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**Guidance on analysing Attendance and Punctuality data**

School attendance: Departmental advice for maintained schools, academies, independent Schools and local authorities (DfE, November2016)

[**https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/564599/school\_attendance.pdf**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

**Attendance**

* Download SITSS report showing percentage attendance and vulnerable groups
* Look at attendance percentage
* Then look by pupil group: are any groups of pupils disadvantaged by not attending school regularly:
* Disadvantaged
* Special Educational Needs and Disabilities
* Looked After Pupils
* Free School Meals
* Gypsy Roman Traveller Pupils
* English as an Additional Language
* More Able
* Year Group/Class
* Ethnicity

Also, cross check that these groups are accurately reflected against school data sets

*(Appendix A)*

Pupils who are persistently absent from school (report: less than 90% Attendance report)

*(Appendix C)*

**Pupils not attending school regularly**

Pupils between 90 and 95% attendance. Review those, the threshold of need (Solihull Multi-Agency Thresholds Criteria), the Early Help intervention in place and the impact of the intervention. Check how pupil premium might be used to ensure any disadvantaged pupils attend school regularly. For LAC, review personal education plan and identify if further work needs to be done to ensure LAC pupils attend school regularly including considering pupil premium. For SEND pupils, review intervention work and EHCP/statement as necessary to tackle any non-school attendance. Consider attendance panels/legal work in line with school policy on attendance.

*(Appendix B)*

**Register Code analysis. Download report (Group Analysis by Code)**

* Check authorised absence is accurately recorded (C, E, H, I, M, R, S and T codes) and has been authorised by senior leaders. Where concerns about codes, pull additional reports to check against pupil names (Pupil Analysis by Attendance Code Report). Issues? Actions?
* Check unauthorised absence. Is the school following attendance policy in relation to unauthorised absence and pursuing legal work where necessary. What is the impact of legal work. Issues? Actions? For further analysis of pupil data level, pupils with unauthorised codes, such as G, N, O, U.
* Check correct codes for attendance, e.g. off site/school visits/work experience (B, D, J, P, V, W).
* Also check # code, Y code, X code and Z administrative codes are correctly applied.

**Group Analysis by attendance category**

Compare:

* Attendance
* Authorised absence
* Unauthorised absence

with national/previous years.

Issues/Actions

Sampling of registers. Carry out random checks on registers, e.g. select are class and check all recorded properly (am and pm sessions). Any issues? Ensure followed up and addressed.

Random checks on pupils, particularly during afternoon sessions. Select 5 to 10 pupils randomly across school. Check they are where they should be. Also useful to look at their year to date registration certificate.

**Punctuality**

**Pull off report: Pupils with chosen code:**

**Code L (Late before register closed)**

* Any patterns?
* Is Early Help in place to reduce lateness?
* What is the impact? (e.g. reduced from x to x when comparing with same period last year and why?)
* Any pupils who continue to be regularly late?
* School Actions:

**Pull off report: Pupils with chosen code:**

**Code U (Late after registration)**

* Any patterns?
* Is Early Help in place to reduce lateness?
* What is the impact? (e.g. reduced from x to x when comparing with same period last year and why?)
* Any pupils who continue to be regularly late?
* School Actions:

Has legal work been pursued? Impact

**APPENDIX 1**

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| **Persistently Absent Pupils – School Actions and Impact** |

**(Below 90% Attendance)**

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| --- | --- | --- | --- | --- | --- |
| **Name** | **% Rate** | **Threshold of Need** | **Intervention** | **Impact** | **RAG Rate** |
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**APPENDIX 2**

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| **Pupils Not Attending School Regularly – School Actions and Impact** |

**(Below 90%-95% Attendance)**

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| **Name** | **% Rate** | **Threshold of Need** | **Intervention** | **Impact** | **RAG Rate** |
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**APPENDIX 3**

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| **Action Plan to Improve Punctuality and Attendance Action Plan** |

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| **What** | **How**  **(Include reference to Pupil Premium Funding)** | **Who** | **When** | **Evaluation** | **Impact** |
| **Attendance:** Improve Attendance rate |  |  |  |  |  |
| Attendance of vulnerable  Concerns |  |  |  |  |  |
| Persistently absent pupils  Below 90% attendance |  |  |  |  |  |
| Pupils not attending school regularly  90-95% attendance |  |  |  |  |  |
| Reduce  Authorised absence |  |  |  |  |  |
| Reduce  Unauthorised absence |  |  |  |  |  |
| Accuracy of Registers |  |  |  |  |  |
| Checking pupils on site and where they should be |  |  |  |  |  |
| **Punctuality**  Ensure more pupils are punctual to school by: |  |  |  |  |  |
| * Reducing late after register closes (from x to x) |  |  |  |  |  |
| * Reducing late before register closes from x to x |  |  |  |  |  |