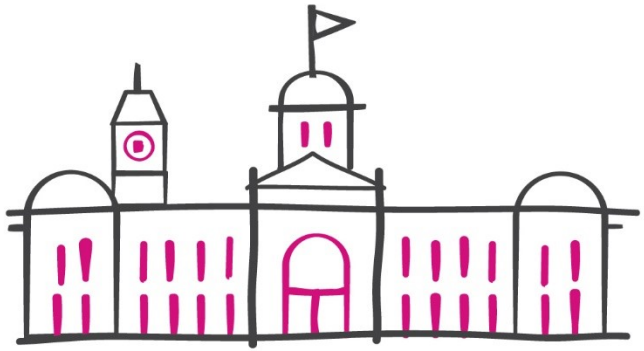
Birmingham City Council

Working together to improve school attendance – The role of the Senior Attendance Champion and how to reduce pupil absence!

Edwina Langley MBE - Lead Attendance Officer,
Birmingham City Council

Nikki Craig - Senior Assistant Head Teacher,
Selly Park Girls School



RESET RESHAPE RESTART

Housekeeping

- Session is being recorded and will be available after the event – please leave the session if you don't want to be recorded
- Please keep cameras off
- Please keep microphones off
- Time for questions through the session and at the end
- Break for 10 mins in the middle of the session

Session content

- Working together to improve school attendance
- Core principles related to school attendance
- The role of the School Attendance Champion
- In practice…
- Definitions of persistent and severe absence
- PA and SA action planning
- Whole school strategies
- Selly Park Girls School – a whole school strategy in action
- Attendance policy

Working together to improve school attendance

- New statutory guidance
- Attendance is everyone's responsibility
- Chapter 1 – Importance of school attendance
- Chapter 2 – Expectations of schools
- Chapter 3 – Expectations of MATs and Governors
- Chapter 4 – Expectations of LA's
- Chapter 5 – Persistent and severe absence
- Chapter 6 – Attendance legal intervention
- Chapter 7 – Contents of the admission register
- Chapter 8 – Contents of the attendance register

What do you think are the core principles we ***know*** are essential for good attendance in schools?

Answers in the chat please!

Core principles related to good attendance

- Attendance is everyone's business
- ***Starts with School Leadership***
- Safeguarding and School Improvement (including Governors)
- Accurate data and data analysis
- Accurate registration practices
- Attendance policy and written procedures
- High Profile in school
- Strength and relationship-based approach with parents and children
- Early Help and early intervention
- Multi agency working
- Escalation procedures including legal action when all else fails (UA)

The role of the School Attendance Champion

- Chapter 2 – Expectations of schools
- ‘Improving attendance is a school leadership issue’
- Designated senior leader – member of SLT
- Overall responsibility for championing attendance
- Set a clear vision
- Establishing and maintaining effective systems
- Followed by all staff
- Strong grasp of attendance data
- Regular monitoring and evaluation
- Efficacy of school systems

Includes…

- Making sure the teaching and non-teaching staff know the importance of good attendance
- Consistent communication with children and parents
- Providing all the training and professional development staff need
- Attendance appropriately resourced
- Attendance and Support staff
- Home visits/Working in partnership with parents, LA and other partners

Working with parents and pupils

- Setting high expectations for attendance and punctuality
- Communicating with parents and pupils
- Help parents understand what's expected
- Attendance link to attainment, wellbeing and wider development
- Clarity on short term and long-term consequences of poor attendance
- Demonstrate the benefits of good attendance – displays, assemblies, registration
- Recognise 'attendance is never solved'
- Recognise poor attendance as a possible warning sign re; safeguarding

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In practice…

RESET RESHAPE RESTART

Leadership considerations

- Attendance policy
- A ‘Whole School’ Strategy for attendance (and SEND)
- Staffing Structure
- **90% and below, 92%, 95%, 98% early identification and escalation process (banding)**
- Severe absence analysis and support
- Analysis of pupils within attendance bands
- Separate analysis – 90/50% or more absence (PA/SA)
- Year group/Gender analysis
- Vulnerable Groups/Pupil monitoring (ASP)
- Half termly double check of PA/SA
- Rewards (avoid shame based 100% reward systems)
- High Profile
- Highly trained and supported staff – including SENDCo’s

DfE ‘Whole School Approach’ example

0-2 DAYS OFF	99-100%	Form tutors	• Warm welcome • Attendance matters sessions Mon and Tues • Praise texts, planner notes • Form Tutor award for consistent weeks & 100% weeks • Amend attendance ladder each week and offer praise to movers • Request notes for unauthorised and update MIS • Talk with yellow to red to offer motivation and add notes to MIS
4-7.5 DAYS OFF	96-98%		
9.5-17 DAYS OFF	93-95%	Asa HoY	• 100% weeks note in planner • Green letter when moving up the ladder • Tutor, Ass HoY, student & family develop attendance plan • Weekly check ins with Ass HoY • Home visits, Minibus pick up • At 93% at risk letter 2 • Monitor three weeks • Attendance panel
19-25 DAYS OFF	90-92%	Pastoral Assistants	• 100% weeks note in planner • Yellow letter when moving up the ladder • HoY, student & family develop PA/at risk of PA plan • Home visits, Minibus pick up • Letter 3 intent to fast track • Referral to EWS • EWS home visits
27+ DAYS OFF	Under 89%	HoY	• 100% weeks note in planner • Orange letter when moving up the ladder • SLT Link, student, family and EWS develop plan to address absence • Three week monitoring of plan • Attendance panel • EWS Home Visits • Formalising support with EWS

Clarity on sequence

98-100%	• Excellent - Children are accessing all learning opportunities
96-97%	• Good - Very few learning opportunities are missed
94-95%	• Risk of underachievement • Up to 10 school days absent in an academic year
92-93%	• High risk of underachievement • Up to 15 school days absent in the academic year
90-92%	• Severe risk of underachievement • Up to 19 school days absent in the academic year
<90%	• Extreme risk of underachievement • Upwards of 22 school days absent in the academic year

Whole School Approach - Context

- Whole school approach works for all schools including special and primary schools
- Data is key – early identification of absence
- Messaging
- When should absence be authorised – special schools
- Leave in term time
- Ongoing absence

Persistent absence - definitions

- 10% or more Absence
- Total Absence UA+AA
- PA = Census (% of Pupil Enrolments years 1 - 11)
- Reception data – ‘data for four year olds’
- Whole school Census data doesn’t include Reception or Year 11 after May half term
- Reception data – only ‘absence is collected’ as data for 4-year-olds and PA data not published
- MIS reports – PA analysis

Severe absence - definitions

- 50% or more Absence
- Total Absence UA+AA
- SA = Census (% of Pupil Enrolments years 1 - 11)
- Reception data – ‘data for four year olds’
- Whole school Census data doesn’t include Reception or Year 11 after May half term
- Reception data – only ‘absence is collected’ as data for 4-year-olds and SA data not published
- MIS reports – check if SA analysis available

Persistent / Severe Absence

Persistent absence 10% or more absence…

- Consider causes for individual pupils - action plans for all PA pupils
- Weekly review
- Spreadsheet
- Try to improve attendance to above 90%
- By end of each half term
- By Easter (ASP/Ofsted data)
- By end of July (performance tables)

Severe Absence 50% or more absence…

- Consider causes for individual pupils - action plans for all PA pupils
- Multi agency meeting
- Weekly review
- Spreadsheet
- By end of each half term
- By Easter (ASP/Ofsted data)
- By end of July (performance tables)

Rewards and profile

- Reward good and improved attendance, and where children have tried their best
- Sensitive to children with special needs, religious observance
- Short term periods – half term
- Creative
- Focus weeks based on data trends
- Split weeks
- Display boards – interactive and involving pupils
- Sensitive to children with special needs, religious observance
- Half termly attendance printouts for parents
- Classrooms and form tutor rooms
- Prospectus and website

Attendance procedures

- ‘Support First’ attendance procedure
- Leave in term time (legal process)
- Part-time timetables guidance and notifications
- Deletion from roll guidance and school portal

Birmingham School Attendance webpages

- School Attendance Orders
- #you’vebeenmissed

Regulations and procedures related to school attendance

Does your team know about:

- ‘Working together to improve school attendance’?
- The ‘School Attendance (Pupil Registration) (England) Regulations’ 2024
- ‘Children Missing Education’ statutory guidance?
- ‘Keeping Children Safe in Education’?
- Right Help, Right Time?
- SEND Local Offer website?
- Local Early Help Co-Ordinator
- LA attendance procedures
- SEND Code of Practice?

Break!

10-minute break

Nikki Craig – Senior Assistant Head Teacher

Selly Park Girls School

Birmingham City Council

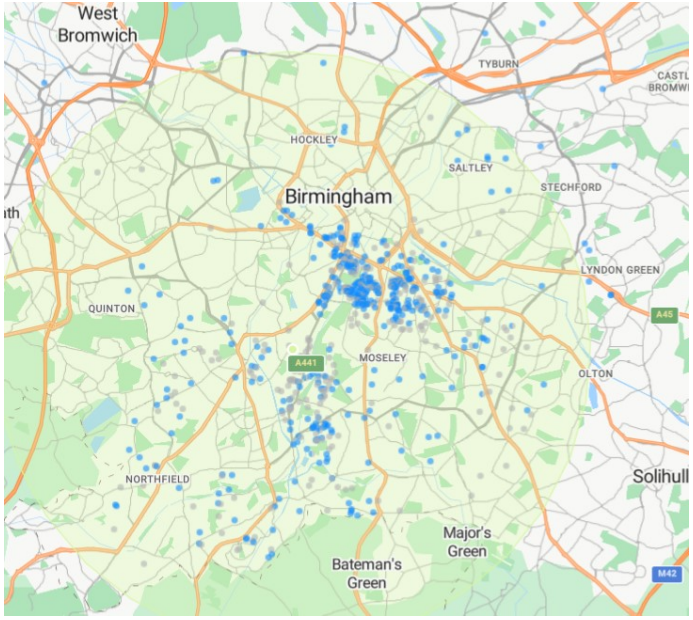
Selly Park Girls School

Nikki Craig
Senior Assistant Head Teacher

RESET RESHAPE RESTART

Selly Park Girls School - Context

69	0.31	0.28
Year 7 Feeder Schools	IDACI Score	Birmingham
0.15	0.36	0.03
England	Middleborough (Highest)	Isle of Scilly (Lowest)

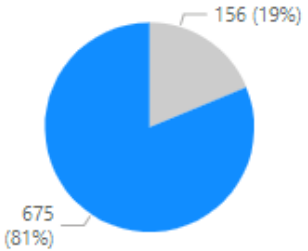


830 Pupils

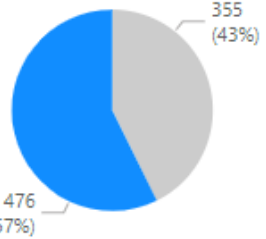
All Girls School

Multicultural -96% Ethnic Minority Background

English as an Additional Laguage



Pupil Premium

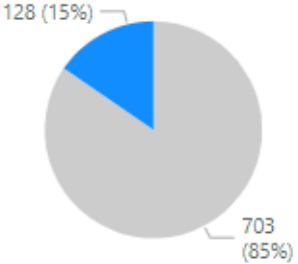


Free School Meals

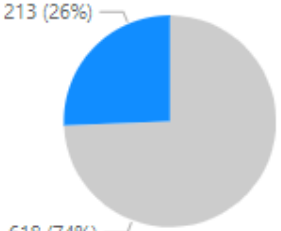
English as an Additional Laguage

EAL Proficiency

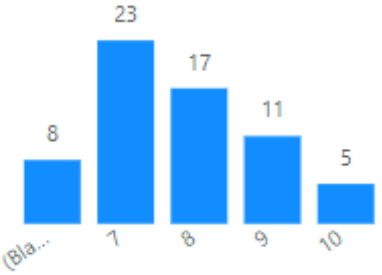
Special Educational Needs & Disability



Medical Condition



In Year Admissions



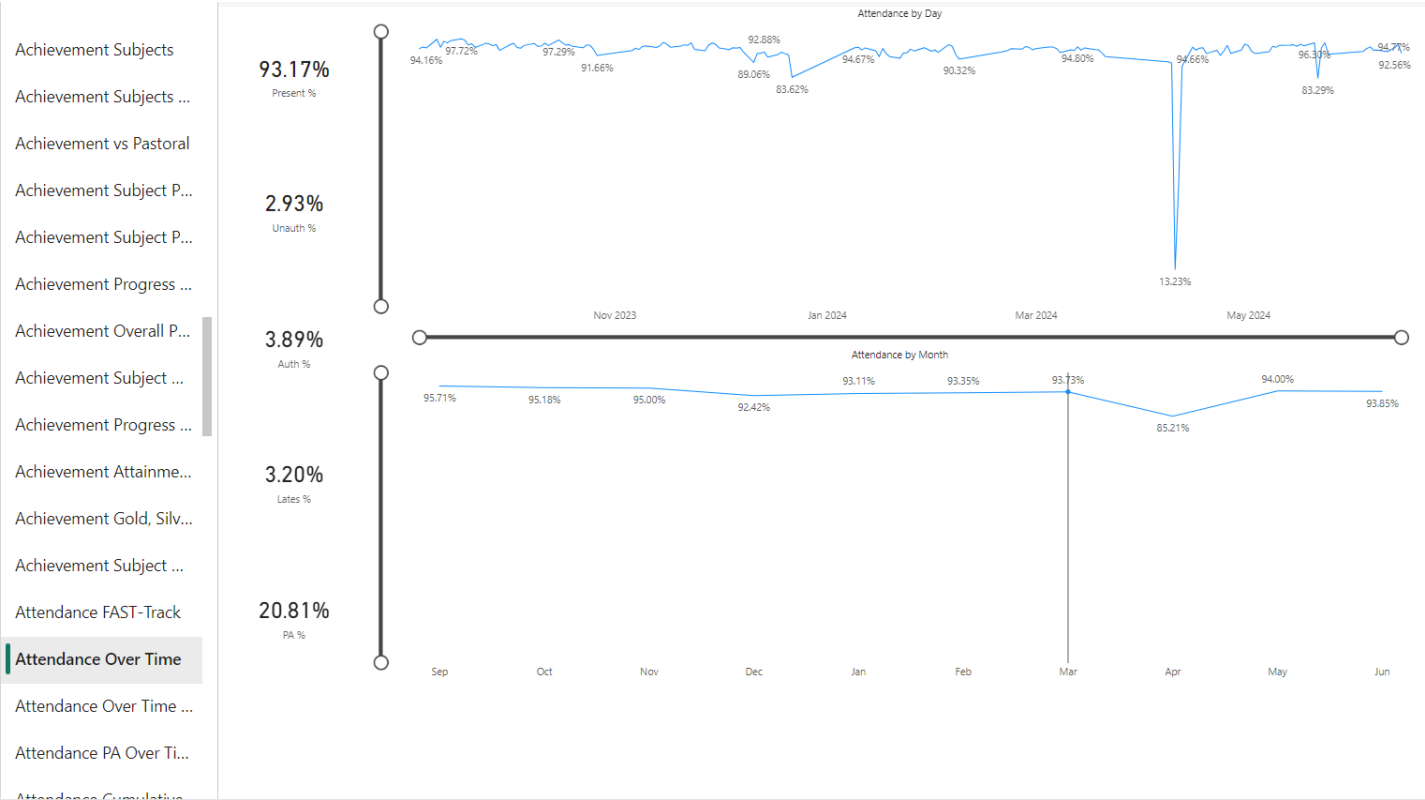
Selly Park - Roles and Responsibilities

The Attendance Team

- Attendance Lead -Senior Assistant Head Teacher -strategic overview
- Attendance – Pastoral Manager
- Pastoral Managers attached to a year group with some responsibility for attendance
- Heads of Year
- Form Tutors
- Subject Teachers
- Support Staff
- The Senior Leadership Team

Staff	Attendance Under	Equals days absent	Weeks absent	Lessons missed
Form Tutor	95%	9 days	2 weeks	50
Head of Year	90%	19 days	4 weeks	100
Pastoral Manger	85%	29 days	6 weeks	150
Assistant Head	80%	38 days	8 weeks	200
Deputy Head	75%	48 days	10 weeks	250
Pastoral Team –Mentor System	70%	57 days	11.5 weeks	290

Selly Park - Power BI



Filters

Search

Date
is on or after 9/1/2023

Mark
is (All)

Statistical Meaning
is (All)

Pupil
is (All)

Year
is (All)

Form
is (All)

Pupil Premium
is Y or N

Ever 6
is (All)

FSM
is (All)

EAL
is (All)

EAL Proficiency
is (All)

SEND
is (All)

SEND Category
is (All)

SEND Needs
is (All)

KS2 Band
is (All)

Ethnicity
is (All)

Young Carer
is (All)

Concern
is (All)

Custom Group
is (All)

Attendance Status
is (All)

Managed Move
is In or None

In Year Admission
is (All)

Leaver
is No

- Attendance Over Time
- Attendance Over Tim...
- Attendance PA Over Ti...
- Attendance Cumulative
- Attendance PA Cumula...
- Attendance Year Break...
- Attendance by Ethnicity
- Attendance Marks
- Attendance Absence ...
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- Attendance by Form
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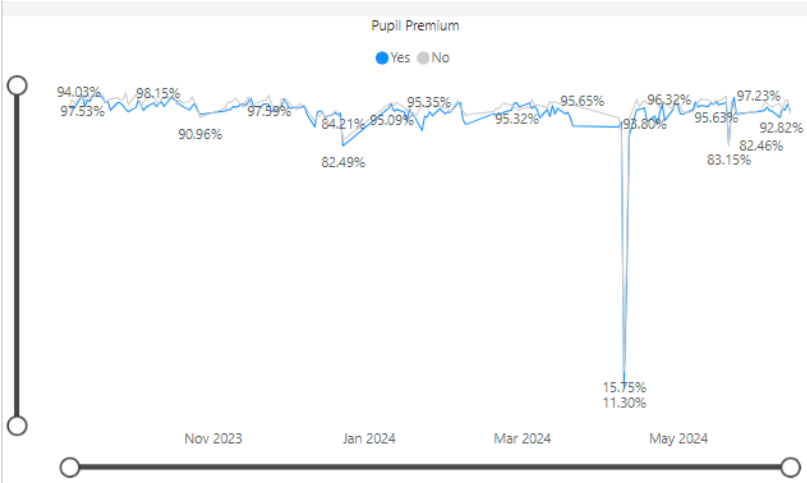
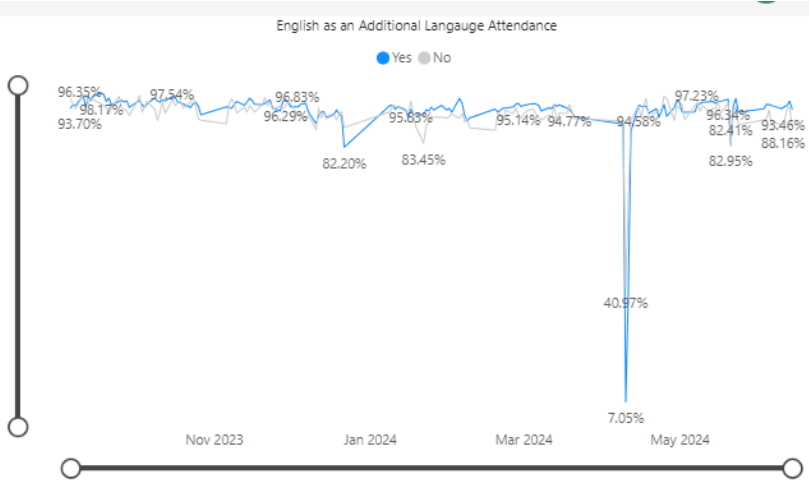
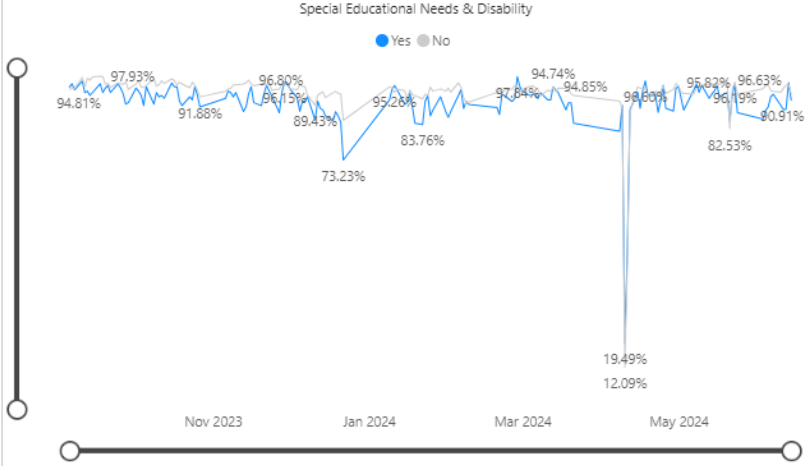
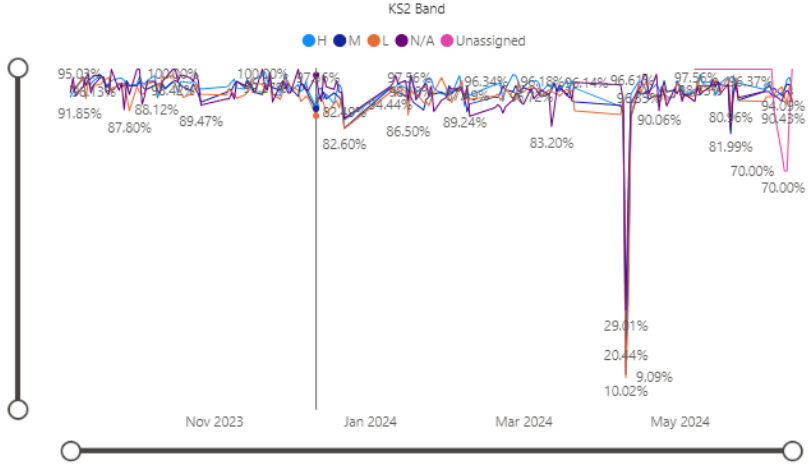
- Attendance Pupil Record
- Attendance Saturday S...
- Attendance & Behavio...









Persistent Absence

- Attendance Over Time
- Attendance Over Time ...
- **Attendance PA Over T...**
- Attendance Cumulative
- Attendance PA Cumula...
- Attendance Year Break...
- Attendance by Ethnicity
- Attendance Marks
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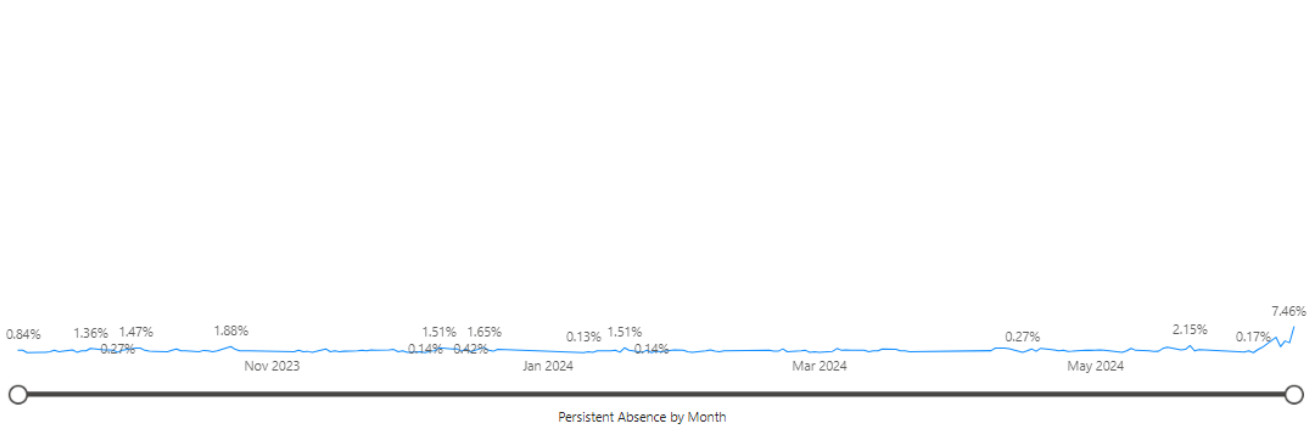
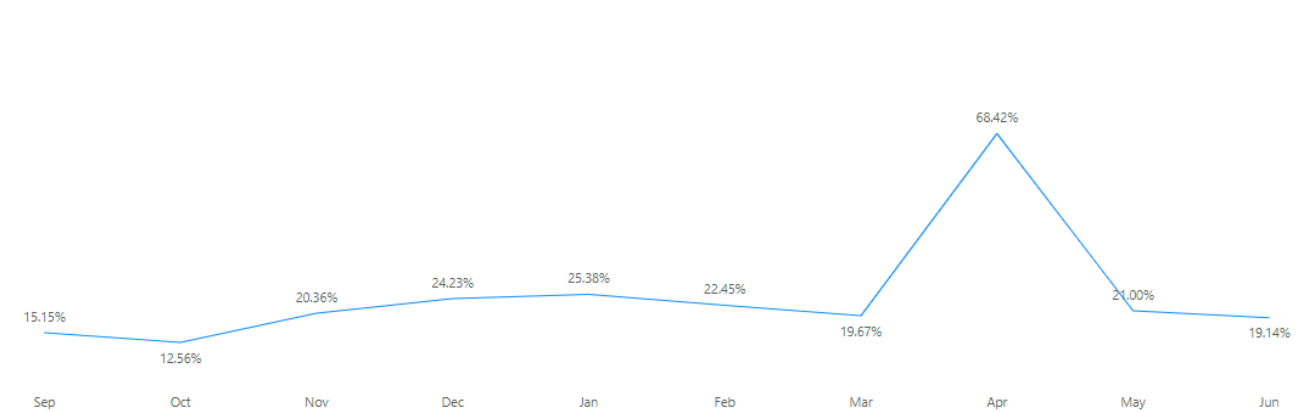
- Attendance Trends
- Attendance Patterns
- Attendance by Form
- Attendance by Pupil
- Attendance Pupil Record

20.51%
% Persistent Absentees

162
No. Persistent Absentees



Persistent Absence by Month



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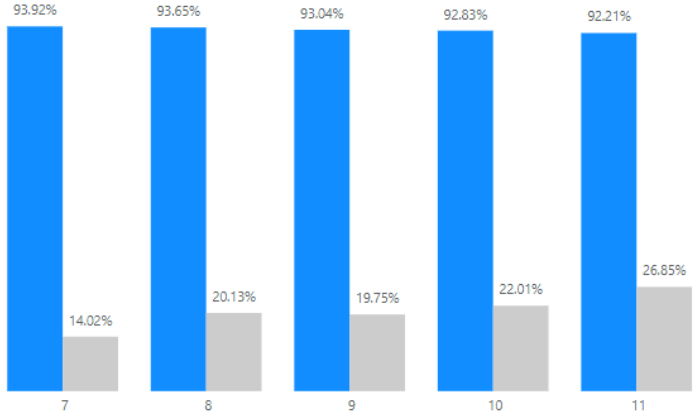
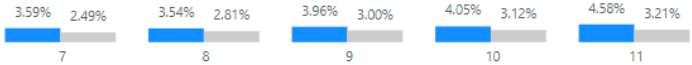
- Attendance & Behavio...

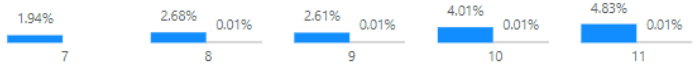
Present & Persistent Absence



Authorised & Unauthorised Absences

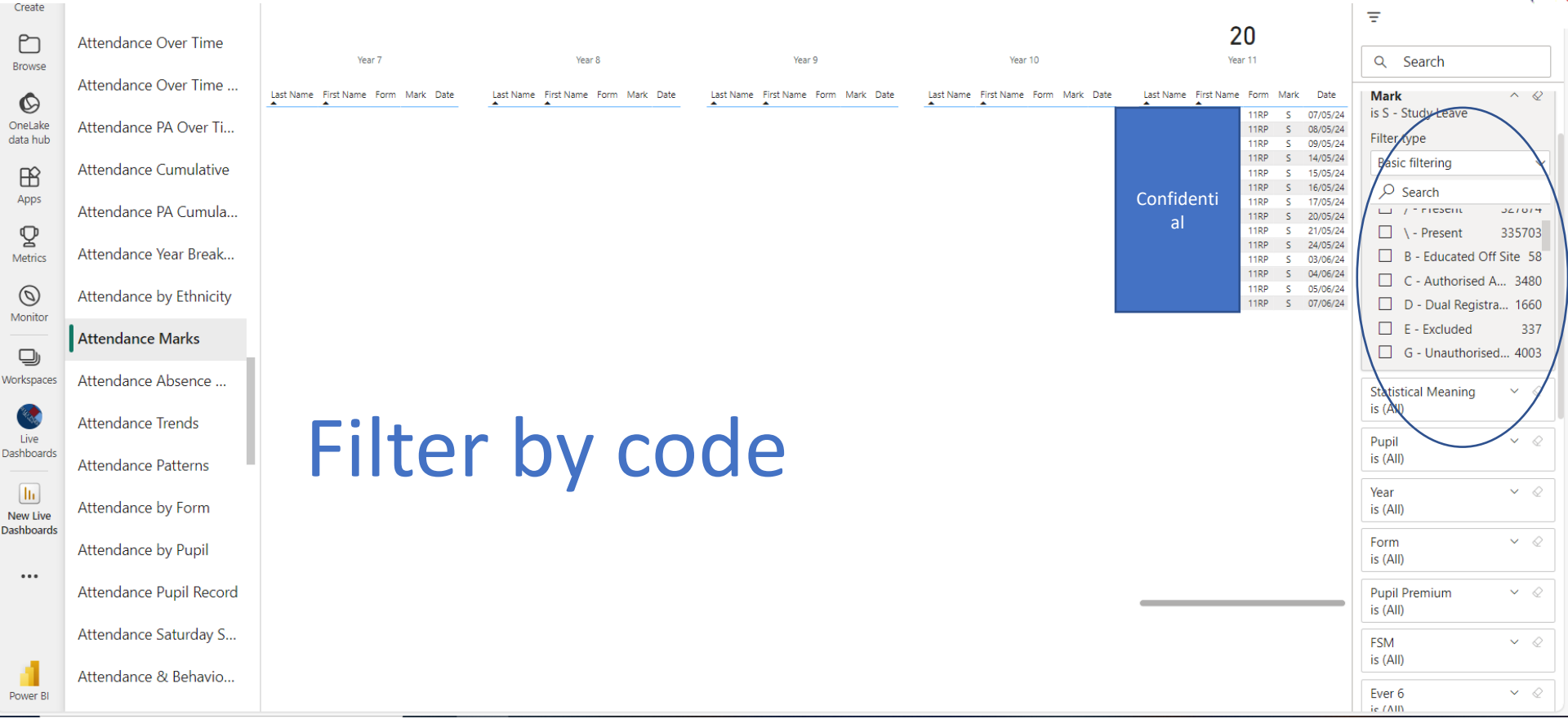


Lates Before & After Close of Registers



No Reason

Attendance Codes



Filter by code

Focus Groups

- Attendance Over Time
- Attendance Over Time ...
- Attendance PA Over Ti...
- Attendance Cumulative
- Attendance PA Cumula...
- Attendance Year Break...
- Attendance by Ethnicity
- Attendance Marks
- **Attendance Absence ...**
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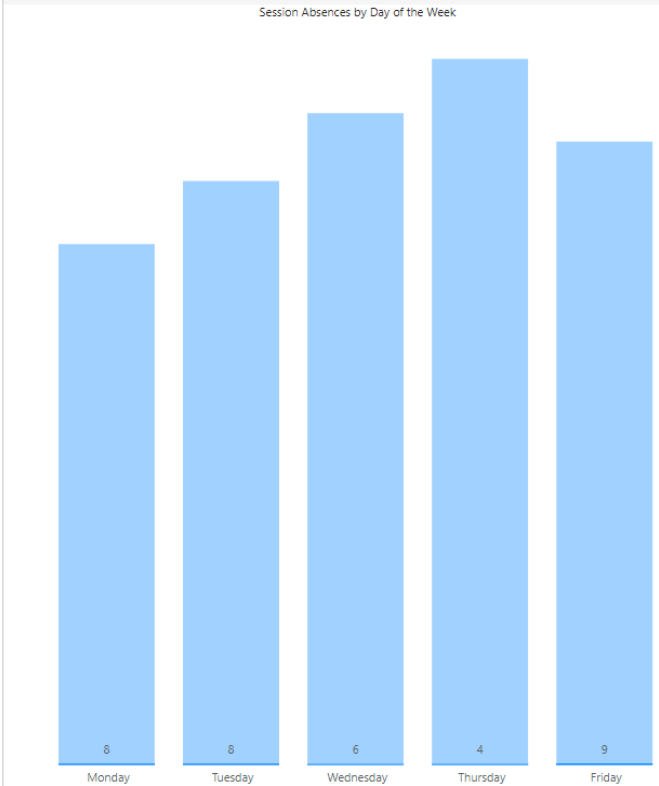
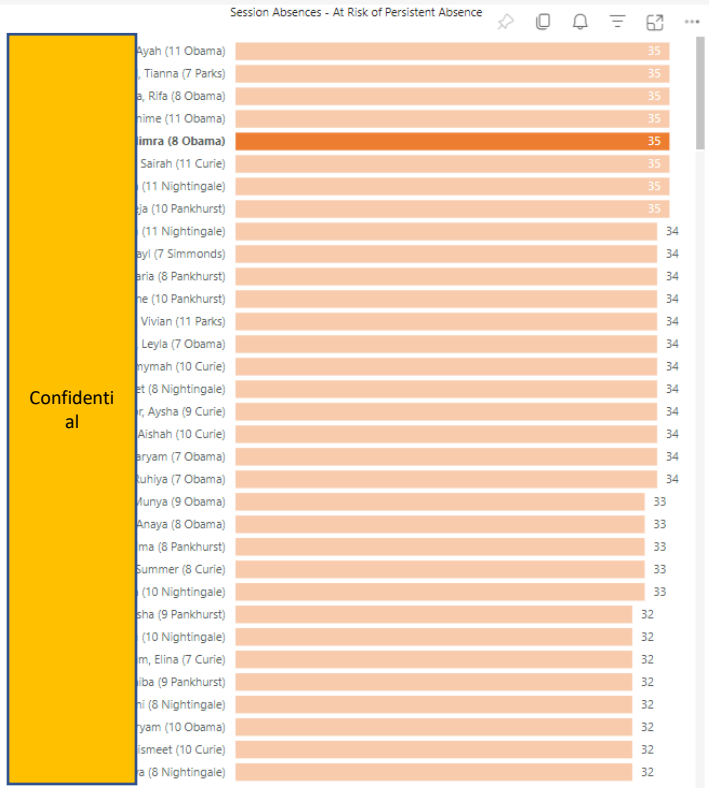
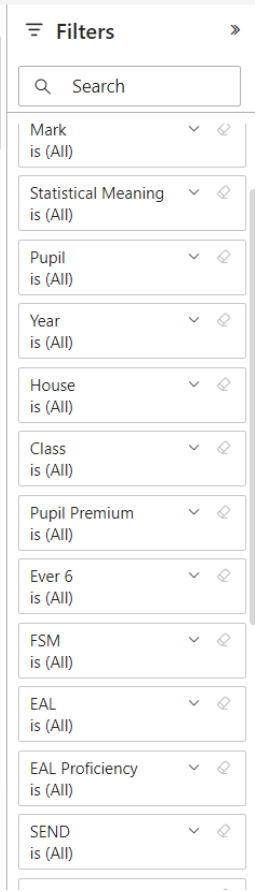
- Attendance & Behavio...



Confidential





Attendance Over Time
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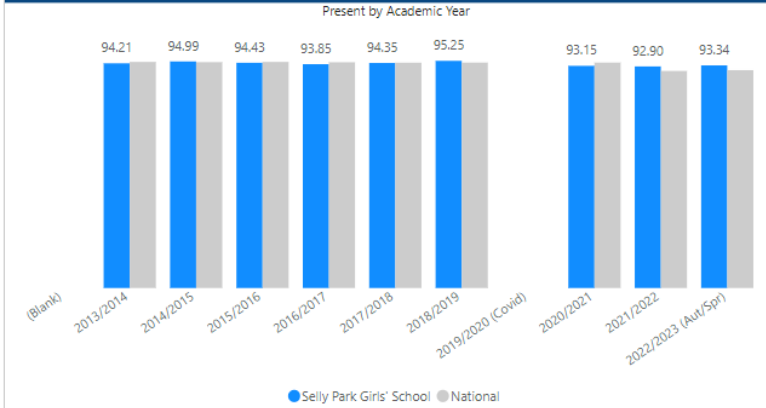
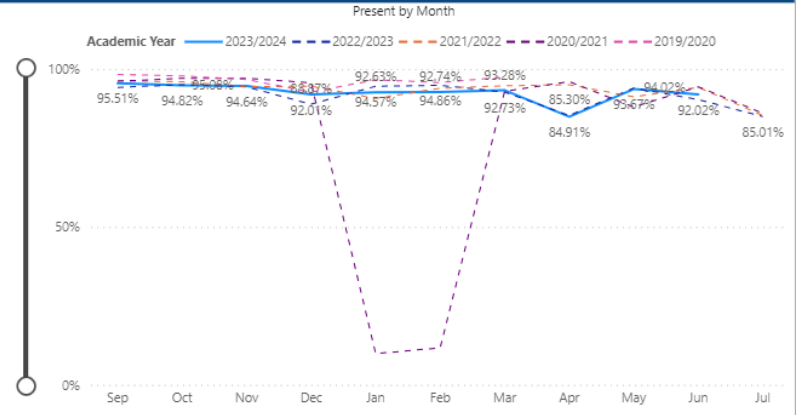
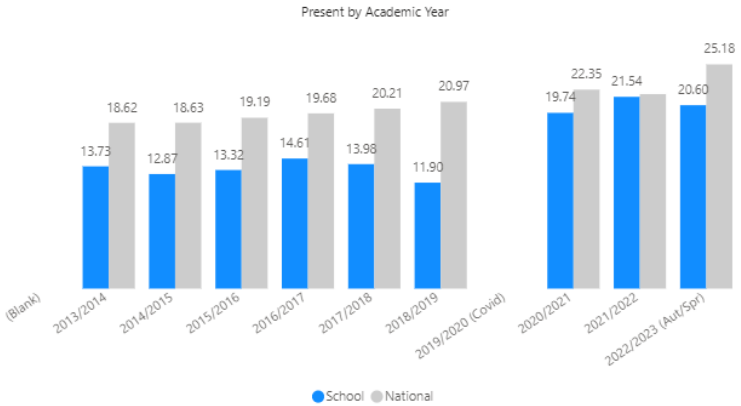
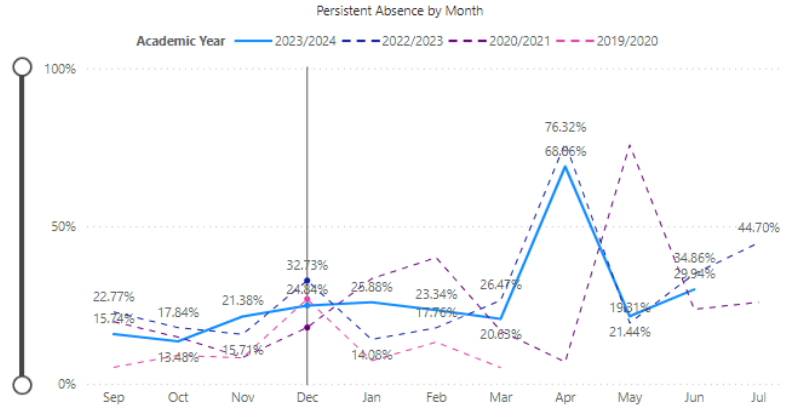
Attendance Trends - 17/06/2024

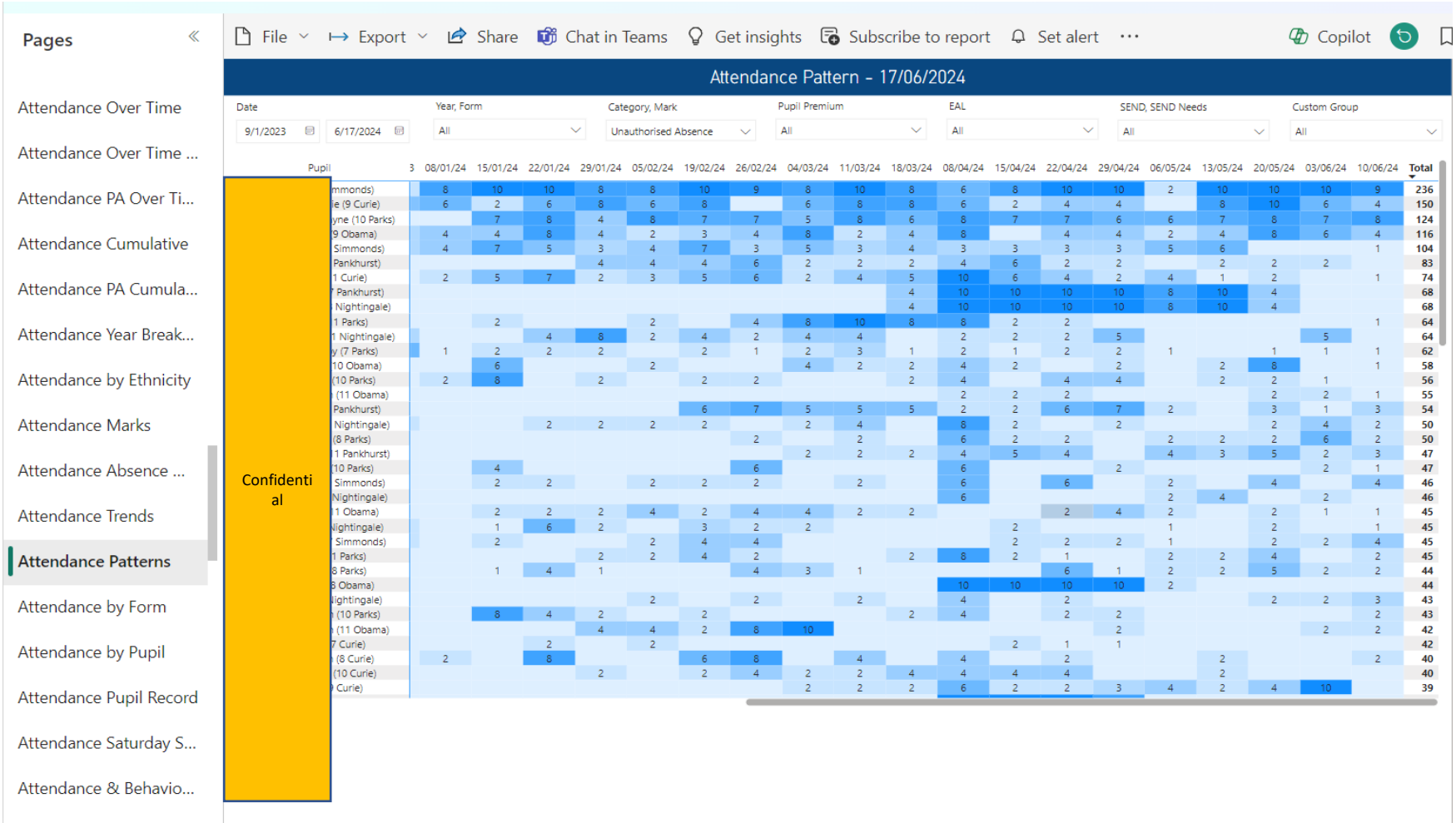




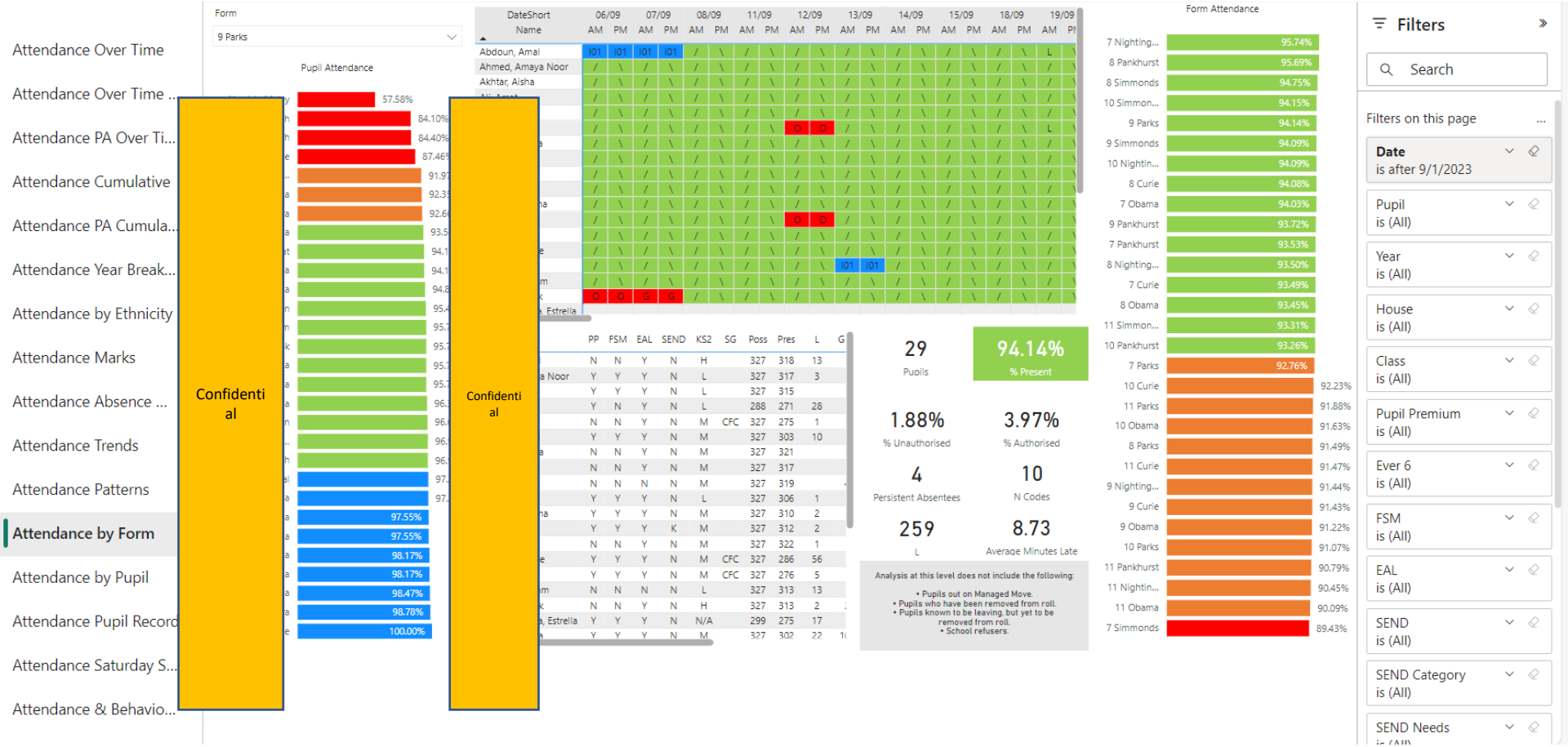




Attendance Patterns



Form Tutor Dashboard



Attendance Rewards

Pages

Attendance Over Time
Attendance Over Time ...
Attendance PA Over Ti...
Attendance Cumulative
Attendance PA Cumula...
Attendance Year Break...
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Attendance Marks
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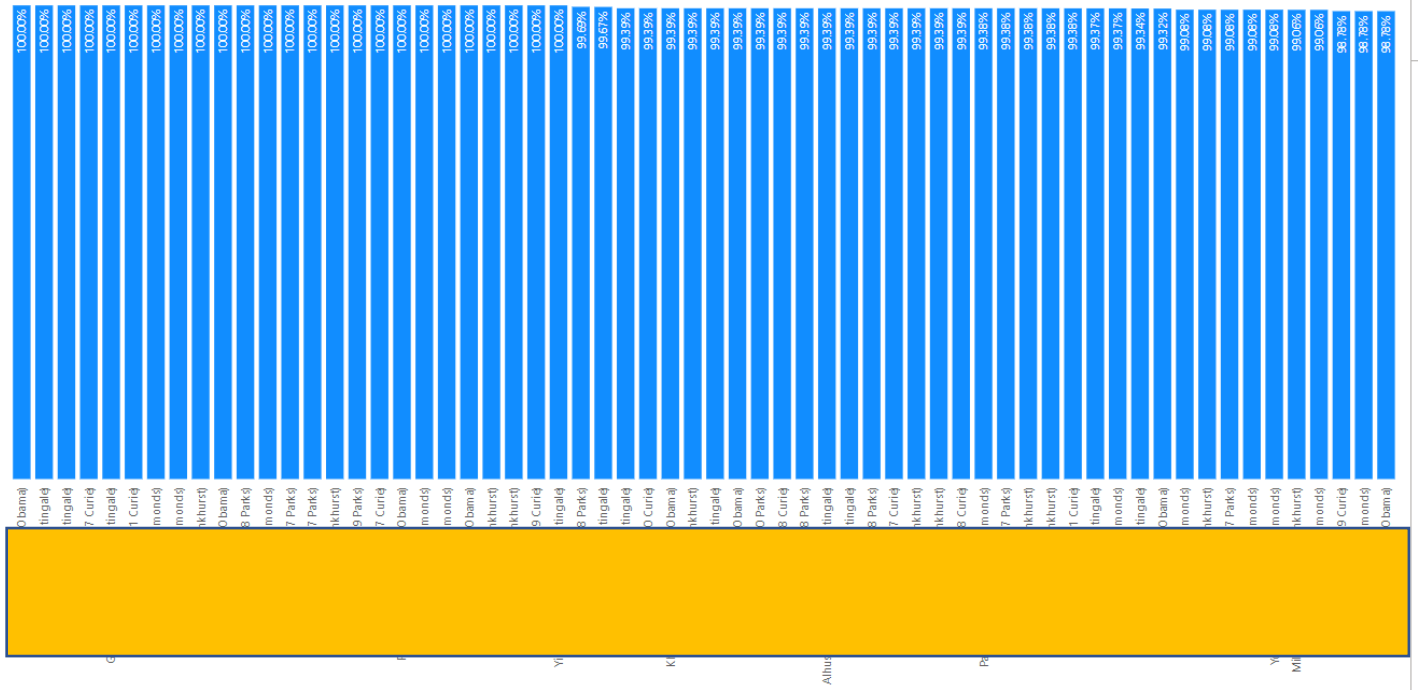
Attendance & Behavio...

Pupil Attendance



Filters

Search

Filters on this page

Date
is after 9/1/2023

Mark
is (All)

Statistical Meaning
is (All)

Pupil
is (All)

Year
is (All)

Form
is (All)

Class
is (All)

Pupil Premium Fixed
is (All)

Ever 6
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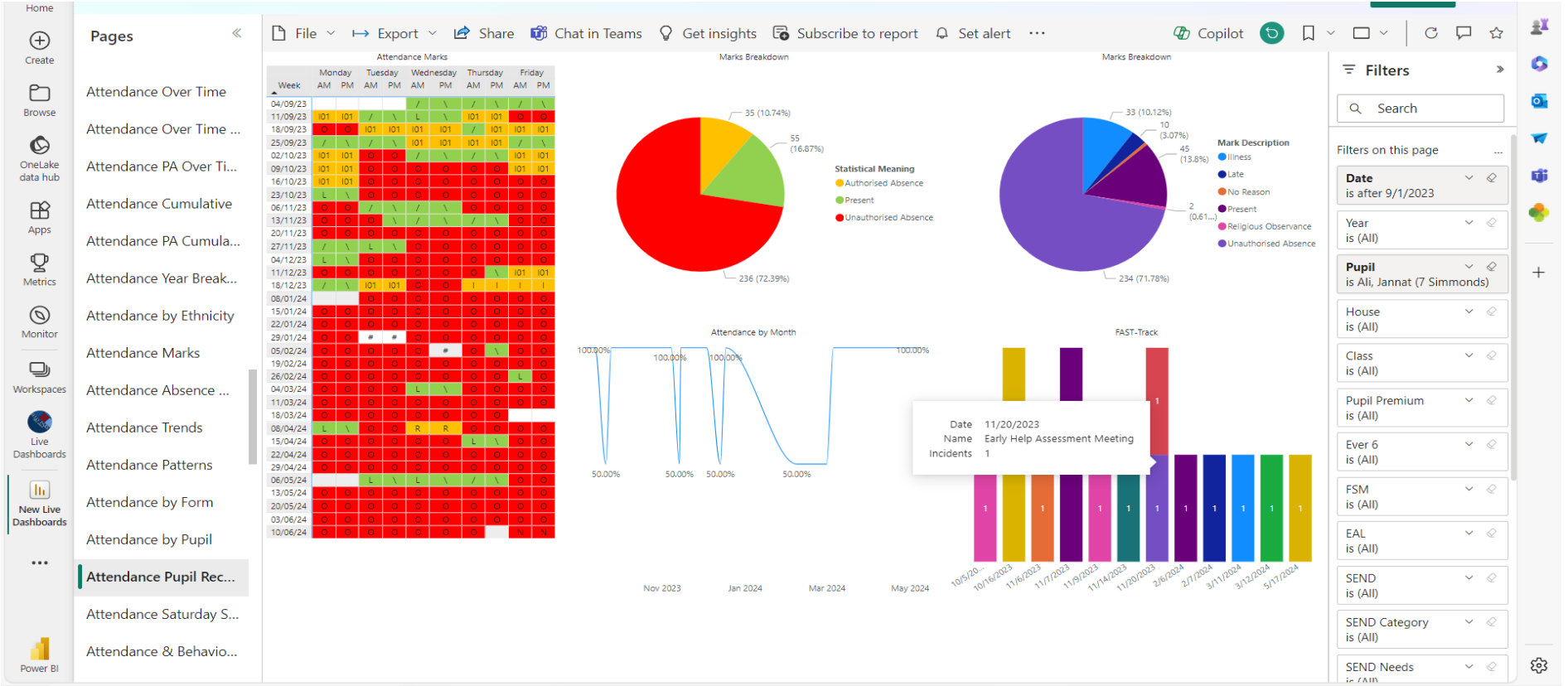
FSM
is (All)

EAL
is (All)

SEND

Attendance Rewards

Attendance Pupil Record



Attendance Saturday School - 17/06/2024

Date: 9/1/2023 – 6/17/2024

Year, Form: All

Pupil Premium: All

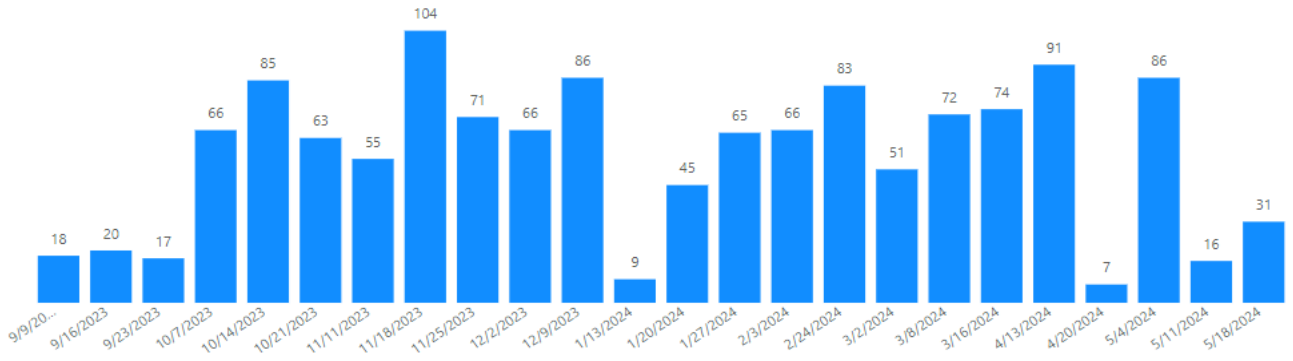
EAL: All

SEND, SEND Needs: All

KS2 Band: All

Custom Group: All

Total Attendance Over Time



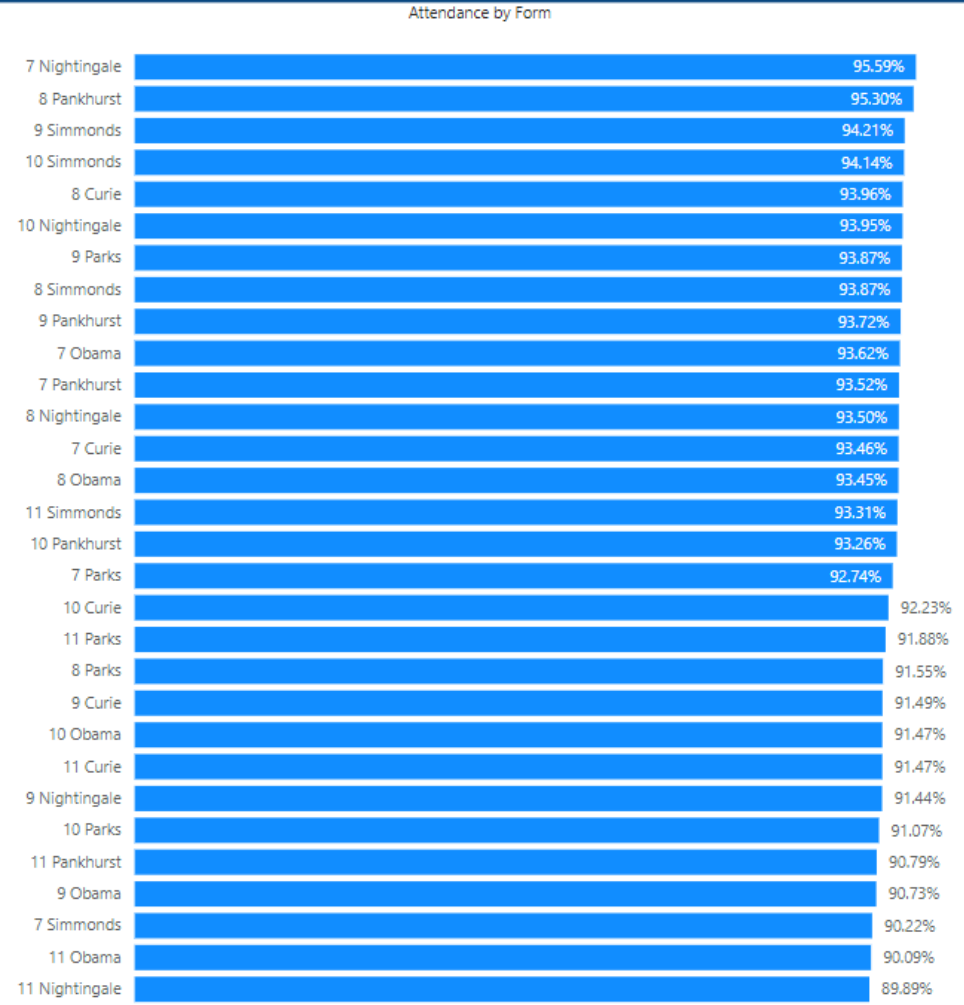
Not Attended

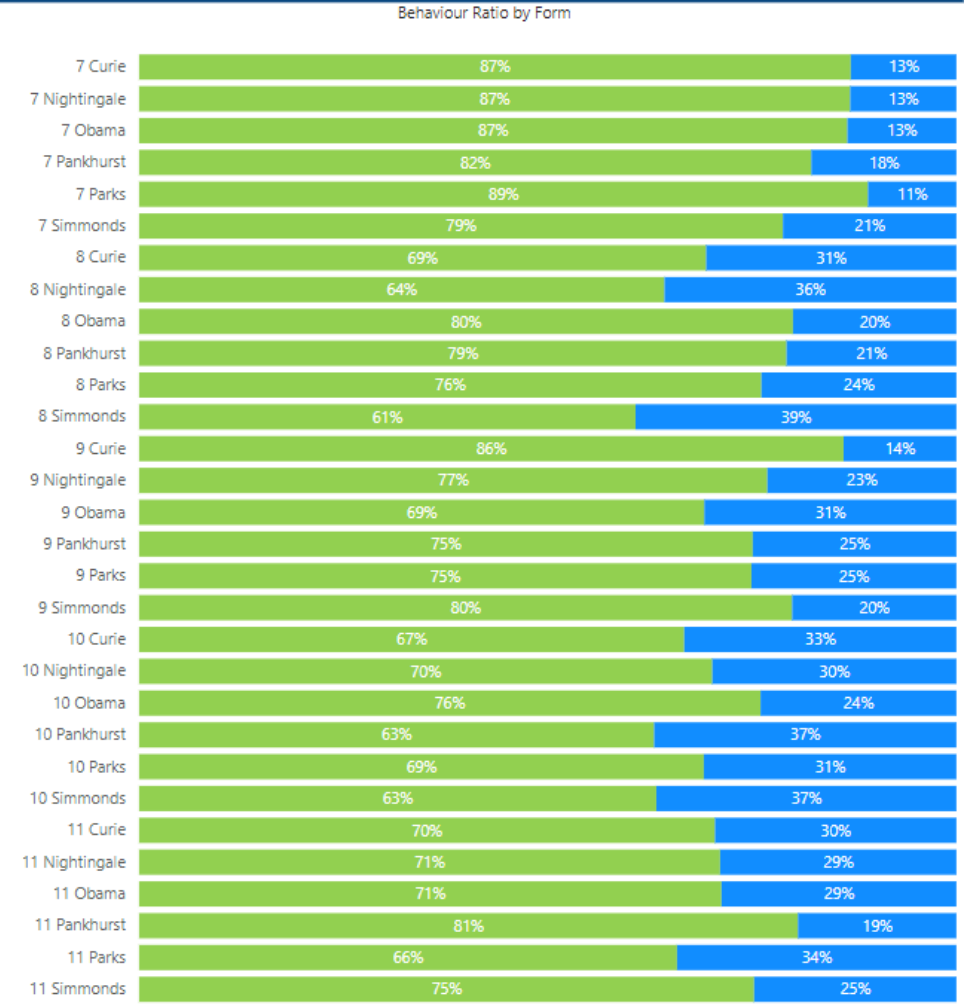
Last Name	First Name	Form
Confidential		11 Parks
		11 Parks
		11 Curie
		11 Parks
		11 Curie
		11 Pankhurst
		11 Nightingale
		11 Pankhurst
		11 Pankhurst
		11 Pankhurst

Attendance Over Time

Pupil	9/9/2023	9/16/2023	9/23/2023	10/7/2023	10/14/2023	10/21/2023	11/11/2023	11/18/2023	11/25/2023	12/2/2023	12/9/2023	1/13/2024
Confidential												
ightingale)	✓	✓	✓					✓				
Parks)					✓		✓	✓		✓		
a (11 Pankhurst)								✓	✓			
h (11 Obama)												
(11 Simmonds)												
h (11 Obama)		✓						✓	✓			
11 Curie)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Pankhurst)												
had (11 Nightingale)					✓			✓	✓	✓	✓	
Parks)				✓	✓	✓	✓	✓		✓		
Obama)				✓	✓	✓						
1 Curie)		✓	✓									
Nightingale)					✓							
Curie)										✓		
	18	20	17	66	85	63	55	104	71	66	86	9

Attendance & Behaviour by Form - 17/06/2024





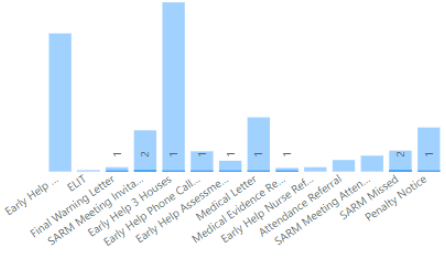
Fastrack Dashboard

- Achievement Subjects
- Achievement Subjects ...
- Achievement vs Pastoral
- Achievement Subject P...
- Achievement Subject P...
- Achievement Progress ...
- Achievement Overall P...
- Achievement Subject ...
- Achievement Progress ...
- Achievement Attainme...
- Achievement Gold, Silv...
- Achievement Subject ...
- **Attendance FAST-Track**
- Attendance Over Time
- Attendance Over Time ...
- Attendance PA Over Ti...
- Attendance Cumulative

Attendance FAST-Track

Last Name	First Name	Form	Year	Medical Conditions	Present %	O Codes	Early Help 3 Houses	Early Help Phone Call - Accepted	Early Help Phone Call - Declined	Early Help Assessment Meeting	Medical Letter	Medical Evidence Received	Early Help Nurse Referral	Attendance Referral	SARM Meeting Invitation	SARM Meeting Attended	SARM Missed	ELIT	Penalty Notice
[redacted]		10 Parks	10	Other: Medical Flag on CTF Import - 15 Jan 2024	4.42%	99	0	1	0	1	2	0	0	1	2	1	1	0	0
		7 Simmonds	7		17.55%	209	3	2	0	1	3	0	1	1	1	1	0	1	1
		9 Nightingale	9		37.91%	2	1	0	1	1	0	0	0	1	0	0	0	0	0
		9 Curie	9	Congenital Dislocation of the Knee and Other: Medical Flag on CTF Import - 02 Oct 2023	45.18%	129	2	2	0	0	1	0	0	0	1	1	0	0	1
		7 Parks	7	Other: Medical Flag on CTF Import - 31 Aug 2023	49.67%	59	1	1	2	1	1	0	0	1	0	0	0	0	0
		9 Obama	9		57.14%	102	1	1	0	1	1	1	0	1	2	0	2	0	1
		9 Parks	9		57.58%	18	1	0	1	0	1	0	0	0	1	0	0	0	0
		8 Parks	8	Ulcerative colitis (UC) (31 Dec 2021 - ongoing)	57.67%	34	1	1	1	1	1	0	0	1	1	1	0	0	0
		9 Curie	9	Other: Medical Flag on CTF Import - 11 Mar 2024	60.19%	25	1	0	1	0	1	0	0	0	0	0	0	0	0
		8 Simmonds	8	Asthma	60.71%	60	0	0	0	0	0	0	0	0	0	0	0	0	0

Actions



Incidents & Narrative

Date	Incident	Narrative
5/7/2024	Penalty Notice	
2/22/2024	Medical Evidence Received	Some evidence received and attendance marks changed accordingly.
2/5/2024	Final Warning Letter	
1/25/2024	SARM Missed	
1/16/2024	SARM Meeting Invitation	
12/14/2023	SARM Missed	
12/5/2023	SARM Meeting Invitation	
11/14/2023	Medical Letter	
10/17/2023	Early Help Assessment Meeting	Meeting held with NCR Mom agreed to send Rafia into school unless very unwell To send medications into school such as paracetmol/allergy medication if Rafia feels unwell in school
9/28/2023	Early Help Phone Call - Accepted	Early help offered but declined. I have explained to parent that attendance is a concern at this stage and encouraged them to engage in any support we can offer as a school to improve attendance and avoid formal meeting.

Filters

Search

Filters on this visual

ELIT
is (All)

Filters on this page

Date
is on or after 9/1/2023

Mark
is (All)

Pupil
is (All)

Year
is (All)

Filter type
Basic filtering

Search

- [x] Select all
- [x] 7 164
- [x] 8 158
- [x] 9 158
- [x] 10 159
- [x] 11 153

Form
is (All)

Attendance Campaigns

My Attendance – My Future

(7-week challenge)

05/02/24 – 12/04/24

- £10 Amazon voucher promotion
- Parent webinar -Kooth
- Bespoke pupil targets
- Attendance Fair –Holiday wrap around
- Changes to term time leave policy
- Early help refresher training for all stakeholders
- Attendance themed parent newsletters

SHOW UP, STAND OUT

(6-week challenge)

29/04/24 – 14/06/24

- £10 Amazon voucher promotion
- SUSO treats – Hot Choc Monday
- Form attendance champaign breakfasts
- Send out attendance praise postcards
- Increase mentor programme to below 80%
- Trail mini bus collection
- Introduce extra PA focus group phone calls. (In&out)
- Bespoke pupils targets

Attendance Policy

'Have a clear school attendance policy which all staff, pupils and parents understand'

- Underpin whole school culture of high attendance
- School attendance policy – now statutory responsibility
- Clear expectations, procedures and responsibilities of pupils and parents
- Start/finish times, register closing times (half an hour), process for requesting leave and informing school of absence
- Name of Senior Attendance Champion
- Contact details of staff parents can contact for daily and more intensive support

Also include…

- Day to day processes for managing attendance
- How the school is promoting and incentivising attendance
- Strategy for use of data for targeted intervention
- Strategy for persistent and severe absence including support
- Details of the National Framework for penalty notice and when intervention will be sought
- Refer to consideration of individual needs – equalities
- Accessible to leaders, staff, pupils, parents
- Send to new parents and at start of new academic year
- Review policy regularly to address new barriers

Summary

- Working together to improve school attendance
- Core principles related to school attendance
- The role of the School Attendance Champion
- In practice…
- Definitions of persistent and severe absence
- PA and SA action planning
- Whole school strategies
- Selly Park Girls School – a whole school strategy in action
- Attendance policy

Questions?

Useful Birmingham links and email addresses

- Attendance queries (ELIT) - attendance@birmingham.gov.uk
- Part-time Timetables/Legal Processes/Deletion from Roll/Training presentations - Birmingham School Attendance online information
- Part-time/Reduced Timetable webinar - Birmingham School Noticeboard and blogs
- #you’vebeenmissed - #you'vebeenmissed online support
- BCC information for parents on attendance and penalty notices - Birmingham school attendance advice for parents

Further links

- DfE Working together to improve school attendance – Working together to improve school attendance - GOV.UK (www.gov.uk)
- FTB STICK team – email address to request a consultation bwc.stickftb@nhs.net
- Children Missing from Education (CME) Team - cme@birmingham.gov.uk
- Elective Home Education (EHE) Team – Elective home education email address
- EHE Guidance for Parents - Birmingham Elective Home Education guidance for parents
- The Early Help Practitioners Handbook Birmingham Early Help Local Offer - handbook