

Name of Governor	Jonathan Sharland
Date of Visit	21 st November 2023
Agreed Focus for Visit (linked to SEF, SDP & Key priorities)	
Name of Staff	Jo and Sarah Lawson.

Next Steps/follow up from previous monitoring.

Next Steps:

- Review boy verses girl attendance during next visit.
- Review lateness – as this seems to be increasing.

What is current attendance %?

- 97.1%

What is current persistent absence %?

- 7.1%

Are groups of pupils tracked? Which ones?:
The school is tracking:

- Looked after and previously looked after.
 - The number of pupils in these groups are very low (1) for each group and thus the % are very distorted.
- SEN
 - tracking attendance and relating that to attainment.

When did the EWO visit? What were the outcomes?
EWO visited on the 20th November 2023.
The school and the EWO reviewed the Persistent Absence (PA) to look for patterns in absence.
They agreed which pupils needed reviewing.

What happens if there is a concern about a pupil's attendance?

If there is a concern about a pupil the school will write a letter to the parent as the first action. They might then set a time to see the parent at the next visit by the EWO.

If the pupil is PA for a legitimate reason parents will often share information with the school, such as doctors note etc. (This information is kept securely with the pupil's record.)

Depending on the concern this might trigger a safeguarding process.

On a ½ termly basis, Jo is tracking, taking action, and assessing the impact of actions on PA.

How I witnessed the vision in action during my visit (*'I know there is nothing better for people than to be happy and do good while they live.' Ecclesiastes 3:12*)

- I witnessed that the school, particularly Sarah goes above and beyond to get to know parent to enable a trusted relationship and engaging with the community.
- I saw how evidence of tracking of all pupils and disadvantaged and SEN children to ensure all children are given every opportunity.

Impact of this visit
I was able to view / see evidence of:

- The Arbour dashboards which is used to track attendance.
 - National (users of Arbour) attendance v Holy Trinity.
 - Current and daily reports

- Sample case studies
- Example letters to parents
- Viewed the tracking folder was able to see how tracking is done for:
 - All pupils with PA
 - PA in SEN pupils and how is tracked against achievement.

We discussed the challenges around PA and typical root causes.

Evidence of EWO visit

Aspects I would like clarified/Questions I have

Review boys v girls attendance.

This statutory guidance has been followed:

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672212/Working_together_to_improve_school_attendance.pdf)

To be shared with the school staff and school Governing Board.

Signed:

(Governor)

DocuSigned by:
Jonathan Sharland
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Signed:

(Headteacher/Staff member)