

Appendix 4 – Attendance Management Procedures

NGA Daily Attendance Management Procedures

Education Welfare Officer (EWO)
Head of Year (HoY)
Deputy Head of Year (DHoY)
Designated Safeguarding Lead (DSL)
Alternative Provision Coordinator (APC)
Family Support Worker (FSW)

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| Time | DO | Action | WHO | Monitoring |
|--------------------------------------|---|---|--|---|
| <p><u>Period 1</u> 8:55-9:55</p> | <p>Morning registers taken during first 5 minutes of period 1.</p> <p>Vulnerable student list to be checked for absence.</p> <p>Morning calls to support students getting into school.</p> <p>False marks to be checked and verified.</p> <p>Look for attendance patterns of concern, 3 day no contact.</p> | <ul style="list-style-type: none"> • Class teachers to mark students present or absent on class registers (for am roll call) • EWO to monitor registers being taken. | <p>Class Teacher</p> <p>EWO / DHoY</p> | <p>EWO to monitor teachers with missing or incorrect registers.</p> <p>Weekly meetings between DHoY & EWO</p> <p>Daily trackers</p> |
| | <p>Late arrivals registered at reception</p> <p>Write back student marks (inVentry)</p> | <ul style="list-style-type: none"> • EWO to check InVentry and code with L mark (late before registers close) • Detention to be issued on class charts by Pastoral teams. | <p>EWO DHoY/HoY</p> | <p>EWO checks InVentry and updates AM roll call.</p> <p>Pastoral teams to monitor students arriving late on a regular basis through SIMS class marks.</p> |

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| | Initial register check Home visits for vulnerable students (first day absence) | <ul style="list-style-type: none"> EWO to liaise with Deputy Heads of Years to chase any missing registers and to make visual checks for key students and update registers | EWO Deputy Heads of Year | Attendance Officers checks that all registers are complete by 9:40am. |
| | Safeguarding check Vulnerable student list to be checked for absence. Morning calls to support students getting into school. False marks to be checked and verified. | <ul style="list-style-type: none"> Pastoral teams to check attendance for all students on the user-defined vulnerable list, complete calls for any absent student. DSL/HOY to assess risk for absent vulnerable students and notify external agencies. CME referrals EHE referrals | DSL HOY AP Coordinator/ Family Support Worker | Education Welfare Officer to check the vulnerable students list to ensure that all vulnerable students have been called and are accounted for. HoY/DHoY DSL |
| | Incoming attendance calls | <ul style="list-style-type: none"> EWO and Pastoral teams to take incoming absence calls on the attendance line and update roll call. | EWO DHoY / HoY | Education Welfare Officer to monitor completion of am roll call. |
| | First strike calls | <ul style="list-style-type: none"> Admin to call parents for students who are absent. Second calls made to chase up not response for first call | Admin team EWO / DHoY | DHoY/HoY/EWO |
| | Alternative Provision attendance check | <ul style="list-style-type: none"> APC to check attendance of students attending alternative provision as per agreed method laid out in the SLA. Place attendance on C-POMS Complete AP attendance tracker on Teams. | APC EWO to request marks from APC EWO support with home contact and home visits | Education Welfare Officer to check the vulnerable students list to ensure that all vulnerable students have been called and are accounted for. DHoY |

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| <u>9.55am</u> | PA First Strike Calls | <ul style="list-style-type: none"> • HoY/DHoY to make additional calls to PA's as needed. • Undertake home visits to support APC when required. | HoY/ DHoY/ EWO APC | Education Welfare Officer DHoY |
| <u>9.55am – 3pm</u> | Attendance Interventions | <ul style="list-style-type: none"> • DHoY/HoY /Education Welfare Officers complete attendance intervention tasks: <ul style="list-style-type: none"> - Update of attendance tracker - Notify EWO for any communication to be sent out on group call. - Letters to be sent - Meetings with students and parents to produce Attendance Improvement Plans - Home visits (for students with 3 days no contact) - Unauthorised holiday, CME and EHE referrals as required. - 1-1 Meetings with students - Parent meetings - Parent phone calls - Complete pupil improvement plan. - Weekly tutor rewards. - Individual students' rewards • Penalty notice requests | Education Welfare Officer DHoY | Education Welfare Officer to monitor interventions through weekly line management meetings with DHoY |

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| <u>10.30 – 11.00am</u> | Second Safeguarding Check | <ul style="list-style-type: none"> • DSL to be informed of any unexplained absences of vulnerable students deemed at risk. • DSL/EWO to risk assess and decide if further follow up actions (Safe & Well Check etc.) are required • False marks to be checked and verified. | Family Support Workers Safeguarding Officers HoY/DHoY | EWO DSL HoY DHoY |
| <u>1.15pm – 2.30pm</u> | Ensure all period 5 4 registration marks are completed. | <ul style="list-style-type: none"> • EWO and attendance admin identify incomplete registers • Direct P4 and P5 On Call to chase any missing marks and update registers accordingly. • Log all registers that are incomplete. • False marks to be checked and verified. • Students missing from lesson to be located | EWO HoY/DHoY | Monitored by EWO P4 and P5 on call staff to chase incomplete registers. |
| <u>1.15pm – 1.30pm</u> | PM Safeguarding Check | <ul style="list-style-type: none"> • Vulnerable student user defined group monitored to identify any discrepancies from AM roll call. • Place attendance concerns onto C-POMS • Wellbeing calls | EWO DHoY/ HoY | Monitored by EWO. Any concerns raised with DSL. |
| <u>Evening</u> | Summarise Daily Attendance | <ul style="list-style-type: none"> • Email to all SLT with breakdown of attendance for day. | EWO | Attendance Lead |

Roles and Responsibilities

| | Daily | Weekly | Half-termly |
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| <u>Tutors</u> | Accurate completion of pm roll call Discussions with students with recent absence. Support students complete their attendance daily log | Discussions with students with less than 97% Complete attendance data on door | Early Help Assessment of Needs with students with 2% unauthorised absence to provide support and intervention. |
| <u>Deputy Head of Year</u> <u>EWO</u> | Support with first strike by visual check on students and chasing completion of registers | Completion of any Attendance Improvement Plans as directed by the EWO | Attendance rewards |
| <u>Head of Year</u> <u>and</u> <u>EWO</u> | Overview of first strike calls being made. Support with challenging parental calls | Review and analysis of weekly data for year group, to include late marks and overall attendance. Communication of data to tutors and students. Completion of any Attendance Support Plans. | Attendance reward celebration in assembly. Other rewards as agreed with Senior Deputy Head of Year in charge of attendance |
| <u>Pastoral teams /</u> <u>DSL and</u> <u>EWO</u> | First strike calls for all children on a Child Protection Plan, Child in Need Plan, Early Help plan and other students identified as being vulnerable. First strike calls for LAC students Check of AP attendance | Review of attendance concerns with Safeguarding Officers in weekly DDSL review meetings) | Ensure all CHE, EHE PN are logged on tracking sheet and C-POMS |
| <u>DHoY/HoY</u> <u>SLT leads</u> <u>EWO</u> | Welfare calls to all students on a suspension. | Twice daily calls Home visits if not been able to make contact | |
| <u>Education</u> <u>Welfare Officer</u> | Check all attendance for students being case managed (less than 89%) Check the attendance for all vulnerable students | Attendance meetings with DHOY. Line management meeting with Assistant Principal Behaviour & Attitudes (weekly) | Oversight of attendance concerns texts/emails and attendance support letters. |

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| | <p>Quality assures attendance codes in SIMS. Provide a daily overview of attendance data. Oversee the attendance of students who are on the Vulnerable Learner List. Track, monitor and have oversight of the attendance of Alternative Provision students Identify students with 3 day no contact and arrange home visits. Liaise with Council EWO.</p> | <p>Analysis of attendance data to inform improvement strategies and update tracker. Weekly tutor group attendance/whole school attendance data out to all staff Review of all attendance support plans in place.</p> | <p>Support Heads of Year with attendance celebration. Update PA lists. Targeted Support Meetings with the Local Authority Education Welfare Officer.</p> |
| | <p>Check all attendance on SIMS. Ensure that data is inputted daily with notification of absence put onto Lesson Monitor and coded correctly in-line with statutory guidance. Ensure all missing registers are completed with the support of the student care team. Check the attendance for vulnerable students and liaise with the safeguarding team where concerns arise. Chase up unexplained absence for PA's Complete first day phone calls for persistent absentees and follow up any unexplained absences. Identify students with 3 day no contact and arrange home visits.</p> | <p>Line management meeting with the Education Welfare Officer. Analyse attendance data on the tracker and update with concerns and strategies to improve attendance. Completion of any Attendance Improvement Plans.</p> | <p>Compile and distribute the PA student lists. Identify students requiring attendance concern texts and letters for all students meeting thresholds for unauthorised absence. Attendance assembly Attendance matters in tutor groups.</p> |
| | <p>Support with checking completion of am and pm roll call and alerting on call to untaken registers. Chase up holiday request forms and evidence</p> | | <p>Liaise with Council EWO. Meetings with Council EWO to discuss most difficult students.</p> |

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| | Daily first strike calls and texts Monitoring of am roll call Code absence accordingly | | |
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