

APPENDIX 5 – School Responsibilities Broken Down By Role

Responsibilities of class teachers

- Do not accept poor attendance. Make 100% attendance the expectation.
- Promote regular attendance through rewards and other encouragement. Make it your business and make it clear that poor or erratic attendance is not expected or acceptable.
- Ensure that registers are always completed appropriately; never leave blank spaces. Never complete in pencil. Never amend with correction fluid.
- Look carefully at attendance data. Make it your business to spot patterns of absence and overall levels of attendance of individuals.
- Make a personal connection with parents of pupils who have regular absence, or patterns of irregular attendance.
- Ensure the Head teacher or Attendance Lead is informed of concerns over attendance.
- Following absence, do your best to provide catch-up opportunities so absentees do not fall behind. Where appropriate, ask parents to play a part in reinforcing missed learning.

Responsibilities of school attendance administrators

- Follow the school's procedures for first day calling. If no explanation has been received by the time registers close, seek one.
- Be prepared to be assertive. Parents must explain absence. Explanations need to be plausible. Avoid any sense of collusion with parents over unnecessary absence.
- Issue attendance letters where required. Make sure they have the effect intended. Do not tolerate a lack of response. Seek advice when you need it.
- Hold regular discussions with the School Attendance Lead. Ensure the system works. If it does not, come up with suggestions to improve it.
- Advise the Attendance lead of any teacher who fails to maintain the register properly. Registers are legal documents and must be kept carefully and accurately.
- Provide data on weekly basis to class teachers and the school's Attendance Lead.
- Make sure the Attendance Lead and/or the Head teacher know about families where bad habits are forming. Make sure action is taken to break bad habits at the earliest opportunity.
- Assist the Attendance Lead, Attendance Officer and others in collating data for inclusion in reports, attendance returns, etc.
- Check and file all absence notes that are received and ensure that details are reflected appropriately through categorisation of absence in the registers.

Responsibilities of school governing body

- ensure that they receive regular attendance reports from the head teacher.
- ensure they support the head teacher and senior leadership team to set challenging targets for attendance and punctuality and consider having a named governor with lead responsibility for improving attendance.
- ensure the inclusion of a governor as a member of a school attendance panel which deals with the poor attendance of individual children.