



ATTENDANCE MATTERS

Admin staff responsibilities

Daily

Check registers and make first day contact calls by 10am.
Register closes 30 mins after opening. 'U' code is used for those who arrive after this time.

Monitor late arrivals and record reason and minutes late on Bromcom.

N codes are updated following contact with parents.

MIS system updated on first day of attendance for new arrivals.

All families of children identified on daily N code report contacted.

Notify HT/DHT after 2 days of N codes.

Weekly

Any concerns around attendance, lates or emerging trends passed onto NAP.

3 Weekly

Attend EWO attendance meeting to monitor children punctuality and children with attendance of 90% and below.

Termly

Attendance certificate reports from Bromcom printed to give to parents at parents meetings



ATTENDANCE MATTERS

School Business Manager (SBM) responsibilities

Daily

Ensure daily N code report is sent to Admin and NAP.

Weekly

Generate weekly lates report and send to NAP.

Generate low, moderate, high persistent absence report and send to NAP.

Generate class attendance report and send to NAP for celebration of attendance.

3 Weekly

Attend EWO attendance meeting to monitor children punctuality and children with attendance of 90% and below.

Input into PA spreadsheet any actions arising from Attendance Meeting.

Half Termly

Half termly attendance data populated for groups showing trends.

Annually

Ensure policy and action plan is placed on the school website.

Ensure attendance policy is shared with all staff at induction and with new parents.



ATTENDANCE MATTERS

Inclusion Team responsibilities

Weekly

Meet and greet parents and children on the playground.

Any concerns around attendance, lates or emerging trends passed onto NAP.

Discuss any emerging patterns of absence with pupil and parents. As instructed by NAP using the conversations with parents around attendance script.

Attend Attendance Concern Meetings (ACM) as and when required.

Support the actions from Action Plans put into place from ACM (eg support children in class, arrange drop ins, provide interventions etc).

Work with children and families who are identified as at risk of becoming PA. Facilitate Early Help Assessment where appropriate.

For pupils who have a social worker: inform the child's social worker if there are any unexplained absences.

3 Weekly

Attend EWO attendance meeting to monitor children punctuality and children with attendance of 90% and below.



ATTENDANCE MATTERS

Class teacher responsibilities

Daily

Meet and greet on classroom door every morning.

Obtain reasons for any unexplained absences on the child's return and report to admin staff.

Check Class dojo messages by 9:00 and report any messages of absence to admin staff.

Mark register by 9:10am. This is a legal requirement placed on teachers. Only input present or N.

Weekly

Discuss any concerns about attendance, lates or any emerging trends in weekly phase meeting.

Discuss any emerging patterns of absence with pupil and parents. As instructed by NAP using the conversations with parents around attendance script.

Catch up sessions provided/ adapt provision for children who have missed work due to attendance.

Attend Attendance Concern Meetings (ACM) when required.

Termly

Discuss attendance with all parents at parents meetings. Give attendance certificate report to parents and follow 'how to have a conversation about attendance with parents' guidance.



ATTENDANCE MATTERS

Nominated Attendance Person (NAP) responsibilities

Daily

Meet and greet parents and children on the playground.

Monitor daily N codes and follow N code flowchart when thresholds are met.

3 daily

Follow actions on N code report for 3 daily unexplained absences.

Weekly

Action appropriate attendance flowcharts following concerns raised by team leaders in phase meetings and/ or analysis of data.

Monitor weekly lates report and action flowchart if lates meet staged thresholds.

Monitor low, moderate, high persistent absence and action any flowcharts for each level of attendance.

Analyse weekly class attendance data. Award attendance cup to top 3 classes. Inform HT.

Post personalised postcards home for improved attendance



ATTENDANCE MATTERS

Nominated Attendance Person (NAP) responsibilities

3 Weekly

Attend EWO meeting to monitor punctuality and attendance of 90% and below.

Monitor PA spreadsheet to ensure impact from Attendance Meeting. Where there is lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in the future.

Where in school support is not working, engage with the local authority on legal intervention.

Where there are safeguarding concerns, intensify support through statutory children's social care.

Work with other schools in the local area, such as schools previously attended and the schools of any siblings.

Identify children who are severely absent and coordinate a joint approach with the local authority.

Identify children with SEND who are PA, or at risk of becoming PA and liaise with SEND-

Half Termly

Meet with link Governor

Half termly attendance and attainment data analysed for groups showing trends.

Write attendance newsletter and distribute to parents.

Use data to identify cohorts with, or at risk of low attendance and develop strategies to support them.

Annually

Review attendance policy and action plan.

Deliver training to staff on attendance.

Agree school's target for attendance with Governing Body and HT.



ATTENDANCE MATTERS

SENDCO/ Inclusion Lead

3 Weekly

Liaise with NAP to Identify children with SEND who are PA, or at risk of becoming PA and liaise with SENDCO to coordinate support.

Support to include:

Pastoral support where required

Additional in school support and adjustments ion lessons

Individual Health Care Plans initiated where appropriate

Ensure the provision outlined in the pupil's EHCP is accessed.

Consider additional support from wider services and external partners, making timely referrals.



ATTENDANCE MATTERS

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ATTENDANCE MATTERS

Head Teacher responsibilities

Daily

Meet and greet parents and children on the playground.

Liaise with parents as and when leave in term time requests arrive to consider authorisation in exceptional circumstances.

Weekly

Post personalised postcards home for improved attendance.

Half Termly

Ensure there is a standing agenda item at all Governing Body meeting for attendance.

Monitor the performance of NAP to ensure all actions are having a positive impact on attendance.

Ensure that children's attendance for each year group, including all groups of children, is monitored and tracked appropriately leading to actions and impact on improved attendance.

Ensure that punctuality is monitored and early intervention is put into place to stop decline.

Annually

Review attendance policy and action plan.

Ensure all stakeholders are informed of attendance policy (especially parents)

Ensure up to date attendance information is on the school website with term time dates.

Build in staff training on attendance into annual CPD calendar

Agree school's attendance target with NAP and Governing Body.



ATTENDANCE MATTERS

Governing Body responsibilities

Termly

Link governor to meet with Nominated Attendance Person (NAP) prior to Governing Body meeting. This challenging conversation includes:

- Ensuring attendance and punctuality are of high importance
- Data analysis (including trends)
- Impact of attendance actions
- Impact of action plan and attendance policy

Link Governor to report to full Governing Body

Monitor and review leave in term time requests and Headteacher's authorisation in exceptional circumstances.

Review attendance data and help school leaders focus on the pupils who are at risk of becoming PA or who are PA.

Annually

Review and agree attendance policy and action plan.

Approve the school's target for attendance.

Monitor up to date attendance information is on the school website with term time dates.

Ensure that school staff receive training on attendance.