Blessed Sacrament Catholic Primary School

Daily Attendance Procedures and Responsibilities - Whole School Approach

When	Whom	Actions Expected
DAILY Procedures	Pupils	• Begin to arrive at school from 8:40 a.m. and be in class for the register at 8:55 a.m.
	Parents/ Carers	• Ensure that pupils arrive at school on time before registration at 8:55 a.m. • Ensure pupils are prepared for school physically, mentally and with the correct equipment • Ensure that pupils' attendance is at least at our school target of 97% • Inform school of their child's absence before 8:50 a.m. and provide medical evidence when necessary
	Class Teacher	• Registers are completed on SIMS each morning by 9:10 a.m. **(ring over to Admin with absences if there is a problem with SIMs)** • Inform Admin of any absence related Dojo messages • Pass any copies of children's appointments to admin or ask parents to call in at the Admin Office • Afternoon registers are completed on SIMs as soon as the session begins • Chase up any children that are not in p.m. who were in a.m. by ringing Admin • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school • Plan, prepare and deliver any catch-up work a returning pupil needs • Welcoming long-term absentees back into the class
	Achievement Lead	• Ensure 'Flexible Intervention' takes place. • Achievement leaders discuss with class teachers identified pupils of concern regarding specific attendance queries and necessary follow ups required e.g. Flexible Intervention.
	Support Staff	• Ensure attendance has a high profile. • Discuss absence with pupils returning to school. • Welcoming long-term absentees back into the class. • Support returning pupils with flexible intervention as directed.
	Gez OConnell	• 8:00. a.m. Begin to check voicemails, emails, text messages and record in the absence book and on SIMs • (9:10 a.m. Begin to send absence texts for children not accounted for (sooner, if messages have all been checked) • 9:20 Send 2nd text out • 9:30 When possible assist A McK in calling parents/carers of children still not accounted for • After registers are in- On-going- record lates and send late texts • Double check that lates have not been overwritten by class teachers • Liaise with A McK to ensure all calls have been made • Pass list of children not accounted for to DHT for Home Visits
	K.Gregory	• Be on-call to make Home Visits for children not accounted for • Support children and families of children who are persistently late • Meet with parents regarding persistent absenteeism or persistent lateness • Ring specific/identified families
	A McKenna	• 9:00 a.m. take children who are late to class/greet any upset children • 9:10 Begin to call parents/carers of children still not accounted for-ensure that vulnerable children are accounted for first • Liaise with GO'C to ensure all calls have been made • Pass list of children not accounted for to DHT for Home Visits • Discuss actions for specific children with CW • Print off Home Visit letters • Conduct Home Visits with DHT/FLO • Record Home Visits on CPOMS and speak to class teacher, if required • Follow up actions from Home Visits
	C.Woodhouse	• Assist with children who are late • Catch parents of persistently late children to discuss ways forward • Discuss actions for specific children with AMc.and KG • Look up children's addresses and plan route for Home Visits • Conduct Home Visits • Follow up on actions from Home Visits