St Joseph's Academy

PEF Presentation

Attendance

21/4/23

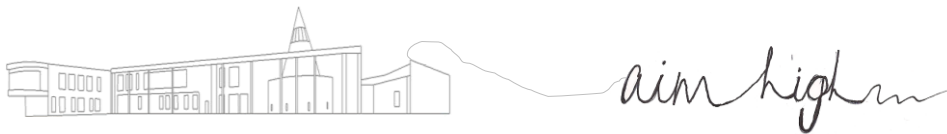FIDELIS · JUSTUS · PRUDENS
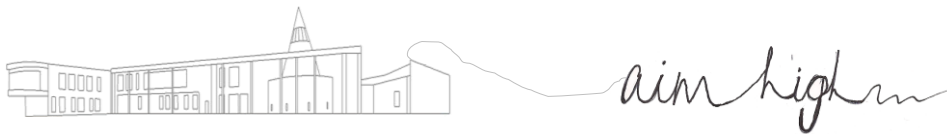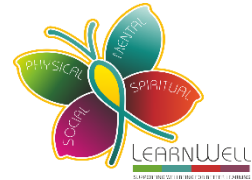
Contents

PEF Funded Attendance Assistant
- Purpose & Rationale
- Procedure
- Example Data
- Summary

PEF Attendance Assistant

Rationale

Attendance analysis showed that we were consistently below the EA average. Usually between 1- 2% below. Limited detailed data means analysis was difficult in order to ascertain reasons.

We felt that a member of staff with responsibility for attendance could not only manage day to day attendance, but also produce accurate data to allow us to track patterns of attendance.

Also, in discussions with Pastoral Staff, tracking attendance took up a significant amount of their time and we felt an attendance assistant would free Pastoral Staff up to dedicate more time to their strategic remit areas.

We had shared responsibility between office staff and Pastoral to manage attendance. Office staff took absence calls and updated seemis, Pastoral acted on TBCs and truancy and indicated who was to receive attendance letters. Often TBCs were not followed up due to time constraints/other priorities, therefore remained TBC. This is not a long term code. Having TBCs then renders the data inaccurate and does also not explain the reason for absence. Also, who entered a code (or didn't) could be difficult to trace and manage. Furthermore, period by period incomplete registers can be an issue if not acted upon, as they default to 'Present'.

Sending home attendance letters, or discussing attendance in TACs which included TBC showed that we as a school did not actually know the reason their child was absent and indicated that the system lacked robustness. Also, truancy was not picked up live, it was often after school or the next day (or never) that it became apparent, meanwhile the child's whereabouts is unknown.

PEF Attendance Assistant

Purpose

- Mange day to day attendance (take absence line, send group calls, code pupils appropriately)

- Chase up incomplete registers period by period by phoning staff

- Act on anomalies as they appear period by period. If this ends up being truancy, call parents straight away.

- Investigate all TBCs so as to assign accurate code

- Generated and send attendance letters

- Generate data for analysis. Lowest attenders by house group week to week. This is emailed to Pastoral staff on a Friday, lowest to highest.

- Generate termly spreadsheets showing attendance by year group and attendance by SIMD
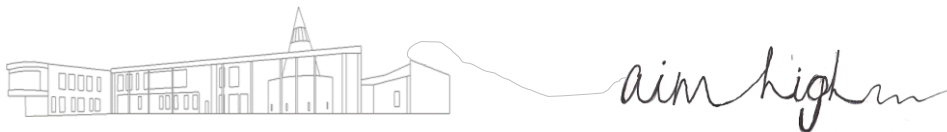
PEF Attendance Assistant

Daily Attendance Procedure

Name : _____ Date : _____ Start Time : _____ Finish Time : _____

- Listen to any voicemail on absence line and code ☐
- Do Late Desk form 8.50am – 9.20am ☐
- Check tray for letters ☐
- Call any teacher who has not completed register for P1* ☐
- **Send Group Call 1 at 9.20am for all TBCs P1** ☐

- Check P2 'General Registration' for any anomalies from P1 ☐
- Call any teacher at 9.50am who has not completed register for P2* ☐
- Call parents of absent pupils who have not left a message or responded

-------------------------INTERVAL – 10.30am – 10.45am-------------------------

- Check P3 'General Registration' for any anomalies ☐
- Call any teacher 10.55am who has not completed register for P3* ☐
- **Send Group Call 2 at 11.00am**
- Call any teacher at 11.45am who has not completed register for P4* ☐
- Check P4 'General Registration' for any anomalies ☐

-------------------------LUNCH – 12.25pm – 1.15pm-------------------------

- Call any teacher at 12.35pm who has not completed register for P5 (S4–S6)* ☐
- Call any teacher at 1.25pm who has not completed register for P5 (S1-S3)* ☐
- Check P5 'General Registration' for any anomalies ☐

- Call any teacher at 2.10pm who has not completed register for P6* ☐
- Check P6 'General Registration' for any anomalies and chase up ☐

- Call any teacher at 3.00pm who has not completed register for P7* ☐
- Check P7 'General Registration' for any anomalies and chase up ☐

Staff not completing registers should be added to spreadsheet and emailed to A.Boyle daily

Following up anomalies

1. Double check with teacher
2. Check Medical Room
3. Check appointments/sign out
4. Check meetings/events/trips
5. **Call parent immediately if confirmed Truancy**

Friday

-Create list of lowest 20 attenders (weekly and overall) by house group and print for Pastoral ☐

-Create list of lowest 20 attenders by year group (weekly and overall) and print for Year Heads ☐

Example Weekly Attendance Data

St Joseph's Academy   Weekly Attendance Monitoring

House	S1 Count	S1 Av %	S2 Count	S2 Av %	S3 Count	S3 Av %	S4 Count	S4 Av %	S5 Count	S5 Av %	S6 Count	S6 Av %	(blank) Count	(blank) Av %	Total Count	Total Av %
St Andrew	57	95.31	30	85.12	55	88.60	50	84.86	25	94.18	29	95.20			246	90.32
St Columba	28	95.41	52	89.90	48	88.19	26	87.29	47	84.38	15	89.33			216	88.68
St Margaret	49	96.47	45	95.36	27	93.98	55	89.42	29	84.04	35	89.59			240	91.86
(blank)																
Grand Total	**134**	**95.75**	**127**	**90.71**	**130**	**89.57**	**131**	**87.25**	**101**	**86.71**	**79**	**91.60**			**702**	**90.34**

This data can be viewed as individual weeks and can also be accumulative.

Example Termly Attendance Data

SIMD PROFILE
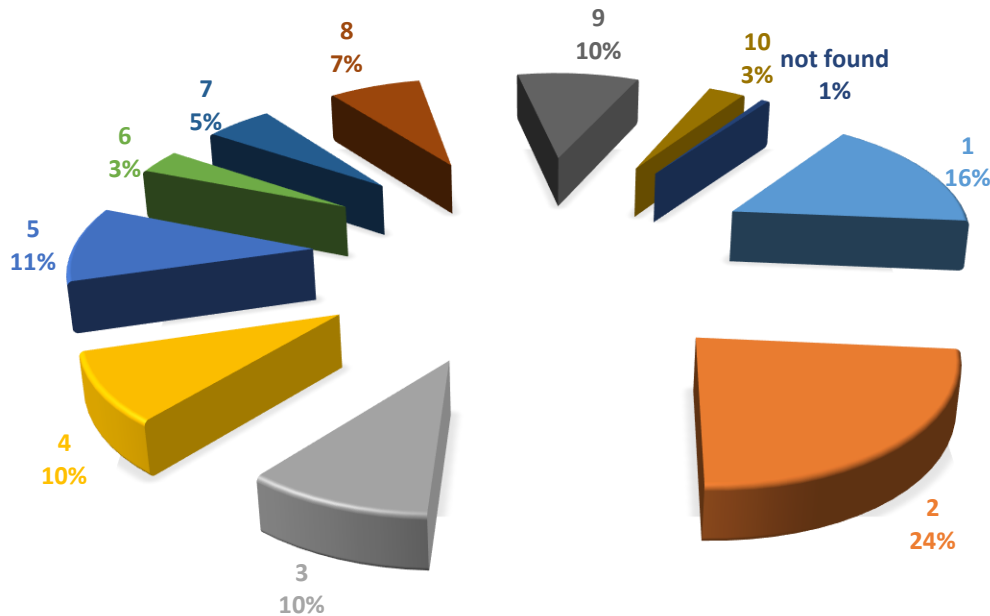
Row Labels	Count
1	115
2	170
3	72
4	67
5	74
6	24
7	37
8	51
9	68
10	20
not found	4
(blank)	
Grand Total	702

FIDELIS · JUSTUS · PRUDENS

Example Termly Attendance Data (By SIMD)

Example Termly Attendance Data

East Ayrshire Council: Education

1) Please select sector below:
Secondary

2) Please select school below:
St Joseph's Academy

CLEAR

Historical School Attendance - % Present Openings					
2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
88.2	87.2	88.5	87.7	91.0	84.7
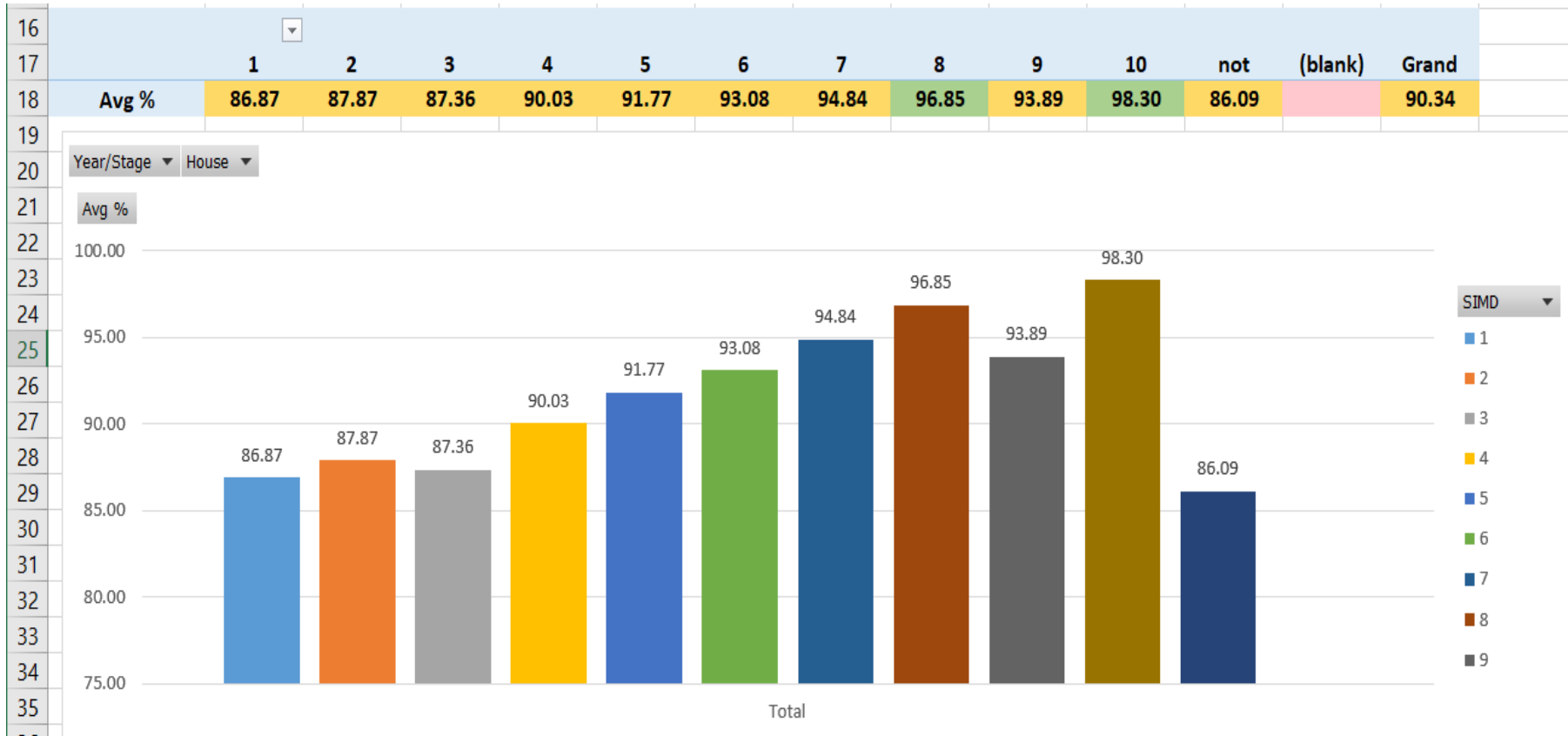
Historical Secondary Sector Attendance - % Present Openings					
2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
90.1	89.4	89.5	89.1	90.6	85.5

Stage	W1 15 Aug	W2 22 Aug	W3 29 Aug	W4 5 Sep	W5 12 Sep	W6 19 Sep	W7 26 Sept	W8 3 Oct	W9 10 Oct	W10 17 Oct	W11 24 Oct	W12 31 Oct	W13 7 Nov	W14 14 Nov	W15 21 Nov	W16 28 Nov	W17 5 Dec	W18 12 Dec	W19 19 Dec	W20 26 Dec	W21 2 Jan	W22 9 Jan	W23 16 Jan	W24 23 Jan	W25 30 Jan	W26 6 Feb	W27 13 Feb	W28 20 Feb	W29 27 Feb	W30 6 Mar	W31 13 Mar	W32 20 Mar	W33 27 Mar	W34 3 Apr	W35 10 Apr	W36 17 Apr	W37 24 Apr	W38 1 May	W39 8 May	W40 15 May	W41 22 May	W42 29 May	W43 5 Jun	W44 12 Jun	W45 19 Jun	W46 26 Jun
S1	98.9	97.6	94.4	92.2	93.0	95.8	91.7	89.7	90.6	-	90.4	88.3	89.3	93.1	88.5	85.9	87.3	83.7	74.9	-	-	90.2	89.2	91.0	90.0	82.4	87.2	89.6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S2	89.0	87.0	81.5	81.1	79.9	81.8	81.1	81.2	80.8	-	80.4	78.9	78.9	76.7	72.1	77.9	75.7	66.0	63.7	-	-	80.8	81.3	80.4	83.1	78.5	77.8	85.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S3	87.3	89.0	86.4	83.6	81.4	86.9	84.2	84.6	82.1	-	81.6	80.6	79.9	86.4	82.0	83.0	83.8	74.6	56.2	-	-	88.7	85.1	85.5	83.0	78.4	78.2	84.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S4	87.2	82.9	85.0	77.8	82.7	77.2	80.0	81.3	79.4	-	82.2	80.9	83.3	81.3	77.3	80.2	85.0	71.4	69.8	-	-	86.7	83.3	83.4	80.0	80.3	80.3	82.8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S5	88.2	89.3	91.4	85.5	87.2	88.4	89.8	89.4	84.5	-	88.4	85.4	86.9	88.7	86.5	87.6	85.5	80.5	62.3	-	-	86.1	87.0	84.1	85.6	81.7	84.8	88.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S6	95.0	93.0	90.8	93.5	91.7	90.4	90.0	87.3	88.7	-	89.8	90.6	88.5	89.9	91.9	90.8	91.9	85.6	75.8	-	-	91.5	90.8	91.2	90.7	83.1	88.9	90.9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School	90.6	89.5	88.2	85.1	85.7	86.5	85.9	85.5	84.1	-	85.2	83.8	84.3	85.9	82.6	83.8	84.6	76.5	66.6	-	-	87.2	85.8	85.7	85.0	80.6	82.4	86.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sector	93.2	91.3	88.5	87.2	86.3	88.5	87.5	86.9	83.6	-	87.5	87.0	86.6	86.3	85.0	85.3	83.7	79.7	60.3	-	-	87.1	85.4	86.1	85.4	83.2	84.8	86.8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

FIDELIS · JUSTUS · PRUDENS

Attendance Assistance Summary

Success

Data shows that overall, attendance has not increased significantly. We have had spells where we have been above EA average but it has not been sustained.

(Potential reason for this is lowest attenders statistically are form SIMD1&2, we have 42% of pupils from SIMD1&2, therefore significant impact on overall stat).

However, our systems and coding accuracy have vastly improved, which is a success. Our confidence in individual attendance reporting (particularly in TACs, hearings etc) has improved.

The clarity in roles and time for Pastoral staff to fulfil other parts of role means we have progressed in other strategic areas.

Also, importantly, we are more successful in identifying and acting on truancy.

Difficulties

Having one person solely responsible, means if that person is off sick, we have to have a contingency, which is not as robust or efficient and means we cannot generate the statistical data.

Future

Where PEF funding allows, we would look to keep this post, using the same/similar format and procedure.

Use the statistical breakdown to plan further interventions (ie SIMD 1 & 2), to improve % is a future target.