Attendance Protocols November 2020

The school day for attendance purposes

AM Sessions

* Registration Period 8.15 – 8.45
* The am session will be 8.45 – 11.30

PM Sessions

* The pm session will be 11.30 – 1.30

Lateness Marks

* Pupils will be given a late mark (L) in the register if they arrive between 8.30 and 8.45
* An Unauthorised Absence will be initially entered (N) in the register & Arbor for absent pupils until the reason for the absence is known. If an unauthorised absence is confirmed then (O) is entered

Morning Procedure

* Attendance manager will be in the entrance until 8.45 to oversee arrival of pupils
* Office to record pupil attendance in paper registers
* 8.45 onwards CM to make phone calls re absence to parents
* From 8.45 all pupils to sign in with office; office to contact SLT/CM to collect pupil
* Reception to inform CM of late arrival
* Staff taking calls from parents to record the conversation on CPOMs
* CM to phone parents of online pupils if not logged in within first 10 minutes of lesson

Attendance Manager’s responsibilities (CM)

* To stay in reception in the morning (8.15-8.45)
* Ensuring Arbor is up-to-date and accurate and monitoring patterns of absence, including students on online lessons, afternoons and work experience placements.
* Home liaison with parents or guardians and/or social services
* Ensure CPOM records of absence and lateness are accurate and up-to-date
* Instigating absence protocols – i.e. fast track; attendance detention etc and liaising with other agencies on attendance issues
* To be responsible to SLT in giving up-to-date, real-time, info on pupil attendance

SLT responsibilities

* SM to maintain lesson by lesson attendance database.
* JW/SM responsible for analysis of attendance data.
* JW to report to Wellspring on attendance