

Upperwood Academy – Governors’ Week

Week Commencing 25/11/19

Upperwood Academy Governor Visit Report

Name	Kim Wordsworth
Date of Visit	29/11/2019
Focus of Visit	To review and discuss Absence/Attendance Policy
Classes / Staff Visited	Mrs Beaumont
<p>Summary of activities, e.g. observing classes, talking to staff and pupils, looking at resources, had lunch, etc.</p> <p>I spent time in the office with Mrs Beaumont to discuss the schools absence policy and attendance levels.</p> <p>We reviewed the current policy along with each stage of escalation from letters being sent home and fines being issued.</p>	
<p>What I learned as a result of my visit</p> <p>I learned a great deal from my visit.</p> <p>The attendance levels of the school have increased over a period of time due to current monitoring, including Lateness and Punctuality. I am confident the records kept show a true reflection of the School’s ethos and in line with the policy.</p> <p>The electronic system in place allows for reports to be generated and reviewed efficiently and provides accurate information. This information is used in a positive manner to continuously track and improve the number of unauthorised absences including fines being issued.</p>	
<p>Positive comments about the focus</p> <p>During my visit we reviewed how the information is captured and transferred onto the school’s database.</p> <p>Mrs Beaumont collects accurate information which has a huge benefit to the school. The records are well maintained.</p> <p>The office was extremely busy but managed well by working together.</p>	
<p>Aspects I would like clarified / questions I have</p> <p>I asked questions during my visit which were all answered.</p>	

Any other comments & link to governor decisions.

Have last year's recommendations been implemented & witnessed?

Signed ____ K. Wordsworth _____

(Governor)

Signed _____
(Principal / Coordinator)