

Attendance Policy: Appendix A

Roles and Responsibilities

Governors

- To ensure the college has in place an attendance policy and monitors it effectively.
- To receive regular, every term, reports from the Principal or delegated member of Leadership Team.

Principal

- To oversee the whole policy.
- To monitor the attendance of different groups of students.
- To report to governors on attendance issues on a termly basis.
- To provide witness statements for court action.

These tasks may be delegated to the Vice Principal or other member of the Leadership Team

Senior Leader

- To liaise with the attendance lead to ensure consistency across all Houses.
- To oversee the analysis and collation of attendance data.
- To report to the Leadership Team on all attendance matters and trends.

Attendance Lead

- To implement structured consistent processes to fortnightly monitor and track the attendance of all students including our most vulnerable ensuring concerns are identified quickly and action plans to resolve in place.
- To liaise with Heads of House to ensure consistent approach across the Houses.
- To provide Vice Principal with attendance data, including all vulnerable groups.
- To inform Heads of Faculty of missing registers.
- To provide when required an attendance profile for all students of statutory school age.
- To raise the profile of attendance at appropriate times i.e. assemblies.
- To reinforce good practice at meeting and have a standing attendance agenda item
- To attend Team Around the School Meetings to ensure students are referred in a timely and appropriate manner.

- To liaise with Education Safeguarding Officer to ensure all attendance referrals for support and/or prosecution are appropriate.
- To liaise with all outside agencies such as; CLA, CSC, GP surgeries who are involved with individual students including our most vulnerable.
- To liaise with SEMH Manager, SENCO and Pupil Premium Lead to identify our most vulnerable groups and implement action plans to support raising the attendance of those vulnerable groups.
- To track our most vulnerable groups including; Free School Meals (FSM), PP, SEND, Child Looked After (CLA), Ethnicity and English as Additional Language (EAL) weekly and make contact with parents/carers to discuss any concerns. To develop action plans, ensure actions carried out and review. To refer to outside agencies if necessary.
- To oversee the registration process and ensure registers completed accurately in a timely manner.
- To ensure a tracking system is in place for all students including the most vulnerable.
- To represent Frome College at all Local Authority attendance meetings and prepare statements for court proceedings.
- Contact parents/carers regarding attendance and punctuality matters by telephone, email or letter and ensure the relevant letters are sent
- Reward students who have excellent attendance (98-100%)

Heads of House

- To oversee and monitor House attendance
- To liaise with attendance lead to review, monitor and discuss any individual attendance concerns.
- In collaboration with attendance lead plan next steps to raise the attendance of individuals who are below the college level of concern (95%)
- To ensure tutors accurately register students in both morning tutor periods and assemblies
- To ensure the reasons for absence are coded in the register and follow up any unexplained absence
- To represent Frome College at parental meetings regarding attendance.
- To organise the reintegration of long term absentees.
- Ensure students who have truanted make the time up

Attendance Officer

- To be the first point of contact for all parents regarding absence
- To ensure both morning and afternoon registers completed and chase non completion ASAP.

- To contact parents to inform of every day of absence and code student register appropriately.
- Send relevant standard letters as requested by Attendance Lead.
- Keep accurate records of those students required to provide medical evidence and monitor to ensure the correct medical evidence is provided.
- Attach paperwork to SIMS linked documents
- Generate attendance reports including termly house data as and when requested
- Update the attendance tracker and provide fortnightly reports to HoH's and tutors.
- Pre-populate registers with student activities such as trips, sporting events etc. Check with Lead person on day of activity to confirm students present.
- Contact parent if student leaves site without permission and when student returns.

Tutors and Teachers

- To take an accurate register for AM and lessons through 1-5 no more than 20 minutes into the lesson. AM Tutor period and lesson 4 are the legal registers.
- Only codes to be used: / (present), L (late) N (absent).
- Inform Student Services, by telephone, if a student leaves a class without permission.
- Provide a supportive, welcoming environment for students returning after long absence.

Tutors

- To query all unexplained absences with tutee with the aim of establishing the reason for absence and feeding information back to the attendance office.
- To complete all Return to College forms and action any support necessary, i.e. provide catch up work, or refer to Head of House to refer to Inclusion Centre for further support.
- Reconcile registers or pass to attendance office if information received from parent/carer and attach to SIMS.
- Monitor patterns of attendance in tutor group and feedback to HoH or Attendance Lead.

Parents/Carers

- Ensure your child leaves for school on time.
- Ensure your child attends school every day punctually.
- Contact college on first and every day of absence informing of reason for absence and expected return day to college.

- Complete a term time leave application if planning to take your child out of college for any length of time.
- Endeavour wherever possible to book medical appointments outside of school hours.
- Ensure college has up to date contact details.
- Support the college in all matters to ensure punctual and regular attendance.
- Attend all meeting as requested regarding attendance.

Students

- To arrive at school at 8.40am and be in registration for 8.45am.
- Ensure that his/her attendance attained at the highest possible level, at least 95%.
- Be responsible for ensuring they receive an attendance mark, especially after arriving late, and informing tutor by letter/note of any planned absences.
- Arrive at lessons and registration on time.
- Provide written confirmation, and sign out at Student Services if they need to leave college for an appointment.