

Managing Attendance – Roles and Responsibilities at Maple House

Gemma

Deputy Head/Admin

Sally

Various

Senior Attendance Champion / SLT	Attendance Officer	Admin Support Officer	Other
- Line manages the team and drive standards. - Implement the attendance strategy. - Overall responsibility for accuracy of registers and compliance. - Coordinate interventions including - co-ordinating and monitoring quality and completion of phone calls. - arranging pastoral review meetings / key attendance communications - oversight of the legal process. - Ensure risk register is up to date - Take the lead on complex cases / home visits. - Attend parents' evenings to promote attendance / meet with targeted parents - Contribute to chronologies of pupils of concern / risk register - Liaison with LA (targeted support meetings). - Ensure primary transition attendance information gathering is completed. - Back up base contact for home visits. - Conduct and track pupil home visits and remove barriers to non-school attendance. - Contribute to chronologies of pupils of concern / risk register - Intervention delivery for students at risk of PA. - Identify pupils for CME process. - Support with referrals to external agencies. - Parental attendance coffee mornings / delivery of informational sessions E.G. Healthy sleep routines. With support from external agencies such as CAMHS / Mental Support Team / Counsellors - Attendance to CIN, EH/TAF and CP meetings with DSL - Provide attendance data for key meetings and data drops SLT Links - Support and quality assure the work of attendance team - Act as the next layer of support and challenge where initial intervention has failed.	- Complete routine absence phone calls - Produce any required data analysis for SLT lead / Principal. - Day to day management the legal process including letters / home visits / creating chronologies / sign posting support / conducting action planning meetings. - Lates, inputting of lates - Follow up missing registers (10 mins after completion of registers throughout the day) - Note missing registers / compile persistent offenders for SLT Lead - Maintain the continuous absence tracker and identify pupils requiring home visits / referrals - Maintain referral spreadsheet for attendance - Maintenance of specific groups for admin, EHE, Admissions etc. - Base contact for staff on home visits. - Provide attendance data for key meetings and data drops	- Mentor targeted cohort - Laise with pastoral team to ensure plans are actioned. - Prearranged and ad hoc pickups. - Complete routine absence phone calls - Support Home visits - Making pre-emptive phone calls / PA pupils prior to the start of school.	<u>Class teachers / form tutors</u> Share Attendance data with pupils in form on a weekly basis - Ask pupils about their wellbeing following an absence. - Mentor allocated pupils. - Accurate and timely completion of all registers. <u>Family Support Worker</u> - Home visits lead - Parental attendance coffee mornings / delivery of informational sessions E.G. Healthy sleep routines. With support from external agencies such as CAMHS / Mental Support Team / Counsellors - Attendance to CIN, EH/TAF and CP meetings with DSL - Ensure risk register is up to date
Training would be beneficial	Training would be beneficial	Training would be beneficial	