



RENAISSANCE EDUCATION
Specialist Therapeutic Schools



Attendance Routines and Responsibilities

Daily Routine for Updating Registers

Time	Action	Person
	Retrieve and receive telephone messages.	AO/SAO
	Take a register in the first 5 minutes of Morning Registration. Chase up N codes for absence. Send any letters to attendance office.	Form Tutors
	Receive late pupils and enter time late on attendance registers detailing minutes late.	Reception/AO
	Run missing register report for Morning Registration. Chase up missing registers by contacting the Form Tutor first and then S.A.O. if no reply. Repeat for start of all lessons. Make a note when system doesn't work e.g. room empty so issue can be resolved.	AO
	Teachers take a register in the first 5 minutes of the lesson. Only use present marks, or L. Always go back into the registers and mark as late if pupil arrives after register has been taken detailing minutes late	Teachers
	First Day Absence phone calls home to chase up unexplained absence / absence concerns. If there is no answer leave a message. Leave a comment on Arbor and staff initials.	AO/ ASO
	Calls home to clarify unexplained absence from previous days.	AO
	Home Visits are agreed where there has been lack of contact for more than 2 days or unauthorised absence for 3 consecutive days.	SAO/AO/FSW
	Distribute daily list of absences with reasons for absence to SAO.	AO
	Pupils arriving late after registers have closed are coded with the U code. Add time of arrival and staff initials.	Reception /AO
	Calls to alternative providers to follow up on any absences. If absent contact parents to get an explanation. For absent pupils on B codes, e.g. college, put in the most appropriate code e.g. I for illness. For pupils on B or D codes inform the HoY and SLT lead for AP by e-mail. Keep a record of attendance at AP.	AO
	Follow up phone calls to pupils causing particular concern. Second phone call if possibility of getting pupil in in the afternoon or issues to follow up.	SOA/FSW
	Home visits to support improved attendance.	SAO/FSW/ASO
	Ensure any missing marks are processed before finishing for the day. Send names of any teachers to SLT Lead who have missed registers on that day.	AO

	Close down any missing marks before the end of the day. The trust download happened overnight and populates daily Executive reports.	AO
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Weekly Routine

Action	Person
Weekly attendance update to pupil and Form Tutors. Share the pupils' cumulative and last week's attendance. Celebrate success and improvement. Challenge poor attendance.	AO
Analyse weekly attendance data update from the Trust and discuss with Trust Attendance Lead on weekly call. Decide if any key actions need to be added to the attendance action plan.	SLT Lead
Check alternative provision daily attendance records. Ask Attendance Officer to print record, sign, date and file.	SLT Lead
Deliver an attendance update to SLT.	SLT Lead
Make an attendance announcement in briefing. This may be a reminder about procedures or a praise for a colleague or pupil. Keep attendance high profile and ensure everyone knows you are the Attendance Champion.	SLT Lead
Update attendance league tables and celebrate achievement in assembly, notice boards and screens.	AO / AHT

Monthly Expectations

Action	Person
Meet lowest attendees collectively to urge improvement. This could be in the form of a targeted assembly or just get pupils together.	SLT link
Conduct attendance and punctuality risk register review. Assess whether action is having impact or whether the issue needs to be escalated.	SLT link
Sample coding and provide feedback to Attendance Officer. Pay particular attention to vulnerable codes specifically B, D and C codes.	SLT Lead

Half Termly Actions

Action	Person
Principal to meet with the families of the ten worst attenders in Year 10 and 11 to lead from the front. Half term 1 only.	Headteacher
Review attendance and punctuality in relation to current school targets and last year's performance and the 16 priority actions / prepare action plan. Share with SLT.	SLT Lead
Liaise with ESW to ensure impact and value for money.	SLT Lead

Ensure end of half term letters are sent out congratulating pupils on good or excellent attendance and expressing concern to parents of pupils whose attendance is not in line with school target. Ensure letters are properly vetted so that no letters are sent out inappropriately e.g. to pupils with documented long term illness.	SLT Lead
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Termly Actions

Action	Person
Prepare attendance and punctuality data for the Governors report.	SLT Lead
Review PP pupils' attendance and judge whether additional funding is needed to improve this groups attendance.	SLT Lead
Review rewards for attendance. Try to keep them fresh and dynamic.	SLT Lead
AHT to meet with parents of lowest attendees Introduce or update BSP/PLP at Pastoral Review Meeting.	AHT
Quality assure Pastoral Review Meetings and BSP's/PLP. Attend at least one review meeting with each HoY	SLT links / SLT Lead

Annual actions

Action	Person
Ensure end of year letter from Principal are sent out and awards congratulating pupils on good or excellent attendance. Attach a privilege to encourage pupils to wear badges with pride.	SLT Lead
Reward pupils with 100% attendance or improved attendance. Try to keep rewards fresh and dynamic.	SLT Lead
Ensure effective communications are in place to remind pupils of the September return date with reminders throughout the summer holidays.	SLT Lead
Ensure PM targets include attendance and PA targets for relevant staff.	Headteacher

Ben

Alex

Jade/ form tutors

Sinead/Althea

Headteacher

AHT's