parents	PB	IB EH	Ongoing
	Classteachers to, wherever possible, provide additional support for a child returning to a school following an absence	PB CTs	IB	Ongoing
	Targets agreed with SEA annually and shared with the AAC	IB SEA	SEA	Annually and then termly
	PP children attendance data to be tracked against NPP children to support analysis of data.	PB	IB	termly
To reduce percentage of lates	Strict cut off point for when lates are registered to ensure that all children are in school for 9.00 a.m. Playground monitoring and supporting parents in getting children to school on time Early warning system in playground to prompt parents to hurry not to be late Meetings for parents whose children are late to share expectations,	PB	IB	Ongoing

	consequences and support Creation of letters from sims when an L code is entered			
To reduce Persistent Absence	Children identified and known to admin staff as well as welfare staff – conversations with parents to support them getting child into school. First day contact for all children on this list (exclude holiday children)	PB	IB	Ongoing
	Holiday during term time is actively discouraged, only agreed for exceptional circumstance and always referred.			Ongoing
	Engage families in one to one support work – weekly reviews if needed, three weekly review in place Referral to EES for those families who are not engaging in preparation for court action	PB	IB	Ongoing
To reduce the impact on attendance of fixed term exclusion and part-time timetables	Fixed term exclusions – information to be shared with AAC and SEA. Alternative strategies used if possible and appropriate.	IB	IB	Ongoing
	PB to complete welfare check on children who are on part-time timeable	PB		
Celebrate improvement and good attendance	Celebration assembly – certificates, badges and prizes	PB	IB	Termly
	Meetings or letters home for parents whose children have improved attendance			Ongoing
	Attendance information to be shared in newsletters and website			

