



## MONITORING AND TRACKING ATTENDANCE

### **Roles and Responsibilities**

It is vital that everyone plays their part in tracking, monitoring, planning and implementing interventions to support young people's attendance. To support this, the following responsibilities have been agreed:

#### **Young People:**

- Arrive in class on time.
- Remain in class unless you have permission to leave.
- Make every effort during social time (before registration, break and lunch) to go to the toilet, get water, visit lockers and arrive at class on time ready to learn.
- S5-S6, if signing out from study to go to another class to work, complete slip from staff to show consent.
- S6 for home study, must sign out from the study room in person and leave via the school office doors.
- S6, if you have study first thing in the morning and are working from home you must notify the office by 08:30am.
- To work with staff and professionals to follow the BODA Bs and reach their potential.

#### **Parents/ Carers:**

- Report known absence to the school office by 08:30am.
- Report known appointments in advance to the school office.
- Support young people and school staff in actively encouraging and supporting young people's attendance and punctuality.
- Engage with the Home School Liaison Officer (HSLO) to support and promote young people's attendance.
- Support young people to follow the BODA Bs and reach their potential.

#### **Class Teacher:**

- Complete register within 10 minutes of the period starting.
- Alert office via phone for any known vulnerable young person on their class register who is TBC. Vulnerable young people will be communicated via Head of House and a flag will show beside their name on the register. If you hover over the ASN Column it will read "Safeguarding concern, phone office if TBC."
- Update register immediately if a young person arrives late to class.
- If a young person consistently does not attend class but is in school the rest of the time, endeavour to catch up with that young person the next time they are in your lesson to support progress in learning.
- If a young person arrives to your class but is not on your SEEMiS register list please phone the office.
- If a young person leaves class without permission the responsibility sits with the classroom teacher to let the office know. Please do not update SEEMiS but alert the office via phone (use DLN-BoDAcad teachers email list only for those requested by Year Head). If/when the



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young person returns to class phone the office to update. There is no requirement of every member of staff when they see this young person to alert the office.

- Should SEEMiS be down, or there be technical issues utilise the yellow/ purple slips within the staff centre to complete registers within the normal time frames.
- If locked out of SEEMiS alert the office within 1 hour to be re-set and re-gain access.
- Ensure any visits/ trips are communicated to the office (ideally) 5 days prior to the pupil absence/s.
- If you have a young person with you for an appointment or conversation during an unscheduled period. Alert the office via phone.
- Support young people to follow the BODA Bs and reach their potential.

## **Faculty Head/ Principal Teachers:**

- Support Teachers in the department to complete registers accurately and on time.
- If you have a young person with you for an appointment or conversation during an unscheduled period. Alert the office via phone.
- Faculty Head of Support for Learning: Input vulnerable flags on SEEMiS as directed by Heads of House.
- Support young people to follow the BODA Bs and reach their potential.

## **Head of House/ Principal Teacher Guidance:**

- 3 days TBC means a child missing in education (CME). Alert Child Protection Officer and relevant Year Head. Complete CME form for the authority.
- Review attendance tracker on a weekly basis and log any interventions put in place for a young person utilising the notes section to support the narrative.
- Discuss concerns and data in 1-1 meetings between PTG and DHT to identify any young people who may need further targeted support or who require a praise message.
- Compile and send ATT letters as per data on the tracker.
- Compile and send lates letter as per TBC data.
- Maintain an accurate list of young people who should not get automated TBC group call with the office.
- Maintain an accurate calendar shared with all office staff of young people's appointments. Alert Faculty Head of Support for Learning of any young person who should have a vulnerable flag on the register.
- Follow up on agreed actions point in DHT/ HoH case load meetings.
- If you have a young person with you for an appointment or conversation during an unscheduled period. Alert the office via phone.
- Support young people to follow the BODA Bs and reach their potential.

## **Home School Liaison Officer (HSLO):**

- Review the tracker on a weekly basis.
- Log any comments from young people interventions within the tracker and pastoral notes.
- Attend meetings as and when required to support young people's attendance.
- Support young people to follow the BODA Bs and reach their potential.



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## **Office Staff:**

- Automatically groupcall any outstanding TBC after 10 minutes of a period starting for all pupils. This includes the NESCOL attendance reports once received. Change 'OAT' to 'TBC.'
- Automatically send groupcall if a young person does not attend time out.
- Update flags within pastoral notes for any young person as advised by Head of House that should not get automatic groupcall.
- Support young people to follow the BODA Bs and reach their potential.

## **DHT Responsible for Tracking and Monitoring:**

- Collate P7 attendance figures for upcoming P7 young people and populate in tracker.
- Enter any new enrolment and remove leavers within the attendance tracker.
- If a young person completes a legal name change or 'known as' then update within tracker.
- On a Monday extract data from SEEMIS and enter in attendance tracker. Email HoH's and HSLO to advise document is ready.
- Input NESCOL exceptional entrant weekly attendance data into the tracker (August – Christmas).
- Input NESCOL winter leaver programme attendance data into the tracker (June – Christmas).
- Support young people to follow the BODA Bs and reach their potential.

## **All Year Head/ Depute Head:**

- Review data from tracker in HoH/ DHT conversations to be aware of specific concerns of young people within their year groups and follow up with appropriate actions.
- Discuss concerns in 1-1 meetings between HoH and DHT and identify any young people who may need further targeted support.
- If you have a young person with you for an appointment or conversation during an unscheduled period. Alert the office via phone.
- Support young people to follow the BODA Bs and reach their potential.

## **Head Teacher:**

- Maintain a holistic overview of attendance data.
- Support all staff as appropriate.
- Support young people to follow the BODA Bs and reach their potential.