Abbey School Attendance Responsibility Document

Governing Board/Trustees

- Submit Statement of Strategy and Policy of Attendance

- Implement and review any action plans for Improvement – Attendance

- Request and review attendance statistics via Principal's Report

- Comply with all circulars and directives from the DFE in relation to Attendance.

Principal and SLT (Attendance Champion)

- Maintain the school roll

- Lead and promote whole school attendance

- Provide rewards for attendance

- Implement attendance policy & statement of strategy of attendance

- Link with appropriate people (Local Authority, Social Care, Police……)

- Ensure accurate rolls are kept/Have a system in place to track attendance

- Monitor whole school attendance (or delegated to post of responsibility)

- Implement/oversee intervention

- Link in with initiatives that promote attendance

- Provide a positive learning environment

- Raise staff awareness about attendance

- Put attendance as standing item on staff meeting agendas

Attendance manager

- Build relationships with parents

- Complete all evidence needed regarding processes and attendance

- Provide rewards for attendance

- Implement attendance policy & statement of strategy of attendance

- Link with appropriate people (Local Authority, Social Care, Police……)

- Ensure accurate rolls are kept/Have a system in place to track attendance

- Monitor whole school attendance (or delegated to post of responsibility)

- Implement/oversee intervention

- Raise staff awareness about attendance

- Complete meetings with families of students with poor attendance

- Track PA and SA

- Complete referrals to KCC for Attendance Pathways

- Work with HOY/Pastoral/PEC to support student attendance

- Track and process FPN's for term time leave

- Complete home visits as per Safeguarding policy

- Complete Safeguarding meetings where needed with DSL

- Manage/review low attendance and target list

Attendance Admin Team

- Build relationships with parents

- Liaise with Pastoral teams regarding attendance issues

- Promote whole school attendance

- Communicate with Attendance Manager regarding attendance concerns

- Phone calls to parents for students not in school

- Support policy development

- Locate students missing from lessons

- Track truancy each lesson

- Monitor absence of students

- Monitor lateness

- Sixth form attendance

Head of Year

- Track attendance and identify emerging trends/ patterns of absence

- Phone calls to parents

- Discuss attendance at Parent Teacher meeting

- Complete attendance meeting with Education Support Plans

- Bi-weekly meetings with Attendance Manager

- Track PA and SA

Form Tutors

- Promote the importance of attendance

- Weekly attendance calls to parents

- Attendance Golden Tickets

- Promote good attendance each morning

- Welcome children on return to school following absence

SENDCO/Safeguarding Team

- Monitor attendance of target list children only

- Provide targeted supports and direct 1:1 and group interventions for children on target list.

- Provide life skills coaching.

- Provide therapeutic interventions

- Work with out-of-school provisions

- Participate in any external support processes

- Support policy development

- Work with Social Workers and external agencies regarding attendance

- Call parents regarding absence and liaise with Social Workers

KCC Attendance Officer

- Receive referrals

- Carry out initial assessment

- Draft case plan

- Link with other agencies (Housing, Social Care, Fair Access Panel……)

- Work open cases

- Refer cases to County Court