

Childwall School Attendance Plan 2009-10

Attendance Plan						
<ul style="list-style-type: none"> To Raise attendance to meet the Local Authority target of 93% To improve punctuality 						Lead Staff; AWH, CG, LG
What do we hope to Achieve?	How do we hope to achieve this?	Staff	By when	Resources/ Finance ?	Progress review Jan '09	How will we know the impact?
<p>More transparency in reporting, recording and tracking patterns of attendance / absence, allowing earlier/ more closely targeted and more effective intervention.</p>	<p>Improved systems within school including ;</p> <ul style="list-style-type: none"> Clearer protocols around staff responsibilities / job descriptions. Clearer roles for personnel working on attendance. Develop truancy call to include late call. Inset for all staff. More information given out earlier to form tutors allowing them to make effective intervention at an earlier stage. Development of RAG rating for attendance through the pastoral system. Improving the home school communication system through Absence / punctuality letters on a fortnightly basis. Attendance check in student planners 	<p>AWH</p> <p>Awh CG/ LG</p> <p>AWH</p> <p>AWH / LG/ CG / Att O</p> <p>AWH / PPLs</p> <p>Att O</p> <p>PPLs</p> <p>JL</p>	<p>Sept '09</p> <p>Oct '09</p> <p>Spring '10</p> <p>Nov '09</p> <p>Oct '09</p> <p>Nov '09</p> <p>Autumn '09</p> <p>Autumn '09</p> <p>Nov '09</p>	<p>INSET</p> <p>Admin position £</p> <p>Free</p> <p>Photocopying</p> <p>Printing costs</p> <p>Printing costs</p> <p>Printing costs</p> <p>None</p> <p>Time</p>	<p>All staff have been made aware of the protocols Admin assistant has been effective in clearing up missing records</p> <p>All form tutors received 1 to 1 training</p> <p>RAG rating for forms in place</p> <p>Target groups established Newsletters have been distributed 2 attendance 'mailshots' Over 1,000 letters sent</p> <p>JL leading in PSIP role, identified in PSEFs.</p>	<p>Personnel responsible for registration will make fewer demands on other members of the pastoral system. Faster and more effective communication.</p> <p>Parents will be more aware of lateness at am registration</p> <p>Fewer mistakes / missing registers</p> <p>Raised awareness of attendance within class groups. More effective intervention – less unauthorised absence.</p> <p>Support and intervention targeted at a specific cohort, more effective use of resources.</p> <p>Improved parental awareness, reduced 'casual' absence.</p> <p>Students take responsibility for their own attendance checks – better</p>

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	<ul style="list-style-type: none"> Peer review system for PPLs Students offsite education to receive weekly visits and checks 	TS		Role of NEET worker redefined	<p>JL led pastoral away day on developing the PSEF</p> <p>Tony meeting each student at least once per week and attendance , punctuality and progress closely reported upon</p>	<p>motivated to attend</p> <p>Faster and more effective intervention.</p>
What do we hope to Achieve?	How do we hope to achieve this?	Staff	By when	Resources/ Finance?	Progress review Jan '09	How will we know the impact?
Raising attendance through external support mechanisms	<p>Closer partnerships with a range of extended service professionals.</p> <ul style="list-style-type: none"> Close liaison with EWO and connexions workers for learners with persistent absence issues. Involving Truancy watch to inform year groups of the dangers of poor attendance Use of the CAF to highlight multi agency intervention for identified cohort. Close partnership with the police through the school liaison officer employed within the school. Learning mentor intervention for targeted students. Use of School based Intervention team Use of PAYP team 	<p>LG/ CG/ SENCO</p> <p>APPL</p> <p>AWH</p> <p>PWL / LG/ CG</p> <p>JS</p> <p>CG / LG / ME/ LS</p> <p>AWH</p>	<p>On-going</p> <p>Nov '09</p> <p>Jan '10</p> <p>On-going</p> <p>Autumn '09</p>	<p>Time</p> <p>None</p> <p>INSET</p> <p>None</p> <p>None</p>	<p>Huge improvements in working partnership with EWOs acknowledged by LA / Ken Hart Feb '09</p> <p>Truancy watch launched and letters/ fine issued</p> <p>Team around the school established.</p> <p>Connexion worker pstarting March '09.</p> <p>Family support team office established.</p> <p>LA agreed to provide connexions support worker from March '09</p> <p>Staffing of specialist team , Pupil Support Workers employed Feb '09</p>	<p>External sanction applied where applicable raising the level of attendance to avoid the legal repercussions of truancy.</p> <p>Raising awareness and promoting attendance.</p> <p>Wider involvement of the range of extended services.</p> <p>More effective intervention for those at risk of NEET / YOT.</p> <p>Intervention will reduce casual absenteeism</p>

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<p>Encouraging attendance through improvements in school systems.</p>	<ul style="list-style-type: none"> • Improved curriculum offer with more vocational choices making it more accessible. • Improved monitoring of attendance • Improved use of rewards, building on the yr 8 model;- class of the week./ Certificates for good attendance/ reward trips etc. • Use of the study support centre. • Deployment of external provider worker to monitor the IFP placements. • Encouragement to engage in extra-curricular programme. • Improvements in the CMIS registration system including am/pm and LBL registration, teacher views and information retrieval system • Rota of duties including morning patrol 	<p>AWH</p> <p>PPLs</p> <p>PPL's</p> <p>CD</p> <p>CG</p> <p>TS</p> <p>PPLs/ FTs</p> <p>GC</p> <p>SLT</p>	<p>Sept '09</p> <p>Autumn '09</p> <p>In place and developing</p> <p>Autumn '09</p> <p>On-going</p> <p>Sept '09</p> <p>On-going</p> <p>Autumn '09</p> <p>Autumn '09</p>	<p>Staffing and resourcing costs identified in plan. None</p> <p>TBA</p> <p>LA funding</p> <p>Salary</p> <p>None</p> <p>None</p> <p>None</p> <p>Time</p>	<p>Registers are now clean and picture is more accurate.</p> <p>Ongoing absence of the attendance officer has hampered progress</p> <p>All staff had had training and 1 to 1 support in attendance record keeping.</p>	<p>Improved attendance / more motivated higher achieving students</p> <p>Faster more effective intervention</p> <p>Improved motivation to attend</p> <p>More students in earlier.</p> <p>Further / alternative support</p> <p>Closer monitoring / earlier intervention</p> <p>Increased motivation.</p> <p>More accurate reporting, recording and communication.</p> <p>Improve punctuality</p> <p>Ofsted '09 "the school is taking every possible step to improve attendance.."</p>

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Targeted Support	<ul style="list-style-type: none"> • Development of the targeted students as a focal group within school • More use of student voice in developing initiatives to improve attendance and punctuality. • Re-locating the Attendance officer in the main reception area. • Replacement of CAMHS worker and APN • Use of the CAF to involve the wider 'team around the school' • ICT 'portal with a target group 	<p>CG / LG/ PPLs</p> <p>CG / LG/ PPLs</p> <p>CD</p> <p>SLT</p> <p>AWH / CG/LG/ PWL</p> <p>AWH / GC</p>	<p>Spring '10</p> <p>Spring '10</p> <p>Spring '09</p> <p>TBA</p> <p>Dec '09</p>	<p>TBA</p> <p>Time</p> <p>Included in redevelopment</p> <p>PCT issues</p> <p>Training for staff March '09</p>	<p>Target group identified</p> <p>APPLs allocated to groups.</p> <p>4 Student voice surveys conducted – no indication that the school is anything other than a good place to be.</p> <p>Team around the school established but yet to have an impact</p>	<p>More effective intervention to reduce absence</p> <p>Better rewards and sanctions systems that lead to improved attendance</p> <p>Pupils identified immediately allowing intervention and encouraging better punctuality</p> <p>More effective intervention for specific students/ families</p> <p>Involving a wider range of professionals to improve effectiveness of interventions at specific students and families.</p>

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	<ul style="list-style-type: none">• Selective use of the student support unit	CG					Online attendance tracking leading to effective intervention
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***To be added from DWP in the right hand column:
Meeting of Attendance Working Group 02.02.10 minutes and actions.**