



### **A Day in the Life Of...Our Attendance Officer**

We welcomed Amy to Oswald Road as our new Attendance Officer just before Summer break. She has shared an insight in to her role at school and day to day activities.

**8am-** I arrive at school just before 8am and have my first cup of tea for the day. I start my day logging onto all the different systems I have to use each day. I check both my email accounts and the absence line voicemail.

**8.30am-** I am covering one of the gates this morning. I really enjoy doing this, especially when the sun is shining. It's a great opportunity to put faces to names and there's always lots of dogs for me to greet too which is a bonus!

**8.45am-** After locking the gates I head back to the office to ensure any late arrivals sign in and get to class as quickly as possible. Anyone arriving after 9.15am receives a U mark in the register and this affects your child's overall attendance. It is so important to ensure pupils arrive on time as arriving just 5 minutes late everyday adds up to 3 days lost each year! I then start checking the registers for the whole school, there are lots of classes for me to get through! I check all the register marks are correct and record any absence

messages we have received. If your child is absent you can contact the School Office on the phone, you can send an email or you can send a text.

**9.30am-** Once all the registers have been checked and all absences and appointments have been recorded I begin contacting families of absent pupils I have not received a message from. I initially do this via text message and an automated phone call. Responses to these messages then get back to me and I can update the register. Please ensure you contact the school if your child is absent as if we do not hear from you we will attempt to contact you and may complete a home visit.

**10.30am-** It's now time for me to leave the main office and head over to the Pastoral room. I am based in here for the remainder of the day. During this time, I call any parents I have not had a response from. I continue making calls to parents and start to look through pupil data.

**11.30am-** Today I have a meeting with Mrs Howard to discuss attendance. We look at overall attendance and how we compare nationally and locally. It's always nice to see when we beat the national average! We also discuss individual children where attendance is a concern and decide how best to support a move forward.

**12pm-** Lunch time. I always try and get out for a little walk on my lunch.

**12.30pm-** After lunch I check the afternoon registers. I then spend time preparing for parent meetings the following day.

**2pm-** Today I have a parent meeting with a family whose attendance has become a concern. If your child's attendance drops below our expected 96% attendance rate you may be invited in for a meeting. These meetings are an opportunity to discuss anything that may stop you bringing your child into school every day on time. During the meeting today we discussed the barriers to their child attending school and an agreement for improved attendance was created. The family will be invited back to a review meeting the following half term. We will always try our best to support you to improve your child's attendance.

**2.30pm-** After the meeting I type up my notes and clear my desk ready for tomorrow.

**3.30pm-** It's now time to go and collect my two little girls from School and Nursery, ready to do it all again tomorrow!

**If you ever feel like your family requires any additional support please do not hesitate to get in touch. You can contact me on the attendance email or pop by the main office.**