

Attendance

OUR APPROACH AT LINDEN PRIMARY SCHOOL





Attendance at Linden

CONTEXT

420 pupils on roll

25% Pupil Premium

13.8% My Plan

3% My Plan +

2.1% EHCP

5 pupils on Child Protection Plan

3 pupils on Child in Need Plan

5 pupils open to Early Help support

CURRENT ATTENDANCE FIGURES (SEPT – DEC):

Whole school attendance : 96.7%

Pupil Premium attendance: 95.8%

SEN attendance: 94.6%

EHCP attendance: 91.5%



Attendance Team

TITLE

Attendance Officer

Parent Support Advisor (PSA)

Inclusion Lead

Deputy Head Teacher (DHT)

External EWO (termly support)

ROLE

Manages day to day attendance, paperwork for absence requests, weekly attendance spreadsheet,

Supports families, home visits

Supports SEN/EHCP families with attendance difficulties, arranges pastoral support if required for PA pupils

Strategic overview, penalty notices, legal statements, decisions on holiday requests

Attendance analysis, truancy sweeps (termly), attendance support for DHT



Daily processes:

Daily absence register with vulnerable/PA pupils highlighted shared with head teacher and attendance team.

PSA will text or ring vulnerable families. Will carry out home visits and collect children if necessary.

Attendance team will discuss any absence concerns and take action if required

Weekly processes:

Weekly summary spreadsheet – weekly and academic year

	06/11/2023	13/11/2023	20/11/2023
Class			
1	97.1	96.6	95.5
2	96	95.6	95.3
3	97.8	97.6	97.6
4	96	96.2	96.1
5	98.2	98.1	98.2
6	96.4	96.5	96.6
7	98	98.1	98
8	96.3	96.1	96.2
9	96.9	97.2	97.2
10	95.6	95.3	95.5
11	96.5	96.6	96.7
12	95.3	95.6	95.9
13	98	98	98
14	95.9	96.1	96.3
Year			
R	96.6	96.1	95.4
1	96.9	96.9	96.8
2	97.3	97.3	97.4
3	97.2	97.1	97.1
4	96.3	96.3	96.4
5	95.9	96.1	96.3
6	97	97.1	97.1

Summary			
Whole School	96.7	96.7	96.7
Girls	96.6	96.6	96.6
Boys	96.9	96.8	96.8
EAL	96.94	96.98	96.79
Not EAL	96.68	96.67	96.7
PP	95.88	95.79	95.86
Not PP	97.04	97.05	96.98
SEN	94.59	94.63	94.68
EHC	94.19	91.34	91.58
Not SEN	97.12	97.13	97.16



Weekly processes:

Persistent/Severe Absentee summary spreadsheet

Name	Name	Reg	FSM	SEN Status	EAL	Attendance
				My Plan Plus		53
					Yes	75
						76
			Yes	EHCP	Yes	77
			Yes			79.01
						79.22
						80
						81



Termly processes:

Termly SIMS attendance analysis by EWO with follow up meeting with DHT

Termly truancy sweep by EWO with PCSOs

Punctuality and attendance concern letters to parents

Attendance support

Pastoral support put in place for pupils with SEMH needs that impact on school attendance

Otto – Dog Mentor

Celebrations for improved attendance

Case study

Mentoring, Play Therapy, ELSA, Drawing and Talking

Use Otto to encourage children to come in and feed

E.g. weekly cookery/art session with siblings



Over 3 years child went from severe absentee (less than 50%) and high % of U codes to attendance at 98.1% and sat his grammar test for secondary school this term.



Holiday requests

HOLIDAY REQUESTS

44 holiday requests (Sept – Dec)

4 holiday requests authorised

PENALTY NOTICES

9 holiday requests met threshold for PN

10 Penalty Notice Referrals made to LA
(1 referral made for suspected holiday)

10 Penalty Notices issued by LA



Holiday requests

Child's Name	Year	Class	Pupil Premium	Absence Type	Date From	Date To	Number of sessions absence	Correspondence received	Correspondence Type	Authorised	Response Letter Type	Response Letter Date Sent	Penalty Notice referral threshold met?	Date Penalty Notice submitted to LA	Date Penalty Notice issued by LA	Witness Statement sent to LA due to non-payment
	Yr_4	9	Yes	Family Holiday	08/01/2024	19/01/2024	20	Yes	Workflow Notification	Unauthorised	10	30/01/2023	Yes			
	Yr_4	7	No	Family Holiday	08/09/2023	11/09/2023	4	Yes	Workflow Notification	Unauthorised	10	07/07/2023				
	Yr_6	13	No	Family Holiday	18/12/2023	21/12/2023	8	Yes	Workflow Notification	Unauthorised	10	07/07/2023				
	Yr_6	14	No	Family Holiday	11/12/2023	21/12/2023	14	Yes	Workflow Notification	Unauthorised	10	25/07/2023	Yes			
	Yr_6	14	No	Wedding	14/12/2023	15/12/2023	4	Yes	Workflow Notification	Authorised	10	25/07/2023				
	Yr_4	10	No	Family Holiday	11/09/2023	12/09/2023	4	Yes	Workflow Notification	Unauthorised	10	25/07/2023				
	Yr_3	8	No	Family Holiday	06/09/2023	15/09/2023	16	Yes	Workflow Notification	Unauthorised	10	11/09/2023	Yes	17.10.2023	9.11.2023	
	Yr_4	10	No	Family Holiday	14/09/2023	15/09/2023	4	Yes	Workflow Notification	Unauthorised	10	11/09/2023				
	Yr_2	6	No	Family Holiday	14/09/2023	15/09/2023	4	Yes	Workflow Notification	Unauthorised	10	11/09/2023				
	Yr_2	6	No	Family Holiday	22/09/2023	25/09/2023	4	Yes	Workflow Notification	Unauthorised	10	19/09/2023				
	Reception	1	No	Family Holiday	06/10/2023	13/10/2023	12	Yes	Workflow Notification	Unauthorised	15	19/09/2023	No	Under 5		
	Yr_4	9	No	Family Holiday	18/09/2023	19/09/2023	4	Yes	Workflow Notification	Unauthorised	10	20/09/2023				
	Yr_4	9	No	Family Holiday	25/09/2023	29/09/2023	10	Yes	Workflow Notification	Unauthorised	10	20/09/2023	Yes	18.10.2023	27.11.2023	
	Yr_1	3	No	Family Holiday	25/09/2023	29/09/2023	10	Yes	Workflow Notification	Unauthorised	10	20/09/2023	Yes	18.10.2023	27.11.2023	
	Yr_1	3	No	Family Holiday	02/10/2023	06/10/2023	10	Yes	Workflow Notification	Unauthorised	10	21/09/2023	Yes	18.10.2023	9.11.2023	
	Reception	1	No	Family Holiday	08/05/2024	15/05/2024	12	Yes	Workflow Notification	Unauthorised	10	21/09/2023				
	Yr_3	8	Yes	Legal / Document visit	11/10/2023	18/10/2023	12	Yes	Workflow Notification	Unauthorised	10	26/09/2023	Yes	27.10.2023	17.11.2023	



Witness Statements

PROCESS

Follow LA guidance in attendance policy and letters to parents when handling absence requests

Documentation needs to be watertight to support if it goes to legal process

Respond promptly to LA requests

LA SUPPORT

LA have heavily supported complicated cases and guided school through the process