

SWiS 3.42 Contribute to improving attendance (schools)

UNIT SUMMARY

Who is this unit for?

This unit is for those who contribute to monitoring and improving pupil attendance.

What is this unit about?

This unit is about monitoring attendance to identify patterns of absence and lateness and working with families to find ways of helping the pupil to attend school more regularly.

Unit outcomes

Outcome 3.42.1 Contribute to monitoring attendance

Outcome 3.42.2 Contribute to processes and procedures for improving attendance

Origin of this unit

This unit appears as unit LDSS06 in the national occupational standards for learning, development and support services for children, young people and those who care for them.

Place in qualifications

- This unit is an optional unit in the level 3 NVQ/SVQ in supporting teaching and learning in schools
- This unit is a mandatory unit in the level 3 NVQ in learning, development and support services for children, young people and those who care for them.
- This unit is an optional unit in the level 3 NVQ in learning, development and support services for children, young people and those who care for them
- This is an optional unit in the level 3 certificate and/or diploma in support work in schools
- This is an optional unit in the level 3 certificate and/or diploma for support work in schools (parent support adviser endorsed pathway)

Evidence requirements

An holistic approach to assessment is recommended where possible. A single statement from an expert witness may, therefore, cover more than one of the mandatory and optional units. In some instances, however, it may be necessary to seek statements from more than one expert witness in order to cover the requirements.

The following evidence is required for each unit as a whole:

- At least one expert witness statement describing your performance
- Evidence of your understanding and skills. This could be in any suitable format and may be supported by translation where necessary, such as:
 - records from an expert witness or training mentor of discussions they have had with you about your understanding
 - any other evidence that was produced during the activities or tasks assessed, such as notes, e-mails or records
- A personal log reflecting on your own role, responsibilities and skills

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3.42.1 Contribute to monitoring attendance

Performance criteria

You will need to:

- P1 analyse records of attendance against organisational objectives and recommended targets
- P2 collate and present attendance data for use by others
- P3 identify patterns of absence for individual children and young people
- P4 provide feedback to staff on attendance information and patterns
- P5 keep accurate records of all action taken

3.42.2 Contribute to processes and procedures for improving attendance

Performance criteria

You will need to:

- P1 contact families and carers and conduct checks on reason for absence or lateness of children or young people
- P2 work with families and carers to identify reasons for absence and possible ways of helping children and young people to attend more regularly
- P3 notify families and carers formally of absence and advise them on the possible implications
- P4 provide information to those working with individual children and young people in order to improve their attendance
- P5 contribute to work with other staff and agencies to improve attendance of individual children and young people and at risk groups
- P6 contribute to initiatives to raise awareness and improve attendance
- P7 keep accurate records of all action taken

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Knowledge and understanding

You need to know and understand:

- K1 legal responsibilities and limits of authority in relation to non-attendance
- K2 roles and responsibilities of other agencies in matters of attendance
- K3 relevant circulars and guidance on attendance
- K4 recommended registration formats and ways of classifying absences
- K5 components of attendance policies and best practice in relation to key issues in them
- K6 alternative strategies and activities to promote attendance and how to support others to make use of them
- K7 systems for electronic registration and how to access them
- K8 how to gather, classify and collate attendance data for use by others
- K9 ways of monitoring attendance against external targets and benchmarks
- K10 the attitudes of children, young people, families and carers to attendance in formal learning and development contexts
- K11 ways of developing positive attitudes to learning and attendance
- K12 family, community and social factors likely to impact on levels of absence
- K13 organisational recording systems and processes