

# EMMANUEL COLLEGE

## Appendix 2: Roles and Responsibilities



### **Accountability**

The Vice Principal is accountable to the Head of School for overall College attendance including gaps within subgroups of students' attendance, supported by the Assistant Vice Principal: Behaviour and Attendance. Although several College staff have specific responsibilities relating to attendance every member of teaching and classroom/administrative support staff are responsible for ensuring that the importance of good attendance to school is reiterated repeatedly to students and their families. Recording and monitoring attendance is also a key function of our safeguarding duty and as a result all staff should understand their individual roles and responsibilities relating to attendance.

### **Roles and Responsibilities**

The following procedures should be carried out daily to ensure that attendance of pupils is recorded accurately and that all pupils are safe. It is the responsibility of the Attendance Officer and administrative staff only to make amendments to attendance register records except in the following circumstances:

- A teacher amends a record from N to L if a student arrives late to lesson, and logs the minutes late.
- A teacher amends a record from N to / (present) if a student arrives late to lesson with a valid reason: e.g. appointment/meeting.
- A receptionist or administrative staff amends students from N to L/U if arriving late to school or O once contact has been made with parents following absence.

Ensuring students are safe is everyone's responsibility and specific responsibilities regarding daily attendance are outlined below:

#### **1. Classroom teacher**

- Take an accurate register for each lesson within the first 5 minutes of the lesson starting using the MIS.
- If a student arrives late to lesson change the registration to L late and enter the minutes late (from the start of the lesson). If the student had a valid reason for lateness such as an appointment change the registration to / present.
- Inform 'First Call' via phone extension 1753 where a student has been present in a previous lesson but has not arrived at the current lesson.
- Record any periods of time that students need to spend out of lesson (e.g., toilet visit) in their study file by recording the time and their staff initials.
- Ensure that if students are being taken out of College that a register of those students is submitted at least a week before the planned visit via Evolve.

#### **2. Tutor**

- Close monitoring of attendance weekly (Monday) by showing the attendance league data for the College, year group and Houses.
- Ask students to record their individual attendance in their study file each Monday.

- Discuss absences with students upon their return, report any concerns or barriers to attendance to the Head of Year. Write brief record of discussion in the student's study file.
- Award an 100% attendance merit to students who achieved 100% attendance in the previous week and record in the study file.

### 3. First Call staff

- Investigate non-attendance to lessons where students have been marked as present previously once reported by classroom teachers.
- Throughout the lesson actively patrol the corridors and zones to ensure all students are on time to lessons, students out of lessons have their study file signed and return the student to the lesson if this is not the case, confirming with the teacher why the student is out of lesson.

### 4. Receptionist/Administrative Staff

- When a student arrives late to school **before** the close of registers (9:40am) the following must be completed:
  - Log student as late on the late log with time of arrival and reason provided.
  - Record the student as Late to School in the study file comments section with time arrived.
  - Amend attendance record to reflect students who have arrived late with the reason stated as a comment.
- When a student arrives late to school **after** the close of registers (9:40am) complete the above actions but mark the student as U (present but unauthorised late).
- Record students who have signed out with an EXEAT or due to illness on the MIS with their absence and reason as they leave.
- Contact parents if student(s) are recorded as absent without contact (list provided by the Attendance Officer). Any reason for absence stated should be forwarded to the attendance officer who will amend the record.

The following members of staff have additional responsibilities in relation to the monitoring and improvement of attendance, their responsibilities are outlined below:

#### 1. Head of Year

- Carry out attendance improvement meetings for students whose attendance is a concern, as identified by the Assistant Vice Principal, Behaviour and Attendance and the attendance officer.
- Ensure Tutors are recording attendance and holding attendance conversations as outlined above.
- Support the Assistant Vice Principal in recognising and rewarding good and improved attendance by handing out improved attendance flyers each half term, holding discussions

with students and parents and contributing to College Celebrations when attendance is being discussed.

## **2. Welfare support officer (Attendance)**

- Carry out attendance meetings for students whose attendance is a concern and anxiety or emotional based school avoidance is the main cause.
- Create bespoke plans for students to support a reintegration into full time education in school.
- Liaise with external agencies and alternative provision providers to monitor attendance and progress.

## **3. Academic Services**

- Prepare monthly attendance report data and share with the Vice Principal/Principal.

## **4. Attendance Officer**

- Ensure daily attendance procedures are completed accurately and in a timely fashion.
- Ensure daily, timely and accurate registration of students attending alternative education.
- Carry out home visits where students have been absent from school for 3 days without contact from a parent/guardian.
- Carry out home visits where there are ongoing attendance concerns or where a student has been absent for a prolonged period due to illness.
- Issue daily attendance report to the Assistant Vice Principal/Vice Principal and Heads of Year including the list of unauthorised absences for that day.
- Identify students at risk of PA (as per attendance improvement process) through intensive monitoring and tracking and inform parents of concern via letters.
- Prepare weekly attendance league data for tutor monitoring and share with tutors in preparation for a Monday morning.
- Ensure attendance meetings are organised by the Heads of Year/Assistant Vice Principal/Vice Principal and Principal by publishing daily reports showing when attendance triggers have been met and following up with staff.
- Process leave of absence request forms and send letters informing parents of the outcome of the request.
- Refer any student absent from school without contact for 10 consecutive days to the local authority as a child missing in education after liaising with the Vice Principal (DSL).
- Refer students and families where appropriate to the Local Authority to process Fixed Penalty Notices and Prosecutions after liaising with the Vice Principal/Principal.

## **5. Assistant Vice Principal: Behaviour and Attendance**

- Monitor and track College attendance, attendance of specific groups and vulnerable students, benchmarking attendance data to identify areas of focus for improvement.

- Providing regular attendance reports to the Vice Principal/Head of School showing trends, actions and improvements.
- Monitor the accurate use of registration codes and attendance procedures so that attendance is accurately recorded and improved through intervention.
- Reward and celebrate good attendance through whole College and individual recognition.
- Monitor the completion and accuracy of registers and inform staff where registers are not completed on time or accurately.
- Work with the Attendance Officer, Welfare attendance support and Heads of Year to tackle persistent and severe absence.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents to discuss attendance issues.
- Deliver targeted intervention and support to students and families.

## **6. Vice Principal**

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.

## **7. Head of School**

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

## **8. The Local Governing Body**

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the Principal to account for the implementation of this policy.

### **Procedures for recording and monitoring daily attendance**

These functions are carried out by the Attendance Officer each day however administrative staff will support with functions 1-6.

1. Check the voicemail and reception email for absence messages and record the absence and reason on the MIS. If there is a concern about the validity of the voicemail or email, parents should be contacted by phone to confirm.
2. Record students who are attending educational visits registers on the MIS as Code V. (The trip register should be sent to the attendance officer by the Outdoor Education Lead before 9.00am.)
3. Contact teachers who have not completed their registration register by 8.30am.
4. Run an absence report to show all students with an N code after AM registration. Send daily absence email to the parents of all students on the list. For all students where no contact has been made by a parent or guardian, make contact via phone call and record reason on MIS changing absence code accordingly (I for Illness, O where no contact is made). Calls must be made to at least 1st and 2nd priority contacts.
5. Record students as late who have signed in at reception late (L before 10.00am, U after 10.00am).
6. Print tutor registers for registration in case of a fire alarm.
7. At 11.30am send an unauthorised absence list to the Heads of Year so that follow up phone calls can be made to these students.
8. Contact schools and alternative provision providers to receive attendance registers where students are educated off site and add attendance to MIS (B if attending another school on a managed move, D if dual registered with another school or provider, please see alternative provision overview for confirmation). If contact has not been made before 10.30am, the provider must be contacted as soon as possible.

If students are absent from alternative education the following must be completed as soon as possible:

- Contact 1st and 2nd priority contacts
  - Follow up with an absence letter if no contact is received
  - Inform the Assistant Vice Principal (Behaviour and Attendance) via email
9. Run a 3-day unauthorised absence report to inform home visits in the afternoon. Carry out home visits and leave a calling card if no contact is made. Report any safeguarding concerns to the Assistant Vice Principal (DSL) and Student Welfare Lead (DDSL) immediately.
  10. Monitor unauthorised absence that extends beyond 3 days and inform the Vice Principal (Behaviour and Attitudes) and Assistant Vice Principal (Behaviour and Attendance) if students continue to be absent without contact beyond 5 days.
  11. Prepare monitoring reports and lists as appropriate including notifying staff of when trigger points have been met (see below).

### Monitoring of attendance data

The table below outlines the procedures in place for monitoring attendance, the frequency and the person responsible.

Frequency	Procedure	Responsible	Shared with
Daily	Attendance report produced showing College attendance, year group attendance, subgroup attendance including PP, SEND, EHCP, gender.	Attendance Officer	Head of School, Assistant Vice Principal, Vice Principal (DSL), and Heads of Year
	Alternative Provision attendance report produced showing daily attendance of students who attend other schools as a Managed Move or AP providers.  Individual student absence list produced showing students who are absent, reason provided, current attendance and if they are subject to the attendance improvement process.  In cases where no reason has been provided/contact made by a parent carer this is highlighted to allow follow-up calls.	Attendance Officer	Head of School, Assistant Vice Principal, Vice Principal (DSL), and Heads of Year
Weekly	Attendance league data produced showing the following data year to date and weekly: College attendance, year group attendance, tutor group attendance, house attendance and student attendance.	Attendance Officer	All staff and students

	List of students reaching trigger points produced (under 85%, 90%, 92%, 96%) with stage of attendance improvement process identified following weekly review meeting (weekly data will not always lead to a student moving stage on the attendance improvement process).	Attendance Officer, Assistant Vice Principal, Welfare Support	Vice Principal, AVP Student Welfare, Heads of Year
Monthly	Attendance dashboard report produced showing overall data, trends, improvements and areas of concern, impact of attendance improvement process.	Academic services	
Half Termly	Review of all students who are subject to attendance improvement process showing attendance over time. List of students meeting trigger points at the end of the half term with actions identified.	Assistant Vice Principal	Vice Principal, Heads of Year