



**Shapla Primary School**

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# Annual Attendance Report 2016-17

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## Executive Summary:

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This report has been prepared to assist Shapla Primary School and the Tower Hamlets Attendance and Welfare Service (THAWS) to highlight attendance issues, review strategies and develop new initiatives in order to improve attendance. The data and statistics in this report relates to 2016/17 academic year, collated for the period between the 05/09/2016 and 26/05/2017, based upon attendance from Year 1 to 6. During the course of the report Reception attendance will be analysed on its own.

### **Attendance:**

For the academic year 2016 to 2017 Shapla's attendance figure was 95.61%. The overall average Tower Hamlets Primary School's attendance was 96.03%. This academic year the schools attendance was ranked 40 out of 68 primaries, in par with 2015/16 when the school was ranked 43 out of 67. Below is a table of the attendance rankings of schools in same attendance range as Shapla.

Rank	Annual Attendance - Primary Schools	Attendance
37	Cubitt Town Junior	95.74%
38	Guardian Angels	95.71%
39	Lawdale Junior	95.70%
40	St Paul's Whitechapel	95.64%
41	Columbia	95.63%
42=	St Paul with St Luke	95.61%
42=	Shapla	95.61%
43	Solebay Primary Academy	95.59%
44	St Matthias	95.53%
45	St John's	95.49%
46	Marner	95.46%

### **Unauthorised Absence:**

Unauthorised absence equates to 1.497% of all absences in the school, compared to the average unauthorised absence rate of 0.73% for Tower Hamlets primary schools. Shapla was ranked 64<sup>th</sup> in terms of unauthorised absences out of 68 primaries.

Rank	Annual Absence - Primary Schools	Total Unauthorised %
58	Olga	1.167%
59	Harbinger	1.229%
60	Seven Mills	1.249%
61	St Annes	1.320%
62	Solebay Primary Academy	1.341%
63	Lansbury Lawrence	1.344%
64	Shapla	1.497%
65	Stebon	1.575%

66	Guardian Angels	2.035%
67	Manorfield	No return made
68	St Paul's Way	No return made

**Key Issues Impacting Attendance:**

**1. Extended Leave and Term Time Holidays:**

Holidays taken during term time was one of the main factors affecting attendance for this academic year. A total of 187 sessions between Y1-6 of leave during term time was taken this year, attributing towards a 0.40% reduction in attendance. The school follows LA guidance on no leave during term time policy and all requests are put through to the head teacher to be considered for exceptional circumstances. No leave during term time was authorised this year.

**2. Illness Related Absences:**

A significant number of students were highlighted displaying poor levels of attendance throughout this academic year as a result of sickness. Reasons given ranged from, upset stomach, headache, toothache, vomiting and diarrhoea. In addition to this, school highlighted that in the latter half of the year, there was spread of chicken pox which significantly increased absences. In total, between Year 1 to 6, a number of 1170 sessions of absences were sickness related absences. The 'I' code accounted for 2.47% of the overall school attendance figures.

**3. School Have High Unauthorised Absences:**

Shapla follows a strict attendance policy regarding absences, in that although the procedure of first day absence calls is adhered to, the school do not authorise a sickness related absence without parents filling in absence slips. As result of this, the schools unauthorised absence is disproportionately high. The school would benefit from class teachers chasing parents for absence slips to reduce this number of codes.

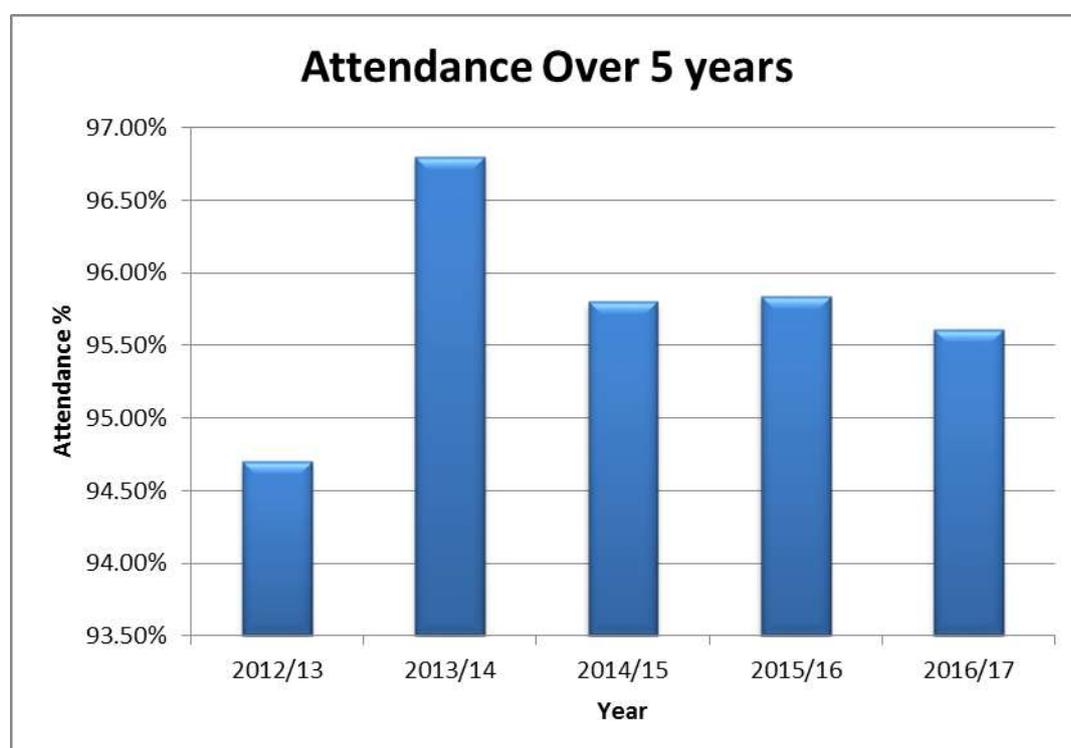
## Progress of Attendance over the Last 5 Years:

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### **Attendance Over 5 Years:**

The graph below depicts the trends in attendance over the course of the last 5 years. Attendance for 2016/17 academic year was very good at 95.61% and further consolidates previous improvements. This year's figure is 0.39% below the national average HT1-6 for primary schools for 2016/17 which was recorded at 96%. Shapla's attendance was also below primary schools within Tower Hamlets, which have recorded a range of attendance this year from 94.96% to 97.28%, with an average figure of 96.03%. In 2015/16 Tower Hamlets primary school attendance figures were published ranging at 94.9% to 97.5% with an average of 95.8%. The average attendance for the borough itself has increased by 0.18%. In 2015, Shapla was ranked in 33<sup>rd</sup> place. Although the attendance only dropped by 0.19%, this had a larger impact as the average attendance in the borough also increased by 0.18%. In a 1 form entry school it should be noted that each individual attendance has much more of an impact on attendance overall. Roughly each pupil will affect attendance by 1.52%.

Year:	2012/13	2013/14	2014/15	2015/16	2016/17
%	94.7%	96.8%	95.8%	95.84%	95.61%

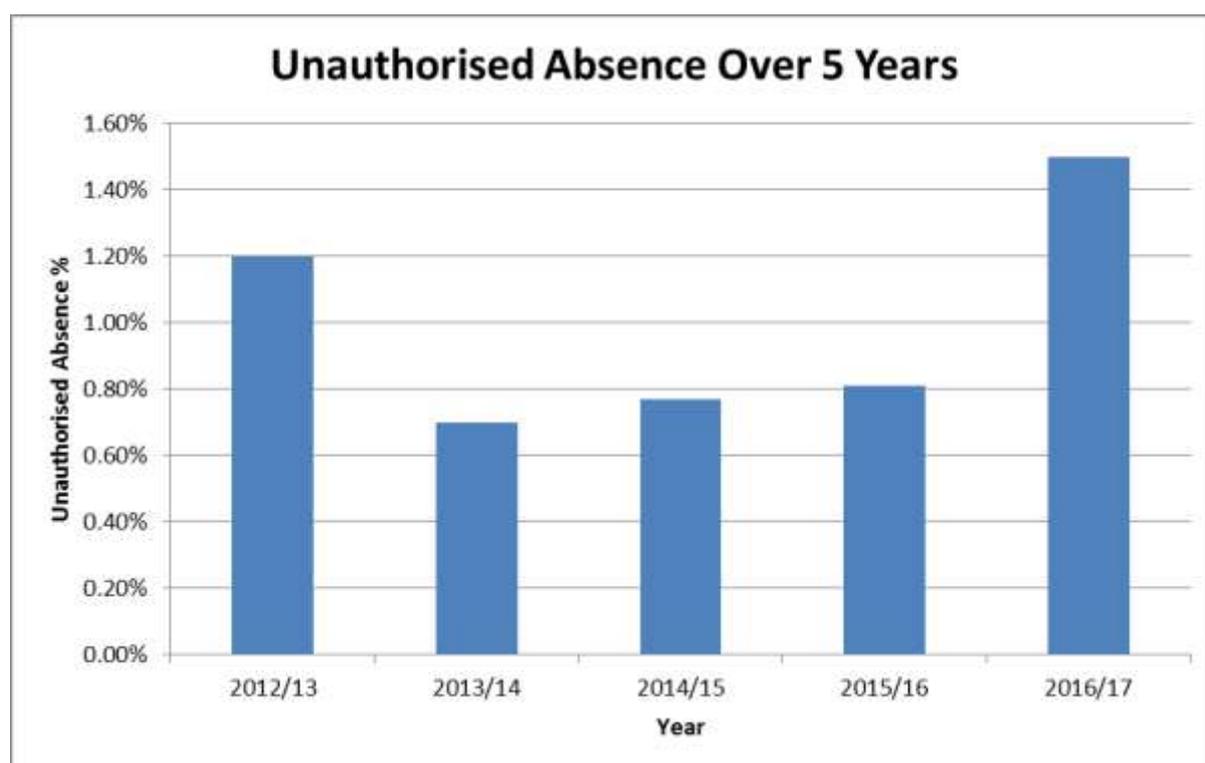


## Unauthorised Absence for the Last 5 Years:

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Across the end of year statistics Shapla Primary School unauthorised absence makes up 1.497% of attendance figures.

Year:	2012/13	2013/14	2014/15	2015/16	2016/17
%	1.20%	0.70%	0.77%	0.81%	1.497%



Unauthorised absence rate increased in the last year. The percentage of unauthorised absence for the academic year 2016/17 was recorded at 1.497%. This figure is 0.78% higher than the Tower Hamlets average for primary schools which is 0.73%. In comparison with national average for unauthorised absence of 0.9% in HT1-6, the school is 0.6% higher. Unauthorised absence data in 2016/17 for Tower Hamlets ranged from 0.15% to 2.04% in comparison to 2015/16 which ranged from 0.2% to 1.7% with an average of 0.8%.

This increase in unauthorised absences is largely due to the newly adopted policy to not authorise absence until parents have completed absence slips even when calls and contact has been made with parents regarding the reason for absences. In total 'O' code absences equate to 1.1%, 521 sessions, of the total attendance. Whilst it is a more thorough way to record absences, the school would benefit from putting this in place after a fixed number of sessions of consecutive days of absence rather than after only one day. This remains the key target area for improvement next year.

In addition to this there were a large number of unauthorised holidays during term time which has affected the overall figure too. The school strictly follows the LA policy and does not authorise any leave in term time and will off roll children promptly. However, the community appears to be now aware of the guidelines regarding off rolling and families tend to return just within the set period. Reducing leave in term time remains a key priority for the school. Holidays in term time continues to account for a significant amount of unauthorised absences representing 187 sessions of missed schooling.

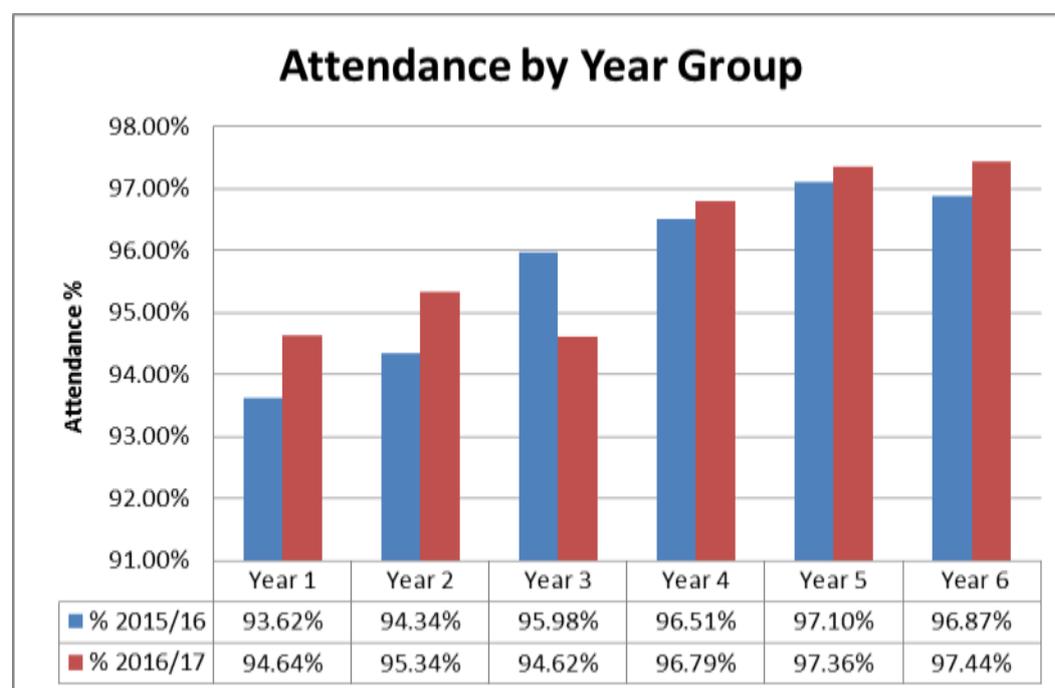
School staff who are responsible for marking the registers have been accurate in recording reasons for absence, which are double checked by the Admin Officer and then triple checked by the Head Teacher and attendance issues promptly and directly to the AWA. The school has adhered to the Tower Hamlets policy of not authorising leave during term time. Although this strict approach has increased unauthorised absence rates it has helped improve the overall school attendance as well as give the AWA greater scope to challenge unnecessary absences and deal with such instances in a timely manner.

## Attendance by Year Groups and Class:

### **Attendance by Year Group:**

The chart below compares attendance across the year groups from the academic year 2015/16 to 2016/17. Reception attendance will be analysed in a latter section.

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
% 2015/16	93.62%	94.34%	95.98%	96.51%	97.10%	96.87%
% 2016/17	94.64%	95.34%	94.62%	96.79%	97.36%	97.44%



Year 6 have the highest attendance at 97.44%, and can generally see attendance increasing with each year. It can be noted that Year 3 appears to be a bit of an anomaly as they have a lower attendance than the key stage 1. The biggest improvement was made by year 1 who went up by 1.02%. Overall except year 3 all other year groups have increased in attendance all around.

### **Reception Attendance 2016/17:**

Shapla Reception attendance this year was at 92.48%, placing the school in 46<sup>th</sup> position in Tower Hamlets out of 68 primary schools. In 2015/16 the school Reception attendance was 91.05%, this means the school Reception attendance has increased significantly by 1.43%. It should be noted each child attendance affects the overall Reception attendance in a one form entry school by approximately 0.49%.

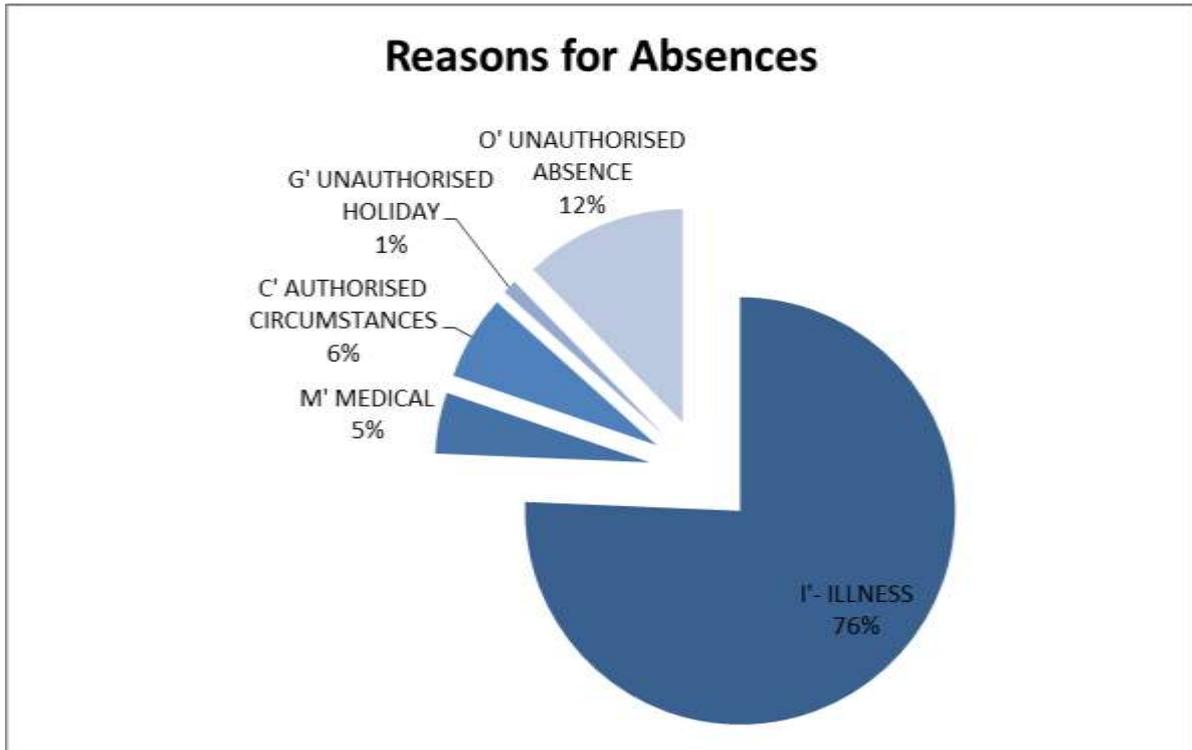
Rank	Annual Attendance - Reception	Attendance
41	Woolmore	93.06%

42	St Matthias	92.95%
43	Mowlem	92.93%
44	Solebay Primary Academy	92.84%
45	Columbia	92.79%
46	Shapla	92.48%
47	Old Palace	92.44%
48	Harbinger	92.36%
49	Clara Grant	92.32%

Shapla's Reception attendance is 1.36% less than the average attendance for Reception in Tower Hamlets this year which was 93.84%, making it 2.32% lower in comparison to the national average of 94.8% for primary schools in between HT1-6 in 2015/16. When compared to rest of the year groups' Reception attendance was low. However it must be noted that attendance generally speaking in Reception is usually lower when compared to other year groups in most schools as Reception pupils take time in settling down when transferring from Nursery, and the rate of illness in younger children is proportionally higher. The expectations in Nursery is not as high as it is not statutory, but this mind-set amongst parents as well as school staff is being changed so we should continue to see improvements in the coming years.

Tower Hamlets Reception attendance in 2016/17 ranged from 91.26% to 97.22%, with an average of 93.84%. The school attendance for Reception falls below the borough average attendance. In 2015/16 Reception attendance in Tower Hamlets ranged from 90.5% to 96.9% with an average of 93.5%, showing that the overall borough average attendance improved by 0.34%.

The school would benefit from investing more into targeting poor attendance in Reception. I would suggest having coffee mornings with Reception parents, having teachers discuss as first point of call concerns about impact of attendance on attainment, and carrying workshops such as minor ailments and how to deal with them in order to minimise loss of learning.



Above is a pie chart of the reasons for absences. The highest number of absences is due to illness. There are combinations of factors which affect this, including the fact that Reception pupils are generally more susceptible to illness due to undeveloped immune systems, poor diets and in some cases a lack of boundaries ensuring young children receive enough sleep in-order to cope with a full school day. A total of 426 sessions of illness has been recorded for Reception, making up 76% of all Reception absences. In comparison to the rest of the school, Reception make up 26.69% of the illnesses recorded on the whole school register. This is nearly 1/3 of all illnesses across 7 year groups. In addition to this AWA has met with Reception parents in panel meetings where it became evident that parents were often keeping children home for minor ailments like coughs and colds. It has been explained to these parents that these are not acceptable reason for keeping children at home. Parents appear to have taken this advice on board at times and AWA has not met with the some of these parents more than once regarding this.

## Analysis of Attendance for Particular Groups

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### **Attendance by Gender:**

Shapla is a mixed sex school. Below is a table comparing attendance by gender as can be seen there are some notable trends that can be identified when looked at by gender.

Gender	Attendance %	Authorised Absence %	Unauthorised Absence %
Male	95.84%	3.01%	1.15%
Female	96.14%	2.79%	1.07%

Overall attendance differs by 0.3% with girls having the highest attendance at 96.14%. It is interesting to note that boys have lower attendance, as it has been a notable trend identified by the school and AWA through panel meetings that boys are often pampered more by parents, especially from a largely Bangladeshi community.

### **Attendance by Ethnicity:**

Below is a table looking at attendance by ethnicity. The school's ethnic picture is made up of a majority of Bangladeshi students. Being based in Tower Hamlets this is only expected due to the ethnic mix of the borough.

Ethnicity	Attendance
White British	94.90%
White and Black	90.91%
White and Asian	92.26%
Pakistani	99.03%
Bangladeshi	95.96%
Other Asian	97.87%
Black African	96.60%
Other Ethnic	95.81%

The graph above compares attendance by ethnicity for Y1-Y6. However it must be noted that the comparison is not really a fair one as the largest ethnic makeup of the school is Bangladeshi with 135 pupils and all the other groups merely have 1 to 6 pupils, statistically speaking it is an unfair comparison.

The highest attending ethnic group was Pakistani and lowest was White and Black Mixed at 90.91%.

### **Receiving Free School Meals:**

In total there are 66 pupils who receive Free School Meals (FSM). The table below outlines attendance by the number of pupils who are in receipt of FSM and those who are not. In

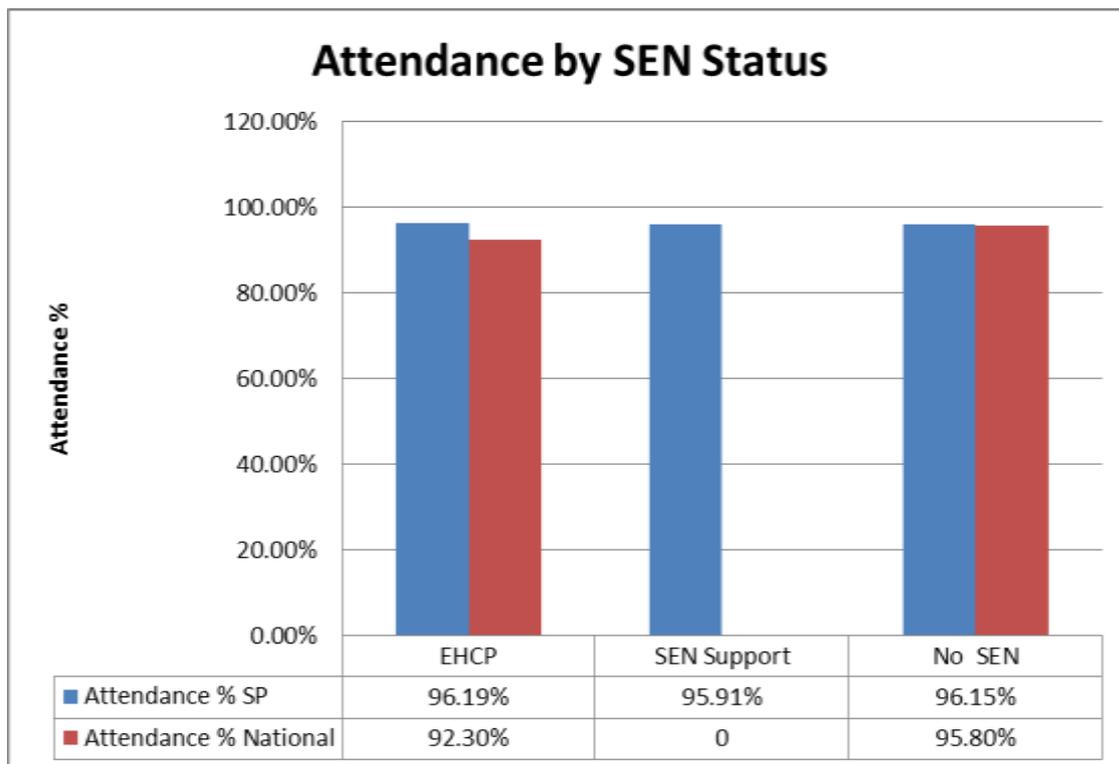
Shapla, the group of children receiving FSM’s returned an attendance higher than those not receiving it, with a difference of 0.13%.

FSM	NO. OF PUPILS	AVERAGE ATTENDANCE %
YES	66	96.08%
NO	86	95.95%

**Special Educational Needs:**

The school has a total of 7 pupils with a Statement of Education Needs or Educational Health Care Plan. Below is a table with attendance figures for the different groups in the SEN category.

	Attendance % SP	Attendance % National
EHCP	96.19%	92.30%
SEN Support	95.91%	N/A
No SEN	96.15%	95.80%



The graph above compares the attendance of pupils who have EHCP), with pupils on School SEN Support, and with children with no identified SEN. Pupils with SEN Support have the lowest attendance rate at 95.91% and pupils with EHCP’s had the highest attendance at

96.19%. Children with EHCP in Shapla are performing above the national average for children with EHCP by 3.89%.

**Children in Public Care:**

There are no pupils in public care in Shapla School.

## *Attendance by Events*

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### **Eid ul Adha:**

Eid ul Adha fell on Monday 12<sup>th</sup> September 2016. Shapla followed LA guidelines on closing school on the day of Eid to reduce the impact of this on attendance.

### **Day After Eid ul Adha:**

The school attendance the day after was 93.10%. Working closely with parents and emphasising that all children are expected to attend days before and after Eid is crucial in terms of minimising any adverse effects on attendance during periods of celebrations. School would be encouraged to hold Eid celebrations day after Eid to increase and maximise attendance. The Schools Newsletter and regular parent panels and meetings have been utilised to address such issues.

### **Eid ul Fitr:**

Eid fell on a Sunday 25<sup>th</sup> June 2017, and therefore did not impact attendance.

### **Day After Eid ul Fitr:**

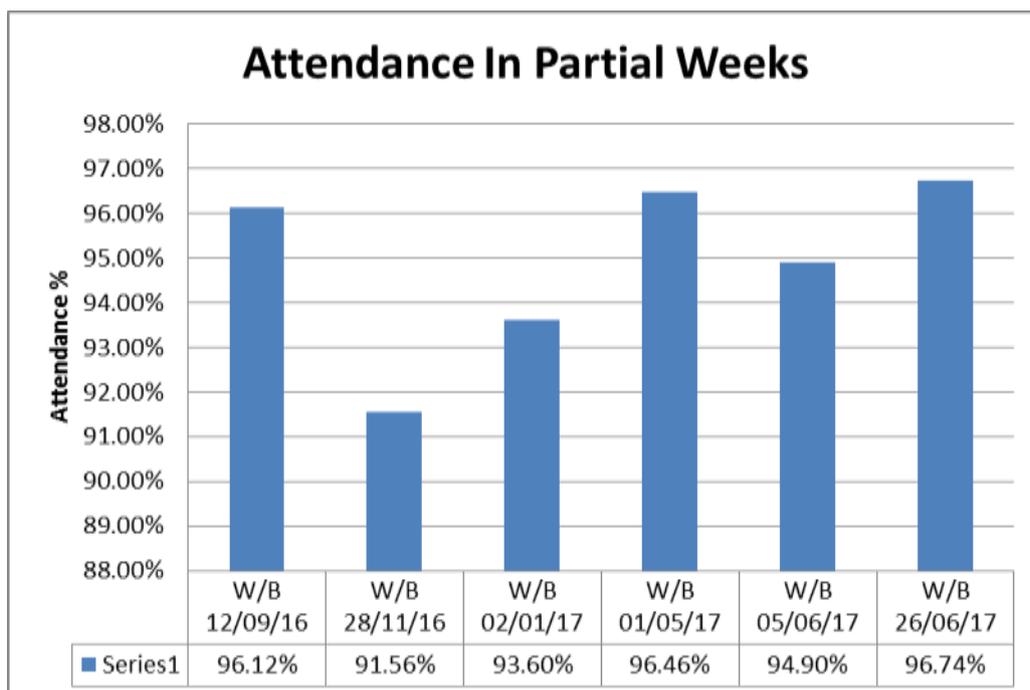
The school had also already scheduled a planned closure for the potential date Eid could have fallen on which was Monday 26<sup>th</sup> June 2017. Therefore the first day back after Eid was Tuesday 27<sup>th</sup> June 2017 on which day attendance was 99.33%.

### **Ramadan 2017:**

Ramadan began the evening of Friday 26<sup>th</sup> May 2017 and ended Saturday 24<sup>th</sup> June 2017. The first week of Ramadan coincided with spring half term and therefore only 3 weeks were during school term. In total the attendance during the month of Ramadan was 95.71%. This is above the overall school average attendance by 0.1%.

### **Partial Weeks:**

The graph overleaf shows the attendance rate during partial weeks and the impact this had on attendance. In total the school had 5 partial weeks. Attendance during these weeks ranged from 91.56% to 96.74%.



#### **Unauthorised Leave:**

Shapla had a number of pupils who had taken leave during term time this academic year, 0.35% was lost from the overall attendance rate due to extended leave and unauthorised holidays term time. When looking at just the reasons for absences, extended leave and unauthorised holidays term time which were G coded accounted for 7.33% of the total absences. The school and the AWA continually discouraged parents from taking family holidays during term time. An application for leave must be submitted to the Head Teacher and a maximum of 10 school days could be authorised in exceptional circumstances, although no leave was authorised this year. The school has a clear policy of not authorising any term time holiday and where pupils do not return by the date required parents know that their child/ren can be removed from the school roll according to the DfE guidance. No Leave during term time last year was authorised. The school did not make any referrals for Fixed Penalty Notice this academic year.

## Identification and Tracking of Persistent Absence:

Persistent Absence (PA) children are tracked jointly by the AWA and the Head Teacher through regular meetings and panel meeting with parents termly and where necessary follow up meeting if there are any further causes for concern. Most of the children on the PA workbook are on it either due to extended leave, which has seen their individual attendance drop and as a result not being able to make the minimum of 90% attendance. Some of the children that took extended leave and returned to school maintaining regular attendance for a period unfortunately took time off due to illness (authorised). The remaining children on the PA workbook are a result of absence due to illness. At the end of half term 5 the PA students accounted for 7.5% of the school. The average for Tower Hamlets was 7.06%, ranging from 2.37% to 13.94%. The new PA threshold being 10% absence, which is equivalent to 90% attendance and below is a lot tougher but will help with improving overall attendance.

	Autumn HT1	Autumn HT2	Spring HT1	Spring HT2	Summer HT1
Total:	11	19	15	10	12
% of School Population	7.2%	12.4%	9.1%	6.1%	7.5%

Below is the PA statistics for Reception in Shapla. Overall Shapla had 25.9% of Reception children on the PA.

	Autumn HT1	Autumn HT2	Spring HT1	Spring HT2	Summer HT1
Total:	4	8	6	7	7
% of School Population	16.7%	33.3%	20%	23.3%	25.9%

Shapla used the DFE Persistent Absence identification & tracking model, using the LA's PA tracking workbook to effectively identify and track pupils and address the issues. The use of the school's own PA Data monitoring and tracking system was also very effectively used for the entire school with recording reasons for absence and interventions. The tables above illustrate the number of pupils hitting the threshold each half term and how there has been a consistent number since the first half term. Shapla ranked 37<sup>th</sup> in PA tables for all primary schools in the borough. Below is a table of schools who were in the same range as Shapla.

Ranking	PA - Primary schools	Total PA %
32	Manorfield	7.01%
33	John Scurr	7.06%
34	St Paul's Whitechapel	7.10%
35	Bonner	7.22%
36	Harry Gosling	7.23%
37	Shapla	7.50%
38	Cyril Jackson	7.61%

39	Lawdale	7.69%
40	St Mary and St Michael	7.76%
41	Halley	7.78%
42	St Saviour's	7.82%

It is clear to see the improvements made from the previous year to this academic year. In 2015/16 the school finished with 13 pupils (7.9%) from year 1 to 6 and in Reception 8 pupils equating to 29.6%.

The AWA and the school to continue with the strategies introduced over the last couple of years in order to reduce the number of pupils on the persistent absent list.

## *Evaluation of Strategies & Implementation of Recommendations for 2016/17:*

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### **STRATEGIES EMPLOYED BY THE SCHOOL**

#### **Whole School Approaches:**

The school emphasises the importance of good attendance to the pupils and parents are regularly made aware of the aspect through newsletters. Parents are informed of their role of ensuring their children attend school regularly and punctually. Where attendance issues are evident, parents are asked to come into the school and meet with the Head Teacher or the AWA. The school and AWA offer support and advice to resolve issues where possible.

The school also notifies the Attendance and Welfare Advisor where pre referral work is required this has proved to be effective as with little work, such as meetings parents at school or letter of concern, improvements in attendance has been evident. This also helps to resolve attendance issues before matters deteriorate.

#### **Working with Pupils:**

The school's designated person dealing with attendance monitors attendance on a regular basis and identifies pupils for referral to AWAS. This has helped the school to focus on the pupils with attendance concerns. The school refers pupils to the AWAS appropriately and promptly, this ensures a quick start on case work. The school maintains its focus on pre referral work which helps to resolve attendance issues before matters escalate. Attendance is given high priority within the school. At a weekly assembly the class with the best attendance for that week receives reward. This strategy motivates the pupils to improve their own attendance and fosters healthy competition amongst pupils.

#### **Working with Parents:**

School do first day absence calls and telephone messages from parents providing reasons for absence are recorded to ensure that absences do not remain unauthorised and where messages are not received staff call home to establish the reason for absence.

The school strongly believes that In School Attendance Panel is a useful strategy employed as most of the children with attendance concern appeared to have improved in course of time. This forum allows parents to work with school and AWA in an informal setting raise concerns about their children.

#### **Absence Follow Up Protocol:**

The school has a strict absence follow up protocol in which even if school have had contact with the parent during the absence, it is required for parents to complete absence slips on return to school. Although this is very thorough method, however often parents are not aware of the follow requirements and therefore increasing the number of 'O' code absences.

### **Multi-Agency Approaches:**

Multi-disciplinary meetings are held with SENCO, SLS, CAMHS, CSC and AWA where information is shared with a view to work collaboratively for the pupils with complex needs. In order to resolve complex issues facing the families referrals are made to other agencies including housing, benefits, missing children register, CSC, school nurse, GP, CAMHS etc.

### **STRATEGIES EMPLOYED BY AWA**

#### **Whole School Approaches:**

The AWA makes regular visits to the school to inspect electronic registers, this ensures that attendance concerns are identified early and worked on. Where concerns are identified, these are discussed with the head teacher and Attendance Officer and referrals are made to the AWAS where appropriate. Other issues identified during the checks are discussed during the visit and action is agreed.

Pre-referral work is identified by the school and the AWA during visits. The AWA makes contact with parents as agreed with the school and in most cases contact with parents has had a positive effect on attendance. The AWA feeds back to the school on the outcome of contact which aids school in deciding on actions they need to take, i.e. to unauthorise or authorise absences using correct codes.

Parents meetings have been a useful strategy in highlighting the importance of attendance in the child's schooling. These meetings also provide parents the opportunity to understand my role and ask questions with regard to improving attendance.

The Annual Register Inspection is completed by the AWA in November. The AWA provides the school with a report following the inspection. This is useful in identifying areas that require improvement, individuals and groups of pupils who display attendance concerns and patterns.

Meetings with the head teacher and the Attendance Officer on attendance issues are useful in identifying pre-referral concerns. Many families do not meet the referral criteria but early intervention can often lead to better attendance.

#### **Working with Pupils:**

The AWA monitors attendance on a regular basis and identifies pupils for referral to AWAS. This has helped the school to focus on the pupils with attendance concerns. The school refers pupils to the AWAS appropriately and promptly, this ensures a quick start on case work. The AWA carries out much of the pre referral work which helps to resolve attendance issues before matters escalate.

In school attendance panel and all other reviews we encourage pupils to attend and include them in discussion about improving attendance. We encourage and recognise wherever there is some improvement which in turn motivates them for future.

#### **Working with Parents:**

Parents meetings have appeared to be the most useful strategy in highlighting the importance of attendance in the child's schooling. These meetings also give parents the opportunity to understand my role and ask questions subsequently help the parents improving their children's attendance

Individual casework is carried out with pupils and their families once a referral has been made by the school, in most cases where referrals have been made an improvement in attendance has been evident. The AWA meets with parents at school or in their home to discuss concerns and strategies to improve their children's attendance. This strategy has generally been effective in improving attendance.

### **Multi-Agency Approaches:**

Team around the Child meetings were held for vulnerable pupils. These Multidisciplinary meetings served as a useful forum supporting with complex needs or challenging issues in more than one area.

In order to resolve complex issues facing the families referrals are made to other agencies including housing, benefits, missing children register, CSC, school nurse, GP, CAMHS etc. It allows intensive support for attendance. Attendance Panel meetings have been held at school with the AWA at regular intervals.

The school refers pupils to the AWS appropriately and promptly, this ensures a quick start on case work. The school also notifies the Attendance and Welfare Advisor where pre referral work is required this has proved to be effective as a simple telephone call, a letter of concern or a meeting in school often results in improvements in attendance. Pre referral work helps to resolve attendance issues before matters escalate. The school feels that the In School Attendance Panel is a useful strategy employed as most of the children involved have improved their attendance.

Having assisted the school develop and embed various strategies mentioned above has definitely helped tighten up whole school systems to effectively monitor and tackle absences. The AWA visits the school every fortnight and the strategies employed by the AWA were largely based on a whole school approach and pre-referral work closely followed by case work. Preventative work has proved to be successful in raising attendance and reducing PA. Having such robust systems in place and staff with clear roles and responsibilities, less AWA time was needed this year in comparison to the previous years.

### **Implementation of Recommendations for 2016/17:**

Using the above strategies to monitor children and make prompt referrals to the AWA has been very productive and in most cases pre referral work has been a tool for engaging parents prior to a formal referral. The school strives to be an inclusive school, which takes the "whole school" approach towards attendance, education and attainment. Many children have been considered to be, "pre referral" as panel meeting serve as a way to advise parents on their children's school attendance performance.

The Attendance Policy has been adopted and should be reviewed annually, a robust absences follow up procedure is in place and working effectively, tools to monitor persistent absence as well as individual pupil attendance using the PA Tracker approach has been extremely useful and will continue to assist the school in improving attendance and minimising absence for years to come. The development of the school attendance notice board has also kept parents informed on attendance issues and the impact attendance has on achievement. All these innovations have created healthy competition across the school and will no doubt continue to help improve attendance.

The school should focus further efforts on requesting medical evidence from parents for periods of absence caused by illness. In case of long term illness pupils need to be referred to school nurse. Many interventions have been conducted with parents of the pupils with attendance issues such as the In-school Attendance Panels and Assemblies, which have been effective.

## ***Recommendations for School/AWA Action & Attendance Target for 2017/18***

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The challenge for the school and THAWS is to continue to raise the profile of attendance and ensure the small minority of parents who currently take a rather casual approach to ensuring their children's school attendance, begin to fulfil their parental legal responsibility.

### **Recommendations for School Action 2017/18:**

❖ *Leave During Term Time:*

The school would find it useful to address this issue by devising other ways of publicizing and disseminating information and holding discussions, such as, during parent's evenings, during admission interviews and holding reintegration meetings after returning to school after a G-Unauthorised Holiday. Holding re-integration meetings with parents after they return from an unauthorized holiday as opposed to allowing their child to walk into school without being held accountable would be a useful tool as it would highlight not only the impact on the child's learning attainment but also social impact, which most parents are unaware of. The meeting could consist of the class teacher highlighting the child's level of learning and impact on loss or learning.

❖ *Reduce High Number of Unauthorised Absence:*

The school would benefit on tackling the high number of unauthorised absences, which is a result of the thorough absence follow up protocol. School need to ensure where absence slips are necessary to authorise the codes for absences, parents are constantly reminded and chased up for these to be completed. Information should be disseminated informing parents of the need to ensure that when children return from any absence parents must speak to the class teacher or office staff in order to complete the slip. In addition to this perhaps school would benefit from requiring absence for a fixed period of sessions missed in order to instigate a need for an absence slip.

❖ *High Number of Illness:*

It would be advisable (for the next academic term) if the school nurse were present in workshops in order to look at the nature of the problem and advise parents on what course of action can be offered to address the pupils' illness.

The school nurse could also (depending on availability) attend attendance panel meetings with parents where there are concerns regarding a child's health, which in turn is having an impact on attendance and/or hold health workshops/drop in sessions with parents and pupils around, diet, physical/mental health, advice around

taking prescribed medication in school, exercise, general health, coping with a disability and so on.

❖ *Reception Attendance:*

It is advised that in the coming year the presence and importance of attendance in the school is highlighted from the beginning of the school year, particularly with this cohort. School should consider holding a 'Minor Ailments' Workshop and focus session on the importance of good school attendance for Reception pupils.

❖ *SLA with THAWS:*

School have not joined an SLA with the THAWs for the next academic year and as such, what impact this will have attendance, we will only know next year. It should be noted that currently there is not robust attendance network to manage and monitor attendance and as such could impact heavily upon the school.

❖ *Continue Current Strategies:*

Attendance is on the rise for the school. School should continue to build on the existing strengths to achieve better results in the next year. Ensure all members of staff are aware of the school's attendance policy and seek to emphasise the importance of good attendance through their interaction with children and parents.

**Recommendations for AWA Actions 2017/18:**

Shapla have committed to an SLA with THAWs.

❖ *Continue Strategies Explored in 2016/17:*

AWA has worked closely with the school to build attendance profile in the school. AWA should continue to utilise strategies employed by THAWs such as Fixed Penalty Notices and Court Warning Notices to ensure parents understand and know the importance of good school attendance. In addition to this AWA should continue to work in a supportive role within the school and provide extra support to families with complex needs.

❖ *Pre-referral Work:*

AWA should continue to work closely with the school and actively participate in pre referral work prior to children meeting the AWS threshold. AWA should target previously low attending children early and meet with parents in school to discuss expectations for school attendance at the earliest opportunity

❖ *Raise the Profile of School Attendance:*

Participate in initiatives in school – assemblies/parent workshops – to raise the profile of attendance and discourage holidays in term time and sporadic absences.

❖ *Legal Action:*

Consider early court action as an intervention where appropriate and at times when deemed appropriate to utilise the issuing of Fixed Penalty Notices to act as deterrents to poor school attendance and to build up towards court action from this.

AWA should begin to write Fixed Penalty Notice Warning Letters alongside the pre-referral letters already used following attendance inspections every half termly.

**Attendance and Absence Targets for 2017/18:**

School Attendance Target 2016/17: 96%  
Actual School Attendance HT 1-5 2016/17: 95.61%  
Actual School Attendance HT 1-6 2016/17:  
School Attendance Target 2017/18: **(to be set by school)**

Persistent Absences Target 2016/17: 6.5%  
Actual Persistent Absence HT 1-5 2016/17: 7.5%  
Actual Persistent Absence HT 1-6 2016/17:  
School Persistent Absence Target 2017/18: **(to be set by school)**

**Ropna Alom**  
**Attendance Welfare Advisor Shapla Primary School**  
**Tower Hamlets Attendance Welfare Service**  
**2016/17**