



## Maintaining High Standards of Attendance

### Summary of Responsibilities

<b>Schools are expected to...</b>	<b>Governors are expected to...</b>	<b>The LA are expected to...</b>	<b>Parents/Carers are expected to...</b>
<ul style="list-style-type: none"> <li>-ensure that effective systems are in place to accurately record individual pupil, group and whole school attendance</li> <li>-contact parents/carers and meet with them to discuss how their child's attendance could be improved, providing support for the parent/carer or child where appropriate</li> <li>- carry out home visits for pupils with poor attendance, or whose reason for absence can't be determined</li> <li>- request medical evidence for pupils with poor attendance, where it is clear that this can be provided to support the child's absence</li> <li>- ensure that those children with expected attendance, or improving attendance, are rewarded as outlined in the policy</li> <li>- ensure appropriate support and intervention for pupils with low attendance to reduce impact on learning</li> <li>regularly analyse attendance data in comparison with local and National data sets</li> <li>-liaise with the Local Authority, providing names of pupils who have had continuous absence, or absence due to sickness/a medical condition</li> <li>-follow the Local Authority attendance guidelines as and when necessary</li> </ul>	<ul style="list-style-type: none"> <li>-To monitor progress towards school targets for attendance</li> <li>-To evaluate the effectiveness of the Attendance Policy</li> </ul>	<ul style="list-style-type: none"> <li>-hold regular conversations with the school to discuss access to services for pupils who are persistently or severely absent, or at risk of becoming so</li> <li>-provide families with access to services where there are out-of-school barriers to a pupil's attendance</li> <li>-support the school if the threshold for Early Help has been met</li> <li>-take an active part in any multi-agency approach to improving attendance for individual pupils at the school</li> <li>-provide guidance and support for the school in deciding appropriate steps to combat low levels of attendance</li> <li>-liaise with schools in order to establish actions required to complete more formal activity</li> </ul>	<ul style="list-style-type: none"> <li>-ensure that their child attends school as often as possible</li> <li>-not take their child out of school for 'leave in term time' unless due to exceptional circumstances</li> <li>-inform school of all absences in good time, and at least prior to the start of the school day</li> <li>-assist school staff in carrying out home visits to establish reasons for absence, and to carry out 'safe and well' checks</li> <li>-work with staff at the school to recognise reasons for poor attendance, and consider ways to improve attendance if necessary</li> <li>-engage with the support offered by the school to prevent the need for more formal support</li> </ul>