

Woodside Primary Academy
Attendance Roles & Responsibilities

Who	Monitoring	Focus Pupils Support	Persistent Absence / Year Group Support
Attendance Officers (AO) (Monitor all pupils – 5 focus families each)	<ul style="list-style-type: none"> Monitor registers have been completed Monitor attendance daily on Arbor for absence Call all absent pupils who have not reported an absence Visit all unauthorised absent pupils on the second day of absence (CP on first day) Track absence weekly and record procedures completed for each absent pupil (PA) – e.g. letter, meeting/SAP, NPR, call, home visit etc.. Follow safeguarding procedures when concerns arise Track trends and patterns reported by AHTs Follow absence pathway and procedures for all absent pupils Produce half termly reports for the Headship team for all pupils and key groups 	<ul style="list-style-type: none"> 5 focus families per half term each Meet parents at the beginning and end of each half term to discuss agreed strategies Set up personal rewards tracker and incentive –attendance team will provide a range of rewards that pupils can choose from Call when an improvement is seen 	<p>Lead HOS meet attendance officers weekly to discuss key families and impact of attendance procedures on improving school attendance – report to governors</p> <p>Attendance Officers Ensure all attendance charts are up to date Parents attendance update-every Wednesday Maintain school rewards systems – half termly, termly and year rewards Review current systems and their impact half termly *Plan and design weekly individual trackers to be launched during the LIM breakfast week</p>
Headship (Current focus families)	<ul style="list-style-type: none"> Monitor focus families daily using Arbor- AOs allocate The attendance team will send a weekly report - Monday by 11.30am HOS- weekly assembly on celebrating attendance and health habits – YG attendance ambassador supports -class with the highest 10mins extra play 	<ul style="list-style-type: none"> Headship (<u>5-6 focus families</u>) Call when absent and make/arrange home visit – record Meet/call parents at the beginning and end of each half term to discuss agreed strategies Agree personal support/incentives – Call when an improvement is seen – text to be sent to parent No improvement send letter – (Headship drive) 	<p>HOS' to be aware of key absent causes/issues in your year groups-strategise with AHTS/Departments leads on ways to support/challenge absence</p> <p>HT HOTSPOT- weekly. Select a class in each year group with the best attendance for that day (above 95.6%)</p> <ul style="list-style-type: none"> Reward with an out of the box idea.
AHT (2 focus families a half term)	<ul style="list-style-type: none"> Monitor focus families daily using Arbor– 2 families allocated by the Attendance team Track patterns and reasons for absence – all available on Arbor The attendance team will send a weekly report-Monday by 11.30am Discuss key issues/successes with HOS Ensure year group and class attendance systems are in place and impact discussed during meetings with YGLs 	<ul style="list-style-type: none"> Meet/call 2 focus parents at the beginning and end of each half term to discuss agreed strategies Set up personal rewards sheet and incentive –attendance team will provide a range of rewards that pupils can choose from Congratulate pupils and call home when an improvement is seen No improvement send letter – (SLT drive – attendance/year group) 	<ul style="list-style-type: none"> Ensure you are aware of general issues causing absence within year group/s e.g. holiday, CMFE, waiting off rolling, illness e.g. chicken pox outbreak. Meet parents of persistently absent pupils- attendance team will allocate pupils and organise meetings Record notes from the meeting using the meeting log. Meet YGL weekly – discuss PA pupils, focus pupils/ trends and patterns that may be forming e.g. off every Monday, off always with siblings, holiday every year at this time etc..
YGL (2 focus families a half term)	<ul style="list-style-type: none"> Know who your PA pupils are-AO will send weekly to you Ensure to say hi daily and praise them for being at school, encourage them to share their interests, class work and achievements, no matter how small 	<ul style="list-style-type: none"> Focus pupils (2 families allocated by the Attendance team- review Arbor daily) - Set up personal rewards tracker and incentives –attendance team will provide a range of rewards that pupils can choose from Congratulate pupils and call home when an improvement is seen 	<ul style="list-style-type: none"> Ask CT s to email names of pupils who they know are absent on certain days. Have an awareness of who the PA pupils are in the year group-share relevant names with class teachers Host a vote for a year group attendance ambassador (must have 100%)

Class Teachers (CT)	<ul style="list-style-type: none"> • Ensure class attendance systems are maintained • Know who are the PA pupils in your class • Ensure you are welcoming and include PA pupils in focus groups on the day of their return 		<ul style="list-style-type: none"> • Plan engaging lessons and an environment that meets the children's needs • Discuss upcoming learning events with the class so they are excited /look forward to coming to school • Vote for an attendance lead in the class (must have 95.8%+ attendance)- they will track the class' attendance daily • Set a weekly achievable class target & reward e.g. 10 mins extra play, golden time on a Friday.... • *All pupils complete Friday individual trackers and discuss healthy habits for the next week
Pastoral Team	<ul style="list-style-type: none"> • Monitor daily attendance using Arbor 		<ul style="list-style-type: none"> • Share any barriers with the attendance team /teacher • Discuss important of coming to school with pupils • Set personal goals and rewards • Praise improvement in coming to school • Share any barriers with the attendance team/CT • Discuss strategies with CT
Provision	<ul style="list-style-type: none"> • Monitor daily attendance using Arbor 		<ul style="list-style-type: none"> • Share any barriers with the attendance team/CT • Discuss strategies with CT
Inclusion	<ul style="list-style-type: none"> • Monitor weekly attendance using Arbor 	<ul style="list-style-type: none"> • Support the Attendance team with focus pupils and home visits when necessary 	<ul style="list-style-type: none"> • Share any barriers with the attendance team/CT • Discuss strategies with CT – where appropriate

SLT Parent meetings (Email meeting notes to attendance officers)

- All meetings with parents should be recorded on the parent meeting form: Appendix: 1
- When meeting with parents to discuss absence, please bring along the child's absence report and the child's books (or Tapestry Journal), to show impact of absence and compare with another comparable child (hide name of child) who has good attendance (above 96%).
- Seek to understand barriers, ask questions and agree a way forward
- Share appendix 2: showing impact to absence/lates - **chart**
- Remind parent of the **school attendance policy** and possible outcome if attendance does not improve (see attendance pathway document appendix: 3)
- Agree **monitoring period** and support plan e.g. organisation support plan, including a morning call before school, walking bus-another nearby parent to support drop to school, school nurse, BC etc.....
- ***Individual attendance booklets** will be introduced during the LIM breakfasts- pupil s will track their own attendance on a Friday and receive a range of collectable stickers each week