

# **Roles and Responsibilities for Attendance within School Community**

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Position	Key Responsibilities	Recommended Tasks
<b>Governing Board/ Trustees</b>	Ensure all relevant policies are ratified and reviewed regularly	<ul style="list-style-type: none"><li>• Submit Statement of Strategy and Policy of Attendance</li><li>• Implement and review any action plans for Improvement – Attendance</li><li>• Request and review attendance statistics via Principal's Report</li><li>• Comply with all circulars and directives from the DFE in relation to Attendance.</li></ul>
<b>Principal, Designated Senior Team Members.</b>	Oversight of DFE plans and whole school approach to attendance	<ul style="list-style-type: none"><li>• Maintain the school roll</li><li>• Lead and promote whole school attendance</li><li>• Provide rewards for attendance</li><li>• Implement attendance policy &amp; statement of strategy of attendance</li><li>• Link with appropriate people (Local Authority, Social Care, Police.....)</li><li>• Ensure accurate rolls are kept/Have a system in place to track attendance</li><li>• Monitor whole school attendance (or delegated to post of responsibility)</li><li>• Implement/oversee intervention</li><li>• Link in with initiatives that promote attendance</li><li>• Provide a positive learning environment</li><li>• Raise staff awareness about attendance</li><li>• Put attendance as standing item on staff meeting agendas</li></ul>

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<b>Class teacher/ subject teacher</b>	Keep accurate attendance/ punctuality records Report concerns to relevant school personnel	<ul style="list-style-type: none"><li>• Promote the whole school attendance approach</li><li>• Maintain/ take accurate attendance records</li><li>• Promote the importance of attendance</li><li>• Welcome children on return to school following absence</li><li>• Provide a positive learning environment</li><li>• Get involved in attendance competitions</li><li>• Identify emerging patterns of attendance issues within own class group</li><li>• Encourage children to come to school daily</li><li>• Refer concerns to year head/ principal/ Attendance Team.</li><li>• Check in and connect with students.</li><li>• Discuss attendance at Parent Teacher meeting</li></ul>
<b>Year head</b>	Oversight of attendance of specified class group	<ul style="list-style-type: none"><li>• Track attendance and identify emerging trends/ patterns of absence</li><li>• Send letters to parents in conjunction with the Attendance Team.</li><li>• Phone calls to parents</li><li>• Discuss attendance at Parent Teacher meeting</li><li>• Refer to Attendance team/Pastoral team/ raise at attendance meetings</li><li>• Run, support &amp; fund attendance drives/ rewards/ incentives (with parental involvement)</li></ul>

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<b>Attendance Team</b>	Work with the responsible adult in a child's life to promote their attendance, participation and retention	<ul style="list-style-type: none"><li>• Build relationships with parents</li><li>• Member of care team/ support team/ attendance meeting</li><li>• Promote whole school attendance</li><li>• Communicate with staff, Designated Senior Member of Staff, LA Appointed AWO.</li><li>• Provide courses for parents to develop parental capacity</li><li>• Organize welcome meetings/ events for incoming parents, with a focus on attendance</li><li>• Manage/ review low attendance target list</li><li>• Phone calls/ home visits* to parents on low attendance target list</li><li>• Identify appropriate support and referral to outside agencies for families (e.g. Social Care, CAMHS.....)</li><li>• Complete preventative work pre-AWO referral in conjunction with Head of Year's.</li><li>• Support policy development</li><li>• Identify/ prioritize small group in Senior Cycle, in consultation with care team and principal</li></ul>

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<b>SEND/CO/ Safeguarding Team</b>	Work with children and young people most at risk of early school leaving	<ul style="list-style-type: none"><li>• Monitor attendance of target list children only</li><li>• Provide targeted supports and direct 1:1 and group interventions for children on target list.</li><li>• Provide short-term whole classroom support or programs to support attendance</li><li>• Provide life skills coaching.</li><li>• Provide therapeutic interventions</li><li>• Run breakfast club</li><li>• Run after-schools' clubs/ trips</li><li>• Work with out-of-school provisions</li><li>• Complete preventative work pre and post AWO referral</li><li>• Participate in any external support processes</li><li>• Support policy development</li></ul>
<b>Designated LA AWO</b>	Carry out legal functions under Education (Welfare) Act	<ul style="list-style-type: none"><li>• Give talks to incoming Junior Infant and Year 7 parents (depending on capacity)</li><li>• Give staff talks (depending on capacity)</li><li>• Receive referrals</li><li>• Carry out initial assessment</li><li>• Draft case plan</li><li>• Link with other agencies (Housing, Social Care, Fair Access Panel.....)</li><li>• Work open cases</li></ul>