

Attendance - Roles and Responsibilities:

Headteacher	<ul style="list-style-type: none"> • Devise and agree an attendance policy with assigned roles and responsibilities. Ensure these are shared with school governors, teaching and support staff (including the office staff who are often the ones who see parents and / or children at the start and end of the school day and receive messages from parents). • Appoint a senior member of staff as Attendance Lead and ensure they have the time and knowledge needed to be effective. • Set ambitious attendance targets for the whole school. • Ask for regular reports on attendance by whole school, year group and class level. Review pupils meeting persistent absence thresholds. Recommend this is carried out at least half termly. • Agree consistent and reasonable interventions for poor attendance / punctuality and rewards for excellent attendance. • With your Attendance Lead and Safeguarding Lead build a picture of children who are most vulnerable and make arrangements for their absence to be reported and / or monitored more rigorously.
Attendance Lead	<ul style="list-style-type: none"> • Work with the headteacher to devise a working attendance policy that is regularly reviewed to ensure it is relevant and effective and adapted to meet the changing needs of the school and its pupils. • Monitor attendance at a whole school, year group and class level. • Identify pupils who may be classified as particularly vulnerable therefore requiring an accelerated response time. • Identify pupils meeting or at risk of meeting Persistent Absentee thresholds and agree appropriate action plans (involving parents) to address absence / punctuality concerns. • Liaise with Safeguarding Lead and SENCO to ensure crucial information on vulnerable groups with attendance concerns are shared where appropriate. • Provide regular reports on attendance rates / patterns / trends to headteacher. • Involve all school staff in monitoring attendance – recognise the role of class teachers, learning mentors and front office staff in identifying children who absence / punctuality is causing a concern. • Assign a weekly slot with officer with daily responsibility for following up absence and liaising with parents. • Liaise with HLT – Education Attendance Service where appropriate.
Attendance Officer	<ul style="list-style-type: none"> • Work with Attendance Lead to monitor attendance at least weekly • Carryout daily checks on attendance and follow school's attendance policy • Keep record of vulnerable groups whose absence needs to be reported to attendance or safeguarding lead and acted on as agreed. • For any unexplained absence carryout first day calling / texting / emailing • Follow-up unexplained absences with 3 day letters / emails. • Arrange home visit at schools agreed trigger points. • All actions should be accelerated for identified vulnerable groups. • Challenge parents /carers where the absences are unexplained or unauthorised.
All staff	<p>Report attendance concerns to attendance lead</p> <p>If parents speak to you about attendance – make sure this is passed on</p> <p>Welcome children back after an absence – often fear of others reactions prevents a child successful return to school</p>

Always consider the individual child when following up on absence are there any factors that may make the child or young person more vulnerable.

Consider vulnerability of individual child when following up on an absence

- Child's age and understanding – if their parent is injured would they be able to call for help?
- Parent potential vulnerability – if a lone parent became incapacitated is there support from extended family or friendship network?
- Is the child a subject of a Child Protection Plan?
- Has the school or other agency raised safeguarding concerns e.g. section 47 enquires?
- Is the child a 'Looked after Child' (LAC)?
- Does the child have any Special Education Needs or Disability that makes them more vulnerable than their peers?
- Do they travel to and from school alone (especially important if primary age)?
- Is there a history of the family moving frequently?
- Has the child changed schools without any definable reason?
- Has there been a change in the child's behaviour or attendance patterns?
- Has there been a change in the parents'/carers' engagement with school?
- Is there a history of Domestic Violence in the family/household?
- Is there a history of substance misuse?
- Is there a known person posing a risk to children in the household or in contact with the household?
- Are there any religious or cultural reasons to believe that the child is at risk

Identified groups for whom attendance should be monitored / reviewed

- Persistent Absentees (PA)
- Looked After Children
- Children with EHCP / Statement
- Attendance by ethnic groups
- Children receiving free school meals

- Schools must notify the Local Authority of children who are absent for 10 consecutive days without authorisation.

Children Missing Education:

Hackney Learning Trust is reviewing this at present and schools will be notified on how to undertake a joint investigation with the Local Authority and to whom to refer children missing education.

In accordance with Section 8 of the pupil registration regulations schools must notify the LA prior to removing a child who is considered missing.