



# ATTENDANCE ROLES AND RESPONSIBILITIES

Chapel House

December 2022

# Chapel House Attendance Roles and responsibilities

Local Authorities should:

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.
- Have a School Attendance Support Team which provides the following core functions free of charge to all schools (regardless of type):
  - Communication and advice: regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
  - Targeting Support Meetings: hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
  - Multi-disciplinary support for families: provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
  - Legal intervention: take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- Monitor and improve the attendance of children with a social worker through their Virtual School.

# Chapel House Attendance Roles and responsibilities

Parents/carers should:

- Ensure their child attends school regularly and punctually;
- Contact the school office on 1st day of absence to give a full reason for their child not attending;
- Contact school regularly during a pupils absence to keep staff updated;
- Do not pass on messages to school via transport staff;
- Avoid holidays in term time wherever possible and apply in advance by completing the relevant form;
- Avoid medical and dental appointments in school hours wherever possible;
- Attend meetings in school;
- Ensure their child goes to bed at a reasonable time;
- Ensure their child is ready for transport in a morning;
- Ensure their child comes in to school ready to learn;
- Discuss any issues affecting absence or lateness with school via Senior Leadership Team or keyworkers.

# Chapel House Attendance Roles and responsibilities

Pupils should:

- Acknowledge behaviour needed out of school e.g. early bedtime;
- Attend school punctually;
- Speak to parents/carers/teacher if issues arise that may have an effect on their school attendance.
- Co-operate and participate in interventions and support offered by the school or other agencies.

# Chapel House Attendance Roles and responsibilities

Headteachers should:

- Take the lead in ensuring attendance is promoted and has a high profile within the school;
- Ensure school staff receive adequate training on attendance;
- Ensure there are designated staff with day-to-day responsibility for attendance matters;
- Ensure adequate protected time is allocated to discharge these responsibilities;
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance;
- Ensure there are designated staff to oversee educational provision for children and young people who are too poorly to attend school (class teacher and Senior Leadership Team).

# Chapel House Attendance Roles and responsibilities

Designated Staff should:

- First day response: Contact parents/carers if an adequate reason for absence has not been provided;
- Input and update the attendance registers;
- Regularly identify and monitor school attendance and punctuality levels;
- Work with children and young people and parents/carers to remove barriers to regular and punctual attendance;
- Ensure, if appropriate, children and young people who are unable to attend school due to medical reasons have opportunities to access educational activities.

# Chapel House Attendance Roles and responsibilities

All staff should:

- Provide a welcoming atmosphere for children and young people and provide a safe learning environment;
- Ensure an appropriate and responsive curriculum;
- Provide a sympathetic response to any pupils' concerns;
- Be aware of factors that can contribute to non-attendance;
- See pupil' attendance as the responsibility of all school staff;
- Participate in training regarding school systems and procedures;
- Be pro-active in providing learning opportunities for children and young people who cannot attend school due to significant medical needs.