

Beecroft Primary School

Full Governors' Meeting Wednesday 20th June 2023

Headteacher's Report Agenda Item 5

Attendance Whole school: September 2022 to 20 May 2023: 96.8% (Last year 96.6%)

Attendance is the responsibility of all staff and is taken very seriously. Unless a child has very good attendance progress at school stalls. Daily contact, class teacher responsibilities,

Attendance panel meetings have been held in school for the families of pupils whose attendance is below 90% This has been largely caused by extended leave abroad for over 20 days. All parents attended the meeting and parents have signed to agree to the way forward in the future.

Review of Success of Attendance Policy introduced 2022 (Mr Campbell)

Approval of Formal Budget 2023-2024

A Resource sub-committee meeting was held in May to approve the budget for 2023-2024. All minutes were sent to the full governing body. The HT explained the budget is a base budget leaving further decisions for September. The resource Sub-Committee approved the budget set.

Estimated Income	(1,853,610)
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Estimated Expenditure	1,778,730
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In Year (Surplus)/Deficit	(74,880)
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Estimated Balance b/f from 2020/21	(171,120)
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Forecast Contingency 2021/22	(246,000)
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The virement limits remain the same as agreed in October 2022: contracts £15,000

Headteacher's NLE (national Leader of Education work earned £10,000 for the school in 2022-2023.

The budget is based on an assumed income from the following pupil numbers: 2023-2024 is the last year of growth funding for the increase in PAN to 45

Alternative Class organisation

Year 2022-2023	Number	Draft Teachers
Nursery	?	Mrs Sayer
Reception x 2	45 (+ 9 waiting list)	Miss Stuart and Miss Hussey
Year 1	30	Miss Sayania
Year 1/2	30	Miss Halliday

Year 2	30	Miss Edmundson
Year 3	23	Miss Wade ECT
Year 3	23	Mr Hancox
Year 4	30	Miss Pinder
Year 4/5	30	Miss Walker
Year 5	25 (inc 2 Y6)	Miss McNicholas ECT and Mr Campbell
Year 6	38	Miss Brown/Turner/Campbell

NB notional classes – numbers may not add up as this is in process

Staffing and Additional Duties

- Miss Stuart 0.8
- Mrs Carter (Formally Smyth) is on maternity leave from December 2023
- The budget reflects that the HT J Turner is teaching for half the week and taking Y6 English and flute music lessons and the deputy N Brown is teaching Year 6. This accounts for the in - year surplus yet to be allocated.
- Year 6 – N Goode for reading Friday all day.
- Mr Russell: one day design and technology.
- Mr Schofield: To be planned for additional maths Pupil Premium
- Money to be allocated for teachers to do reading tuition. This includes leaders.
- Mrs Farthing Kay P.E. teacher across the school 0.8
- Mrs Such return from maternity leave – 2.5 days for job share Year R and Y/1 pm and ECT time.

Safeguarding procedures remain strong (See full report agenda item 12)

- One pupil with an EHCP (behaviour and language) joined the school in March 2021 and continues to be making very good progress
- A list of key pupils from our Early Help system have been telephoned on a weekly basis to find out how school can support.
- Food vouchers, helpline contact numbers and food parcels continue to be provided for families.
- Identified pupil has been collected and taken home from daily due to welfare concerns. (Not technically vulnerable by the DfE definition).
- Working with food banks within the Kirkstall community.
- Liaising with social workers where necessary. The school reporting system using Cause for Concern forms was maintained and used at childcare.
- Taxi provided for vulnerable child to get into school daily.

Whole School Reports And Consultation Evening

2 video consultation evenings have been held and a further one will take place in summer. Individual meetings have been held with parents in school.

Whole school reports: Reports have been written for all pupils (Nursery to Y6)

Catch-Up Additional Classes: Additional tuition in Mathematics and Reading is happening after school for an hour each week. All staff are participating in this.

Residential Visits:

Castleton Year 6

Nell Bank Year 5

Malham Year 4

Curriculum Development Update: (See detailed booklet March 2022)

Reporting to parents

Statutory Item: Ensure school reports at least annually to parents on their child's achievement and general progress.

End of year reports will go out to parents/carers on 6th July

Statutory tests have taken place in Year 6, Year 2, tables check in Year 4 and phonics check in Year 1.

Staffing and recruitment update including performance management

Note that the HT and DH Miss Turner and Miss Brown are teaching Year 6 2023-2024

Staff Performance Management interviews will take place in September and staff have been preparing for these. A coaching policy is in place and a coaching timetable is addressing individual staff needs.

ECT have completed and passed their two years – Miss Hussey and Miss Dove.

The HT, Miss Turner, had a performance management mid-year review in May 2022 by performance management governors. Full HTPM in July 2023.

Transition Arrangements To High School, Reception Classes and Within school

Transition to High School: Year 6 to Year 7:

- . Teacher assessments submitted and bespoke spreadsheets from each high school are completed about each child - includes academic, pastoral, medical data.
- . Pupils visit the high school with extra visits arranged for pupils who may struggle with transition
- . High schools visit the pupils in at Beecroft.
- . High schools visit Miss Brown in school - discussion about each individual child transferring to their school
- . Child Protection and safeguarding information being transferred to high school is passed to the Designated Safeguarding Lead
- . *In class the pupils are taught:*
 - how to read a high school timetable and use it to plan the equipment that will be needed each day
 - how to purchase a half-fare bus pass, how to read a bus timetable and how to catch a bus and behave on a bus

- road safety - looking at safe crossing spaces
- planning a route to their new school
- how to make friends and break the ice with new people
- anti-bullying work
- discussing 'feelings' about moving to a new school - apprehension, excitement ...
- how to make decisions when parents are not always there to help
- using the high school website to find out about uniform, start and finish times

Transition To Reception from Beecroft Nursery or other Providers.

- Visits by Foundation Stage Leader to settings.
- Stay and Play sessions in school for new pupils and our nursery where children are just coming into a different classroom.
- Parent/Carers meeting with transition staff.
- Bespoke work with specific families.

Transition To another class in school

- Meeting new teacher.
- Time in new class.
- Identification of pupils needing specific support and plan

Staff Wellbeing At Beecroft: Continuing To Reducing Unnecessary Teacher Workload (S. Carter)

- School leaders have always been committed to ensuring a better work life balance and sensible workload for staff in response to national concern over workload, which ultimately contributes to teacher retention and recruitment. Ofsted have mentioned, in both the framework and the latest publication on continuing professional development, that workload- especially unnecessary bureaucracy, assessment and data collection- was still the main reason for lack of training and mentoring in schools (May, 2023).
- Leaders at Beecroft Primary School have been taking steps to ensure all staff feel their wellbeing, effort and time are safeguarded, protected and taken seriously. Although Beecroft Primary School has a staff wellbeing charter (2021) that highlights our efforts in reducing workload and promoting wellbeing, we recognise that the issue of wellbeing and reducing workload is a continuous conversation together as a staff. Regular staff wellbeing meetings, where staff have meaningful engagement with the Mental Health Leader (S Carter) confidentially, allow staff to communicate work related issues that might be hindering their wellbeing. Issues that have recently been improved based off staff feedback are :
- -opening and closing times. Staff felt they needed longer in school to finish ongoing tasks if they had had an after school club. School is now open until 5:35pm and 5pm on a Friday.
- -email communications. Staff enjoyed not having set times to work outside of school but also felt that communications outside of working hours disrupted their time and needed clearer boundaries. Emails now include a 'tag line' that make it clear that, although colleagues can work and send emails when best for them, there is no expectation for the communications to be seen or responded to between 6pm- 7am and on weekends.

- -Use of staff meetings to plan with subject leaders. Teachers felt that using staff meetings to plan together allowed them to feel more supported and confident and was a better use of time. Staff meetings are now regularly used to organise and plan with the subject leader.
- -unnecessary bureaucracy. N Good and P Schofield were asked to mark the Key Stage 1 SATs reading test papers and mathematics papers in school. This freed up time which would have been taken from the teachers.
- -use of occupational health advice to support members of staff who may need extra accommodations in the school day and in their work. Provisions have been made to retain experienced staff by making modifications to the timetable to allow more time in school to complete tasks such as planning, preparation and marking.
- - PPA time and extra time for tasks. Where the timetable has had to be amended for unforeseen circumstances, PPA is rearranged to ensure that staff still get the planning and preparation they need in school.
- -subject leader dedicated time. Time will be planned into the half term to allow one day for each subject leader to lead their subject.
- To continue to be the outstanding school we are, leaders recognise that wellbeing and workload are continually developing and that where issues arise or are pointed out, they are consistently dealt with appropriately and quickly.

Beecroft Primary Attendance Report To Governors June 2023

Attendance at Beecroft overall is high. The trend for attendance over a 10 year period is well above 97%.

High attendance is seen as instrumental in the achievement of high standards and much work underpins it (Learning Mentor). Since Covid, much work has been done to re-establish a culture where parents see attendance as vital. We are clear in all our messages to parents that attendance is the law and that holidays/ extended leave will not be authorised during term time.

This year (2022/2023) our whole school attendance is currently 96.7% which is well above the National Average of 92.1%.

In recognition of our hard work, Beecroft has been awarded for our high attendance by Aspire FFT as it is now (June 2023) in the **top 10% of schools** in the country.

This is **all a result of the rigorous implementation** of the **school attendance policy** (as explained below) which is instrumental in keeping Beecroft's attendance well above National.

How Does Beecroft Do Attendance?

The Headteacher is central to driving the implementation of the attendance policy. Attendance is discussed with the whole school at weekly assemblies. All pupils know the attendance target of 96%. An attendance trophy is presented weekly to the class with 100% attendance.

Pupils understand the reason for good attendance. They are updated weekly on their own/class attendance through the traffic light system, so they have a clear understanding of where they are. This is now sent home half-termly.

Newsletters and Headteacher updates include attendance percentages and take every opportunity to re-enforce the central messages about good attendance.

Praise and reward for good attendance is central in the work and ethos of the school. This is done sensitively and without discrimination. Class teachers discuss attendance daily in class.

The Headteacher is part of the daily conversations at all levels regarding attendance. There is a very high expectation of every member of staff and the Headteacher lives this in her daily communication with pupils, parents, attendance officers, class teachers and senior staff.

Mrs Hulme, liaises daily with parents/ head/ deputy and class teachers to ensure attendance issues are dealt with immediately. If we do not receive communication, a parent will receive a phone call home from one of our Attendance Officers Mrs Hulme or Mrs Craven.

A home visit may be made depending on the child's attendance record and the nature of the absence (there are at two pupils who Beecroft staff regularly visit the home of and bring to school).

Where issues arise and pupils are in persistently absent category, SAP meetings are held with the head/ learning mentor/ parents and where needed the Local Authority. The aim of these meetings is to look at ways in which we can help the family to improve their child's attendance with clear next steps.

How Does Beecroft Do Nationally?

In 2022 attendance our attendance was 96.2% well above National (91.8%), which was actually a dip for Beecroft. *See IDSR attendance data for breakdown of groupings**

The reason for the dip was due to many families taking extended leave and then being caught up in transport and flight issues. Work is ongoing with these families to improve their attendance and ensure no more leave is taken in term time. Fines were issued to all.

Currently (June 2023) our whole school attendance is **96.4%** which again is well above National.

What has the impact of Beecroft's Attendance Policy been on our Persistent Absentees From 21/22 ?:

The government's new expectations have changed the persistent absence bracket from **below 85%** to **below 90%**.

The school works rigorously with families of pupils who fall into this bracket or are about to **(below 91%)** as outlined by our traffic light policy.

Pupil	Year	Attendance July 2022	Reason	School Actions	Impact On Current Attendance 7/6/23
Number 1	6	95.7%	Extended leave	Phone calls/ Meeting with mother	99.35%
Number 2	3	91.6%	illness	<ul style="list-style-type: none"> • Phone calls • Letters SAP meeting with Head	98.38%

Number 3	2	90.3%	Extended leave	<ul style="list-style-type: none"> • Phone calls • Letters • SAP meeting Rewards	98.70%
Number 4	3	83.2%	Extended leave + illness	<ul style="list-style-type: none"> • Daily Phone calls • Letters • SAP meeting Adjusted timetable for pupil with shorter tasks/ ipad/games	90.58%
Number 5	5	84.3%	Extended leave	<ul style="list-style-type: none"> • Phone calls • Letters SAP meeting with Head	96.75%
Number 6	6	90.4%	Extended leave	<ul style="list-style-type: none"> • Fines • SAP meeting/ Phone-calls Attendance	98.7%
Number 7	6	90.4%	Extended leave	<ul style="list-style-type: none"> • Fines SAP meeting/ Phonecalls	100%
Number 8	5	88.2%	Extended leave	<ul style="list-style-type: none"> • Fines SAP meeting/ Phonecalls	92.53%
Number 9	6	90.6%	Extended leave	<ul style="list-style-type: none"> • Rewards • SAP meeting Phonecalls	100%
Number 10	6	87.7%	Illness – lots of odd days off/ pattern	<ul style="list-style-type: none"> • Daily phonecalls • Letters • Home visits • SAP meeting with Head and Leeds Attendance Officer (Asmina) Taxi paid for by school	88.39%

- All of the children have made progress with their attendance due to the attendance policy being applied through daily work in school.
- 90% of the children who were our persistent absentees at the end of last year are no longer persistent absentees.
- Of the 2 lowest, both have made progress, but work is still ongoing with both families. Pupil 10 is still on our persistent absentee register.

Pupil Number 4. He has had much absence due to mystery stomach complaints, which tests in hospital have been unable to detect. He now has an adjusted timetable with lots of short fun activities and his own ipad with headphones to play games. Daily work is carried out to help him with friendships. This has had a positive impact on the way that he sees school and his recent attendance is improving/ mum is rung each day after break time to let her know that he is ok. He is now on the borderline of 91% and has had no days off since February.

Pupil Number 10. School have been relentless with her and her Mum. She is rung daily if not in school and home visits have been carried out (3 this year) if she does not attend. Her mum will ring up and make excuses like she slept in, or feels sick at least once a week. Both punctuality and attendance have been an ongoing issue. The SAP meeting with Head and Attendance Office, improved her attendance for a short while, but the many issues at home mean that it is still not consistent. The

head then organised and paid for a taxi (from 17/3/23) to pick her up each day. This has solved the punctuality problem and seen her attendance improve; she was then able to be in school for her SATs and lead up to them. The work is still ongoing as 2 taxis have been missed and another home visit was needed. School is liaising with outside agencies.

Who are the persistent absentees 2022/23?

- The below table shows our 7 persistent absentees 22/23 from Years 1-6
- This includes the 1 pupil from above who has improved but is still a serious concern.

Pupil	Year	Current Attendance	Reason	School's Actions
Pupil 1	Year 2 EE	89.87%	<ul style="list-style-type: none"> • Extended leave in September • Family Bereavement – extended leave to Pakistan • Illness/ Graduation and Religious Observance 	<ul style="list-style-type: none"> • Amber/ Red letters • SAP meeting • Fines
Pupil 2	Year 6 NB	88.56%	See 21/22	<ul style="list-style-type: none"> • Daily Phone-calls • SAP Meetings • home visits • Taxi paid for by school • Weekly pupil rewards.
Pupil 3	Year 1 SS	89.61%	<ul style="list-style-type: none"> • Hernia operation in November • Ear/Nose and throat operation 2 weeks in hospital in Feb • No days off since 	<ul style="list-style-type: none"> • School has had an ongoing dialogue with parents/ medical - evidence has been provided • Catch up work has been provided and since last operation no time has been had off school
Pupil 4	Year 3 JH	89.54%	<ul style="list-style-type: none"> • Family holiday to Turkey in September unauthorised • Odd days off ill • Family emergency • A second family holiday in term time Feb 	<ul style="list-style-type: none"> • Fines • Letters/ Phonecalls • SAP meeting
Pupil 5	Year 1 SS	85.95%	<ul style="list-style-type: none"> • Oct – long illness 2 weeks • Nov – 1 week illness • Attendance has improved since SAP meeting 	<ul style="list-style-type: none"> • SAP meeting held in Feb- no days off since • Pupil has received attendance awards weekly
Pupil 6	Year 1 EH	85.29%	<ul style="list-style-type: none"> • Scarlet fever • Extended leave – exceptional circumstances • Seizures – A/E/Hospital 	<ul style="list-style-type: none"> • Fines for holiday • Meeting with Head <ul style="list-style-type: none"> • All letters

			<ul style="list-style-type: none"> Currently off school having an operation (LGI) 	
Pupil 7	Year 2	87%	<ul style="list-style-type: none"> Lots of bouts of illness due to bowel issues – mum has provided medical evidence of these 	<ul style="list-style-type: none"> Daily phone calls All letters sent SAP meeting held in Feb No days off since March

- Work continues with these families on a daily basis, in order to ensure their attendance improves.

School Attendance Panel Meeting: SAP

Parents are invited into school to discuss attendance at 91% and 90% and below (Persistent absence). The discussion is to set targets for improvement and to ensure that things will improve quickly. Any barriers to good attendance are discussed. A parent contract will result.

The SAP meetings are led by the headteacher, along with Mrs Hulme (Attendance officer) and where needed Azmeena Ali (Leeds City Council Attendance Officer).

There have been 5 rounds of SAP meetings to date:

Wednesday 25th May 2022	13 Pupils
Wednesday 6th July 2022	5 Pupils
Tuesday 22nd November 2022	4 Pupils
Wednesday 8th February 2023	7 Pupils
Tuesday 6th June	*7 nursery parents (starting in Reception September 2023)

All of these have been successful as no children from the first round are now in the persistent absence category.

*As seen above even though Nursery attendance is not statutory, work is already being done with those pupils whose attendance is low, to ensure that when they start in Reception in September parents know the importance of attending.

How is Beecroft's Attendance Currently 2022/23?

Our whole school attendance currently is high and well above national at 96.7% (as of 24/2/23).

Class	No of Pupils in Group	%Attendance to 24/2/23
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Reception ES	24	96.2
Reception SH	22	96.2
Year 1SS	21	95.8
Year 1EH	22	95.6
Year 2 SC	22	96.9
Year 2EE	24	97.2
Year 3JH	26	96.0
Year 3 RF	18	97.1
Year 4RP	32	97.5
Year 4/5KW	28	97.2
Year 5SC	25	97.3
Year 6	37	96.8
Total	301	96.7

Barriers to Attendance

- The majority of parents support the school well with attendance.
- There are a number of children who have genuine medical reasons that affect their attendance. These pupils and parents are being supported with this.
- There are however, some families who continue to take extended leave in term time repeatedly e.g. a family (Pakistani) has taken their 3 children out of school for the 4th time in 6 years. One of their children, who is in Year 6 SATs year and is already working behind, missed 3 weeks of school for the trip to Saudi Arabia. This negates any extra work and support that has been given to help him catch-up. In a meeting about this the family were happy to pay fines and feel that the trip is justified on grounds of religious education.
- Alongside this there are some vulnerable families (White British) where a lot of home factors contribute to whether their child will be in school the next day or not; these families are rung daily and home visits made to ensure they do attend.

All of these factors mean that the school needs to be relentless in our approach and make attendance the number one priority for all staff.

Beecroft Primary School
Educational Visits and Visitors to School By Subject
2022-2023

	<u>Nursery</u>	<u>Reception</u>	<u>Year 1</u>	<u>Year 2</u>
Science	<u>Understanding of the world</u>	<u>Understanding of the world</u>		Lotherton Hall Kirkstall Valley Farm
Geography	Ambulance Visit Dentist Visit Police Visit	Ambulance Visit Parents and Babies Visit Local Area Walk	Local Area Walk	Local Area Walk
History				Kirkstall Abbey
PSHE/ Citizenship			Author Visit	Author Visit Kirkstall Valley Farm
PE			Tennis	Gymnastics Football Bikeability/ Learn to Ride
Art				

	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
Science			Nell Bank (residential)	Birds of Prey Centre
Geography	Morrisons	River Aire Malham (residential)	Scarborough	The Deep Castleton (residential)
History	Saltaire Otley	Ancient Greeks (Leeds City Museum) Romans (Leeds City Museum) Kirkstall Abbey	Armley Mills	
PSHE/ Citizenship		Inner West Youth Summit Malham (residential)	Inner West Youth Summit Nell Bank (residential)	Castleton (residential)
PE	Swimming (weekly) Dance Football	Boys Football	Boys Football Girls Football Triathlon	Boys Football Girls Football Swimming (weekly) Junior Warrior Bikeability
Art		Yorkshire Sculpture Park		