

# **Garston Manor School**

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## **Monitoring Student Attendance Report**

**July 2014**

A report for the Governing Body in relation to  
student attendance July 2014

At Garston Manor we take attendance very seriously and feel it is part of our ethos that every child attends regularly to obtain a good education. This is so every student can take advantage of the educational opportunities' available to them at Garston Manor School.

With regular attendance behaviour is better as the student knows the school routine and what is expected of them.

With early intervention by contacting the parents/ carers on the first day of absence, we are actively promoting good attendance by expecting to see their child back at school the next day. Garston Manor follows up on all absences.

Special needs schools on average have a higher rate of lower attendance; however we achieved our target set for 2013/14 at 94.63%. This is up by 1.90% on last year.

Authorised absences are 4.24% - 1.49% lower on last year.

Unauthorised absence are 1.13% - 0.44% lower on last year.

Our target for the whole school attendance for 2014/15 is 95%.

Non-attendance when approved by parents to take their children out of school to go on holidays, shows a bad example and can lead to further days absence. Responsibility for good attendance is shared between school, parent and student.

Consequently, in line with Herts County Council policy we have taken their guidance and not authorised any family holidays this year, subsequently we had 54 sessions that had not been agreed by us.

All requests from families have been followed up with a letter stating the reasons why the holiday had not been granted and why their child should be in school.

We had 7 days which two children were excluded: JM JOS

Other absences are due to:

- ↓ Medical appointments – 202 sessions
- ↓ Religious observance – 32 sessions
- ↓ Other authorised circumstances – 222 sessions

These include funerals, parent in hospital, moving house, child taking part in a Chicken Shed Panto, agreed reduced timetable.

- ↓ Illness – 765 sessions
- ↓ No reason yet provided for absence – 60 sessions

This is followed up by query letter to bring unknown absences right down

Year group breakdown 2013/14

Year 7	97.15%
Year 8	96.60%
Year 9	95.01%
Year 10	91.65% (without LC 95.18)
Year 11	93.58%

Year 7 has very good attendance which with early intervention throughout this year has set a good example for the following years.

Looked after children attendance is very good at 96.77%.

Pupil Premium is 94.89%

This is our first year reviewing Pupil Premium against whole school attendance and have noticed that for this academic year it is slightly higher by .26% than the whole school attendance. This will be reviewed annually in this document.

The figure reflects our school's efforts in ensuring pupil premium students attend school and show good progress.

### **Update from last year on KM a year 8 student**

- Free transport has now been sorted for KM and his attendance has improved dramatically up to 94.57% (a rise from 45.45%).
- He has no unauthorised absences.
- His grades have improved considerably:  
Yr 12/13 Spring  
English 1b      Maths P8    Science (no grade)   Ict 1c
  
- Yr 13/14 Spring  
English 2b      Maths 2b    Science 2b                 Ict 1b

### **Year 10 non-attender - LC**

LC is a traveller and has been home educated since he was in Year 7. He attended Garston Manor School for 1 day in June 2013. He is visually impaired, and his parents felt that our LD setting was not suitable for him. We also were not able to offer him the options that he wanted at KS4.

He is being home educated and this was initially unauthorised.

This has now been changed to other authorised circumstances since 27.01.14, due to mum sending a letter saying she will not send LC to GMS and the Home Education Dept is now involved.

## **Year 9 EB reduced time tabled 66.88%**

EB started w/c 25.11.13. Previously at a main stream school, virtually a non attender.

He came to us on a much reduced time table: he started by attending just 2 lessons per day three mornings a week. EB has increased his attendance and now attends 4 lessons per day 3 days per week. On the other two days he is given work to do at home.

Since Easter work has been given to EB to do in the afternoons as well as attending GMS in the morning.

We are hoping to gradually continue to increase his attendance so he will be attending school full time.

### **Actions**

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- Update – the post card sent to all our new year 7's regarding the start date of the term was a success, all students attended. This will be implemented in all future years.
- Continue to take a firm line on not authorising holidays during term time, highlighting that they can be fined £60 rising to £120 if not paid within 21 days.
- Unexplained absences will be monitored closely and will be followed up with a call and a letter. With the letter a reply envelope will now be included or they can respond by email.

- To establish good attendance when a student first comes to GMS to develop a good habit for future years.
- Our Attendance Guidelines have been issued to all new Year 7 students since 2013, and we will continue with this practice so ensuring parents are fully aware of our expectations.
- Re-enforcing that medical appointments are either am/pm, not the whole day.
- To continue to provide appropriate support for parents and carers.
- To challenge the behaviour of those students and parent/ carers who give a low priority to attendance.
- To work with the Attendance Team and other agencies to promote attendance.