

# Attendance Team

## Roles and Responsibilities



### Attendance Officer – Natasha Winter

- Oversees the entire attendance process.
- Monitors daily attendance records.
- Identifies patterns or trends in attendance data.
- Investigates persistent absenteeism.
- Conducts home visits to understand reasons for prolonged absences.
- Liaises with teachers, students, and parents regarding attendance issues.
- Implements strategies to improve attendance rates.
- Generates reports on attendance for school management and external authorities
- Handles paperwork related to attendance, such as letters to parents for absences.
- Updates attendance databases or software systems.
- Holds TAF and TAC meetings for those who are PA and SPA.
- Works closely with local authorities and external agencies to address underlying issues contributing to absenteeism.

### DSL – Jo Gasson

- Assists the Attendance Officer in maintaining accurate attendance records.
- Updates attendance databases or software systems.
- Provides administrative support for attendance-related meetings or events e.g. TAFs and TACs.
- Conducts home visits with the attendance officer to understand reasons for prolonged absences.
- Works closely with social services to address underlying issues contributing to absenteeism.

### School Counselor – YCT Service

- Provides support for students facing attendance challenges due to personal or psychological issues.
- Conducts counseling sessions with students to address underlying causes of absenteeism.
- Collaborates with teachers, parents, and DSL to develop attendance improvement plans.

### Teachers

- Take daily attendance registers in their classrooms.
- Report absences promptly to the Attendance Officer.
- Communicate with parents regarding their child's attendance and any concerns through parent consultations, school reports etc.
- Implement strategies to encourage regular attendance, such as positive reinforcement or rewards.

### SLT Attendance Lead – Angie Skinner

- Provides support for the Attendance Team.
- Allocates resources for attendance improvement initiatives.
- Communicates the importance of attendance to staff, students, and parents through newsletters, meetings, or other channels.

### External Agencies – Local Authority

- Collaborates with the school to support Attendance Officer with attendance issues.
- Provides specialist advice or interventions to support students facing complex barriers to attendance.
- Monitors attendance data and may take enforcement action in cases of persistent truancy.