

Appendix 2

Key Staff

This section of the policy details key staff and their responsibilities in relation to different aspects of the attendance policy.

Staff Member	Job Title	Role
Mrs A Robinson arobinson@themfg.co.uk	Vice Principal Senior Attendance lead	Strategic leadership of whole school attendance strategy including policy development, staff training and data analysis.
Mrs Denham attendance@themfg.co.uk	Attendance Officer	Operational leadership of attendance including direct work with families, home visits and liaison with Education Welfare around any legal proceedings/fixed penalty notices
Mrs Firth cfirth@themfg.co.uk	Year Leader- 7	To support the students in Year 7 with maintaining excellent attendance by working directly with students and families to overcome any barriers to attendance as part of the whole school strategy.
Mr Knowles cknowles@themfg.co.uk	Year Leader -8	To support the students in Year 8 with maintaining excellent attendance by working directly with students and families to overcome any barriers to attendance as part of the whole school strategy.
Mrs Fox afox@themfg.co.uk	Year Leader -9	To support the students in Year 9 with maintaining excellent attendance by working directly with students and families to overcome any barriers to attendance as part of the whole school strategy.
Mr McConnell nmccconnell@themfg.co.uk	Year Leader -10	To support the students in Year 10 with maintaining excellent attendance by working directly with students and families to overcome any barriers to attendance as part of the whole school strategy.
Mrs Taylor ktaylor@themfg.co.uk	Year Leader -11	To support the students in Year 11 with maintaining excellent attendance by working directly with students and families to overcome any barriers to attendance as part of the whole school strategy.
Form Tutors	Form Tutors	To support the students in their form in maintaining excellent attendance through praise, encouragement, intervention and mentoring.
Admin team	Admin	To support with the daily attendance and absence procedures including updating registers and contacting parents via text message, email and phone call.