



St Bartholomew's C of E Primary School

Governor Linking Record

Focus Area: Attendance

	Date of visit: 17.01.22 (virtual)
Agenda / Matters Discussed:	<p><u>Areas discussed:</u></p> <p>Meeting with Jane Wainwright and Collette Lawson to discuss attendance policies, procedures and autumn term data. The quick guide for parents was updated on 11 January 2022.</p> <p>The Leeds GSS governance document was used as a basis for our discussions. Attendance and punctuality issues prevail however it is clear from our discussions that the school employs a robust and varied canon of procedures and approaches in their endeavours to improve attendance and punctuality. All core families are identified and supported by Collette and her assistant. Five families are also monitored and supported by the local authority. It may prove necessary to hold attendance panel meetings with these families - Jane will keep me advised. We discussed measures taken to validate reasons for absence, particularly illness i.e., requesting sight of emails/texts re: doctors appointments, hospital letters etc. No authorisation is granted for holidays in term time, the first fines for unauthorised absences issued last year. The school's stance on this is made clear to parents. No current exclusions nor any significant behavioural issues noted within school which would warrant such action.</p> <p>We discussed the Autumn data. Whilst absences were high, when compared nationally and locally we are holding our own. Our attendance was 94.5%; some other local schools reported between 89% and 93%. This is no short measure due to the daily efforts of staff.</p> <p>Covid absences have increased markedly since the return from the Christmas break. Consequently, Covid related illness continues to be the main reason for absence at the present time.</p> <p><u>Actions:</u></p> <p>Jane will forward copies of the action plan, Fischer Family Trust analysis and guidance documentation to Helen Robinson as soon as is practicable,</p>

<p>Governors asked:</p>	<p>How well is the attendance policy communicated to parents? The quick guide and full policy are available via the website. Can we provide translated versions? All website content (i.e., main text) can be translated via the website, any PDF docs (i.e., Quick Guide) cannot. The school are aware of this as an overarching issue and the EAL team are looking into it. How is attendance for looked after children? Do we monitor it? Billy Waters is lead in this area and monitors attendance of these children amongst a range of other data. No worries concerning their attendance which is good. Do we reward good/improving attendance? Good attendance rewarded by weekly/termly awards using Track It points. Rewarding improved attendance at primary level is problematic as the children require parental support to get to school. If said support, is not there, the children themselves cannot effect any control over improving their attendance and they shouldn't be punished for this.</p>
<p>Next meeting:</p>	<p>TBA</p>

Attended: Jane Wainwright, Collette Lawson & Helen Robinson