

ATTENDANCE LINK GOVERNOR TERMS OF REFERENCE



AIM

To assist in promoting good attendance by:

- Supporting the Headteacher, Attendance Lead, Attendance officer and the school on Attendance matters
- Supporting parents by raising awareness of the need for good attendance
- Supporting pupils by celebrating good attendance
- Supporting Governors by keeping them informed of the issues/trends relating to attendance

Supporting the Headteacher/Deputy Headteacher

1

- To review the Attendance Policy annually
- To discuss attendance issues termly with the Attendance Lead
- To consider with the Headteacher the school's attendance target
- To monitor the following trends in attendance
 - Authorised /Unauthorised absence
 - Persistent Absence
 - Holidays during term time

Supporting parents

2

- To check the procedures relating to attendance are clearly stated in the School Prospectus
- To check that reference to good attendance and attendance information is included in all pupil inductions
- To attend scheduled Attendance Meetings with parents, and to support and arrange agreed plans to improve attendance with specific roles for parents and the school.
- To ensure that parents are kept informed of attendance throughout the year e.g. School Reports, parents meetings, website, letters, leaflets in foyer etc

Supporting Pupils

3

- To organise incentives to celebrate good attendance

Supporting Governors

4

- Be a resource to Governors by having an overview attendance and report to GB 3 times/year
- To work with the Headteacher by making sure statutory requirements are met
- To work with the Headteacher in ensuring that LA or Government initiatives are applied to the school