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06 November 2006

Mr Andrew Harris  
Headteacher  
Katherine Lady Berkeley's School  
Kingswood Road  
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Gloucestershire  
GL12 8RB

Dear Mr Harris

Ofsted survey inspection programme – Attendance for Learning in Secondary Schools

Thank you for your hospitality and co-operation, and that of your staff, during my visit on 01 November 2006 to look at your work in promoting attendance.

The visit provided valuable information which will contribute to our national evaluation and reporting. Published reports are likely to list the names of the contributing institutions, but individual institutions will not be identified in the main text. All feedback letters will be published on the Ofsted website at the end of each half-term.

The evidence used to inform the judgements made included: interviews with staff, students and a representative from of the local authority, scrutiny of relevant documentation, and observation of two parts of lessons.

The overall effectiveness of your work in promoting attendance was judged to be good with a number of outstanding aspects.

#### Achievement and standards

- For the pupils tracked on this inspection levels of engagement and achievement were good.
- The proportion of 5 A\*-C grades at GCSE is consistently well above average and has grown from 73% to 80% in the period 2003 to 2005.
- Attendance is consistently high at around 95%.

## Quality of teaching and learning

- The quality of teaching and learning in relation to attendance is good.
- In the lessons observed relationships were good. There is a clear structure and good pace to lessons and teachers use questioning well to test and develop knowledge and understanding. Feedback to pupils in lessons is both positive and supportive.
- There were occasions when a few students talked while the teacher was talking and some pupils called out answers, not allowing the teacher to assess other pupils' understanding.

## Quality of curriculum

- The quality of the curriculum in relation to attendance is outstanding.
- There is a very rich and varied vocational curriculum that is very well tailored to the needs of the students and which they value highly; choices include vocational GCSEs, a very extensive range of NVQs run in conjunction with two local colleges and extended work experience.
- The school's willingness to change the timetable to help re-engage some pupils with attendance problems has been helpful.

## Leadership and management of attendance

- Leadership and management of attendance are outstanding.
- There is very good analysis of data, linking attendance and attainment including the attainment of target grades. The school evaluates its actions well and puts in place well considered plans to improve its performance still further.
- Attendance policies and procedures are clear, well communicated to staff, students and parents and are effective.
- Attendance strategies are suitably monitored and escalated when necessary. The school works in close partnership with the local authority.

## Inclusion

- The provision for inclusion in relation to attendance is outstanding.
- Through its use of data involvement with primary schools the school has an impressive knowledge of individual pupils and provides a very good introduction and transition to the school, including sample lessons.
- The school identifies students in need quickly and provides excellent support for them.

- The school works very effectively to re-engage students with attendance problems and to identify and manage behavioural issues.

Areas for improvement, which we discussed, included the need to:

- implement, as planned, first day calling to follow up absence
- implement, as planned, the Local Authority's strategy for fixed penalty notices for poor attendance
- consider the introduction of electronic registration for individual lessons

I hope these observations are useful as you continue to develop your attendance work in the school.

As I explained in my previous letter, a copy of this letter will be sent to your local authority and will be published on Ofsted's website. It will also be available to the team for your next institutional inspection.

Yours sincerely

Russell Jordan  
Her Majesty's Inspector