

Responsibilities and Attendance procedures and Monitoring

Daily				
<u>Senior Leaders</u>	<u>EWO</u>	<u>Attendance team</u>	<u>Class teachers</u>	<u>Families</u>
<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Daily attendance meeting with Attendance Lead • Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils 	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers • Home visits • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff. 	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via SIMs • Identify pupils who are absent from school without reason (before 9.15am) • Log on SIMS, parental voicemails, text messages and emails regarding student absences • Ensure all Late arriving pupils are spoken to and their attendance is entered on to SIMS • Messages sent to parent/carers who have failed to contact regarding their child's absence and also pupils who arrive late. • First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers. • Logging attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems. • Daily late process, log and send actions for relevant staff. • Daily Attendance/ PA report sent to senior leader with responsibility for attendance. 	<ul style="list-style-type: none"> • Registers are completed on Arbor each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school • Welcoming long-term absentees back into the class • Encourage good attendance through informing class of 'good' things they will be doing the next day • Promoting attendance through competition and rewards 	<ul style="list-style-type: none"> • Arrive on school site by 8.40 am • Be in class on time for registration at 8.50 am

Weekly

<u>Senior Leaders</u>	<u>Attendance team</u>	<u>Class teachers</u>
<ul style="list-style-type: none"> Monitoring and Tracking of staff not completing registers in line with Safeguarding requirements. Weekly attendance meeting with attendance team to plan actions Liaison with EWO, Pastoral team and Curriculum Leaders regarding support work with identified pupils 	<ul style="list-style-type: none"> Informing SLT and EWO of pupil patterns of absence. Provide weekly pupil attendance figures for class teachers and pupil rewards Discuss punctuality issues with identified pupils and parent/carers Pupils rewards Provide weekly punctuality data for class teacher and pupil rewards Send 100% and below 90% messages to parents weekly 	<ul style="list-style-type: none"> Ensure all members of the class know the school target and their current attendance Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate. Update information on attendance boards/stars Organise help for pupils to catch up on missed work due to prolonged absence

Half Termly

<u>Headteacher</u>	<u>Senior leaders</u>
<ul style="list-style-type: none"> Ensure that attendance features in ALL parents' evenings Monitor and track attendance/PA Action Plans Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern 	<ul style="list-style-type: none"> Maintain a high profile of attendance as a significant contributor to pupil achievement Use attendance data to identify and take action to improve the attendance of vulnerable pupils Ensure that all teaching staff focus on attendance in planning and pedagogy

Termly

<u>Headteacher</u>	<u>Senior leaders</u>
<ul style="list-style-type: none"> Ensures school policy and procedures reflect the school's Catholic vision, and actions are taken in the spirit of hope, compassion and reconciliation. Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors 	<ul style="list-style-type: none"> The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off-site provision School Attendance Review alongside the EWO Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance Ensure that the attendance policy is implemented across the school and that systems are operating effectively. Report to SLT on attendance matters Ensure school prospectus, parent/carers welcome booklet and school newsletters promote attendance.