



# Attendance Management at Bowling Park



**Relationships**  
**Systems**  
**Culture**

# Relationships

1. *Particularly parents*
2. *Build trust everyday - and then draw on this trust ('it's about the child')*
3. Respectfully challenge cultural differences that impact on good attendance
4. The importance of Teachers and 'grabbed conversations' with parents
5. Know the LA Staged Process (seek clarity wherever needed)
6. Know the CME process & guidance around removing pupils from roll
7. Identify and remove barriers: Early Help, SEND, EBSA, 4<sup>th</sup> sector/charity
8. Access training: local networks/trusts, LA Training, Ofsted updates

# Systems

This screenshot shows a school dashboard with a search bar at the top. Below it, there are filter options for 'Monitored students' and 'Include archived students'. A 'Filter By Group' dropdown menu is visible, listing various year groups from 1F-U to 6M-C. The main area displays a list of incidents under the heading 'Alert', with columns for 'Added' and 'Cause for concern'. Below this, a 'My Assigned' section shows a list of incidents assigned to the user, including details like 'Incident 19988 for \*\*\*\*\* Behaviour' and 'Incident 19977 for \*\*\*\*\* Cause for concern'.

22/23 INFORMATION	NAME	CLASS	YR end 22/23	PA	EX ABS	Aut 1 23/24	LETTER CODE	follow-up (wk.1)	follow-up (wk.2)	follow-up (wk.3)
			85.30%	Y		85.30%	U5LETTER	HF:		
			81.10%	Y		85.30%	S1TL2	no absence	one day	one absence S1TL3 (85.1%)
			82.70%	Y		85.30%	S1TL2	monitoring	monitoring	MDL
			99.20%			85.30%	MDL	no absence	Three days ill	no absence (87.7%)
			86.70%	Y		86.40%	U5LETTER	HF:		
			95.60%			86.80%	U5LETTER	VC:		
			86.60%	Y		86.80%	S1TL2	NAE (1 DAY) 3	NAC (1 day) called 20/11/23	NAC (3 days) (83.3%)
			NTS			87.10%	U5LETTER	HF:		
			84.40%	Y	Y	87.90%	U5LETTER	HF:		
			NTS			88.20%	U5LETTER	HF:		
			NTS			88.20%	U5LETTER	VC:		
			88.50%	Y		88.20%	S1TL2	no absence	one absence	S1TL3
			93.20%			88.20%	TP	NAE (1 DAY) 3	meeting with mum	monitoring
			93.50%		Y	88.20%	S1TL2	PROSECUTION	returned 16.11.23	docs submitted for prosecution
			76.90%	Y		88.20%	S1TL2	NAE (1 DAY) 3	NAC (1 day)	translation req - MS mtg. Mum
			95.50%			89.40%	MDL	HF:		
			91.00%			89.70%	MEDICAL	one medical		94%
			95.80%			89.70%	S1TL2	no absence	no absence	94%
			93.40%			89.70%	S1TL2	no absence	discussion re LASA	no absence (91.0%)
			97.20%			89.70%	S1TL2	ILL IN SCHOOL	monitoring	93.00%
			NTS			90.30%	LL 31/10/23	no absence	no absence	93%
			NTS			90.60%	U5LETTER	HF:		
			97.70%			90.90%	U5LETTER	HF:		

This screenshot shows a school dashboard with a 'Statistics' section. It displays a table of attendance data for various student groups. The table has columns for 'Student Group', 'Present R/C', and 'Auth. Absent R/C'. The data shows attendance percentages for groups like 1DF-U (93.09%), 1HS-N (91.43%), 1LW-N (95.74%), 2AN-N (95.88%), 2BW-U (92.87%), 2OR-N (93.03%), 3ET-U (94.06%), 3LW-N (93.43%), 3VD-N (95.35%), 4KA-N (92.94%), 4TG-N (94.84%), 5CW-U (93.98%), 5DW-N (95.14%), and 5SL-N (95.65%).

Attendance Letters and Forms		
Code	Letter	Page
WDL1	Improved attendance / commendation letter for over the past 1-2 weeks	2
WDL2	100% commendation letter	3
WDL3	97-99% Commendation letter	4
S1TL1	Stage 1 Template letter 1	5
S1TL2	Stage 1 Template letter 2	6
MDL	M/D Letter: Medical evidence required of absence	7
TLN	Template Letter N - unexplained absences	8
LL	LATES Letter	9
S1TL3	Stage 1 Template letter 3	10
S2TL1	Stage 2 Warning Letter 1 / Enforcement Letter 1	11
S2TL2	Stage 2 Attendance Panel Meeting Invite / Enforcement Letter 2	12
S2TL2A	Stage 2 Enforcement Letter 2A – non-attendance at panel meeting	13
S2TL3	Stage 2 Final Warning Letter / Enforcement Letter 3	14
NL	Nudge Letter: for attendance 90-92%	15
U5Rec.	Nudge letter for pre-5's in Reception	16
LL5	Late Letter: 5 times	17
LL10	latest letter: 10 times	18
LLM	late Letter: Monitoring Period Failure	19
GP	GP access to medical records consent	20
PN	Penalty notice request form	21
AMF	Attendance Meeting Form	23
S1TF	Stage 2 Tracking form	24
S2PC	Stage 2 parenting contract	
S1TF	Stage 1 Tracking Form	
LOA	Refusal of Leave of Absence Request	
WVL	We Visited Letter	
Merges	Mail merge emails for Arbor	

# Close tracking of action and impact

(whilst managing the LA staged process)

	A	B	G	H	I	K	L	T	U	V	W
1	22/23 INFORMATION						General Absence				
2	NAME	CLASS	YR end 22/23	PA	EX ABS	Aut 1 23/24	LETTER CODE	follow-up (wk.1)	follow-up (wk.2)	follow-up (wk.3)	
134			85.30%	Y		85.30%	U5LETTER	HF:			
145			81.10%	Y		85.30%	S1TL2	no absence	one day	one absence S1TL3 (85.1%)	
146			82.70%	Y		85.30%	S1TL2	monitoring	monitoring	MDL	
147			99.20%			85.30%	MDL	no absence	Three days ill	no absence (87.7%)	
149			86.70%	Y		86.40%	U5LETTER	HF:			
150			95.60%			86.80%	U5LETTER	VC:			
173			86.60%	Y		86.80%	S1TL2	NAE (1 DAY) 3	NAC (1 day) called 20/11/23	NAC (3 days) (83.3%)	
174						87.10%	U5LETTER	HF:			
175			NTS			87.90%	U5LETTER	HF:			
178			84.40%	Y	Y	88.20%	U5LETTER	HF:			
179			NTS			88.20%	U5LETTER	HF:			
202			NTS			88.20%	U5LETTER	VC:			
203			88.50%	Y		88.20%	S1TL2	no absence	one absence	S1TL3	
205			93.20%			88.20%	TP	NAE (1 DAY) 3	meeting with mum	monitoring	
206			93.50%		Y	88.20%	S1TL2	PROSECUTION	returned 16.11.23	docs. submitted for prosecution	
207			76.90%	Y		88.20%	S1TL2	NAE (1 DAY) 3	NAC (1 day)	translation req - MS mtg_Mum	
208			95.50%			89.40%	MDL	HF:			
234			91.00%			89.70%	MEDICAL	one medical		94%	
236			95.80%			89.70%	S1TL2	no absence	no absence	94%	
237			93.40%			89.70%	S1TL2	no absence	discussion re LASA	no absence (91.0%)	
238			97.20%			89.70%	S1TL2	ILL IN SCHOOL	monitoring	93.00%	
261			NTS			90.30%	LL 31/10/23	no absence	no absence	93%	
262			NTS			90.60%	U5LETTER	HF:			
263			97.70%			90.90%	U5LETTER	HF:			
297	Moer Hasan	DSS N	89.40%	Y	Y	90.00%	U5LETTER	HF:			

# Targeting Parents

## Weekly automated messages

- ▶ Attendance *this week*, lates *this week*
- ▶ Attendance *this year*, lates *this year*

## Nudge letters and emails (translated where req.)

- ▶ 100% well done,
- ▶ 97-99.9% well done,
- ▶ 90-92% (close to PA - and PA explained)

## Know your data (the 80/20 rule)

- ▶ Drill down - use your MIS and Excel
- ▶ Parent demographics (translations where required)
- ▶ Reducing U-codes (an '*easier win*' in some cases)

## Robust conversations

- ▶ Every day counts... learning, friendships, mental health, and future life chances
- ▶ Being frank on the need for strong home routines, and the law
- ▶ No authorised absences for PA pupils unless exceptional and evidenced
- ▶ Evidence of all appointments
- ▶ No authorised holidays at all - routine use of legal action will 'get the message out there'

# Culture

1. **Establishing** that attendance is *everyone's* responsibility
2. **Involving** everyone in the bigger picture - e.g. parent and staff updates on how we're doing, and if PA or punctuality is improving
3. **Ensuring** everyone in school is 'on-message' - consistently used scripts
4. **Learning** which engages
5. **Noticing** - "you weren't here yesterday - we missed you".
6. **Being clear** on *why* attendance is important
7. **Catching** them 'being good' - "Well done for another full week Mum/Dad"
8. **Rewarding** - weekly, half-termly, annually - including parents. Carrot and Stick approach
9. **Knowing** and respecting the struggles families face ('listen, understand, empathise and support - *but do not tolerate*')

# Ofsted

If you have done all you can to:

- ▶ Remove barriers to attendance
- ▶ Hold parents to account
- ▶ Create a 'positive attendance culture'

*Then you can't do much more!*

Be clear on the detail in your PA data

- ▶ What are you doing to shift it? Even if pupils are >90%, are they improving- and if so, by how much?