



# Bishop Luffa School

## Attendance Policy

### Appendix Two

#### Roles

##### 1. The Role of the Form Tutor

- To mark a register at 8.05am
- To share any communication regarding absence with Reception
- To monitor attendance and punctuality of students in the tutor group
- To discuss attendance issues/ concerns with the student
- To inform the Head of House of any attendance concerns
- To make a record of contact with parents and carers regarding attendance using Communication & Notes on Arbor. These are recorded as Pastoral Notes

##### 2. Role of the Subject Teacher

- To mark a register each lesson within the first 10 minutes of the lesson starting
- To inform Reception of any student missing from the lesson that have previously been marked as present on that day
- To inform the Head of House of any attendance concerns
- To ensure that missed work is caught up
- To adapt expectations and deadlines to support students that have been absent due to illness

##### 3. The Role of the Head of House

- To review attendance of their House group weekly
- To review Persistent Absence list weekly and take action as appropriate to improve attendance
- To meet regularly with Assistant Head Teacher to discuss action with regards to students whose attendance falls below 90%
- To ensure letters are sent home where there are attendance concerns
- To organise and oversee the support for students who have been on long term absence
- To make a record of contact with parents and carers regarding attendance using Communication & Notes on Arbor

##### 4. The Role of the Attendance Officer

- Telephone home on a student's first day of absence if this is not previously explained.
- Manage all aspects of attendance within the school, including the updating on Arbor
- Accessing student absence line and email, each day and update as necessary
- Organise and maintain all registers within school and ensure that they are accurate at all times
- Check and investigate all missing marks
- Alert parents and carers electronically of absence
- Monitor student attendance during the school day and escalate as appropriate
- Monitor missed lessons and report weekly
- Contribute to Years 7-11 Attendance Tracker
- Monitor and act on student absence patterns – contacting parents and carers

- Make online referrals as appropriate in consultation with staff
- Prepare relevant attendance data for weekly and statutory returns
- Issue lunch detentions for students who arrive after the end of tutorial time/assembly
- Take registers to designated area in the event of a school evacuation

5. Role of the Assistant Head Teacher

- Review Weekly Attendance
- Monitor Persistent Absence
- Support the Attendance Officer with preparing relevant attendance data for weekly and statutory returns
- Liaise with Heads of House and Attendance Officer regarding student attendance
- Ensure appropriate action is taken to address attendance
- Attend any necessary legal meetings with regards to attendance
- Manage Years 7-11 Attendance Tracker and report on Persistent Absence to HoHs

6. Role of the Pastoral Support Assistant

- Liaise with Heads of House and Assistant Head Teacher regarding persistently absent students
- Make online referrals as appropriate in consultation with staff
- Offer support to families whose child is not attending including Early Help Plan or referral to MASH and strategies to get the child to attend