



Cardinal Heenan Catholic High School

Attendance and Punctuality Policy

Approved by:	Name: Full Governing Body	Date: September 2024
Last reviewed on:	Date: September 2025	
Next review due by:	Date: September 2026	

1. Introduction

1.1

This is a successful and happy school and every child plays their part in making it so. We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. However, for our children to gain the greatest benefit from their education it is vital that they attend regularly. Any absence has a negative impact on a child’s learning; regular absence has a significant impact on achievement and opportunity.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide a safe and secure environment.

1.2

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. As a school we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

As a school we define regular attendance as 97% or above.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, behaviour and inclusion.

Clearly, students should only be absent where absolutely unavoidable.

1.3 We aim to

- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school.
- Raise the profile of attendance and punctuality amongst the school community
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration for all pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children’s Services, School Health and other partner agencies.

2. Legal Framework

This policy is based on the Department for Education statutory guidance (2024) ‘*Working Together to Improve School Attendance*’.

The guidance is based on the following legislation

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- Education (Penalty Notices) (England) Regulations 2007
- School Attendance Pupil (Pupil registration) Regulations 2023

2.1

Under Section 7 of the Education Act 1996, parents are responsible for ensuring that a child, of compulsory school age, attends school regularly and punctually. A parent is described by the DfE as both natural parents, whether married or not, any person who has parental responsibility for a child or young person, or any person who cares for a child or young person.

3. Roles and Responsibilities

3.1 Governance:

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring the school has high aspirations
- Regularly analysing attendance data and reviewing the school’s performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy
- The Link Governor for attendance is

3.2 The Headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with parents for all pupils where there are barriers to attendance
- Consider requests for leave of absence in term-time
- Sign off the appropriate documentation in the event of any legal proceedings

3.3 The Senior Attendance Champion (Ms J Leech) is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Ensuring all staff receive annual training on attendance procedures, safeguarding implications, and strategies for engaging families
- Evaluating the effectiveness of the school’s process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Monitoring attendance data on a daily, weekly and half termly basis
- Coordinating targeted intervention and support to pupils and families

4.4 The Attendance and Inclusion Leads will:

- Ensure registers are completed accurately and on time and follow up, as appropriate, if there are concerns or issues
- Check register marks at the end of each day to ensure that there are no missing or unexplained (N) absence codes
- Carry out all follow ups resulting from daily attendance procedures and carry out home visits
- Provide targeted intervention and support to pupils and families
- Organise and administer the necessary meetings and documentation in line with our staged approach to attendance and any formal proceedings, including Notice to Improve letters, Penalty Notices and prosecutions, as appropriate
- Provide attendance data as requested

Our Inclusion and Attendance Officers are Christine Kirkham and Kath Dursley.

The Inclusion and Attendance Officers work with families and students to improve school attendance. They focus on:

- Poor attendance and punctuality
- Early help and improving communication with families
- Welfare support
- Liaison with other agencies

3.4 Head of Year/Assistant Head of Year will

- Promote excellent attendance within their year group
- Monitor attendance data on a daily basis
- Meet with the Attendance Team regularly to agree and review actions
- Make telephone calls daily for absent students in their year groups and agreed with Attendance Team to parents of absent students and record any parental contact and the reasons for absence
- Conduct attendance visits as directed by the Attendance Team
- Monitor and manage attendance of students effectively
- Attend Attendance Panel Meetings for students in their year group
- Offer support and signposting to other services for parents who request it

3.5 Form Tutors will

- Monitor attendance data and share this information with students
- Promote excellent attendance within their form group
- Discuss concerns about attendance and punctuality with individual students below 97% and encourage them to improve
- Contact parents regarding attendance concerns as directed by the Year Leaders
- Pass any medical evidence or letters relating to attendance to the school Attendance Leader
- Take the morning register promptly and accurately and update with details of any student who arrives late to form

3.6 The Attendance Student Services Team will

- Take incoming calls regarding absence and record reasons on ClassCharts
- Ensure registers are completed accurately and on time and follow up, as appropriate, if there are concerns or issues
- Assist the Attendance Teams with making daily telephone calls to parents of absent students
- Assist the Attendance Team in sending out text message and push notifications to parents/carers of absent students
- Assist in sending out attendance letters as appropriate
- Ensure fire registers are printed and are available during fire drills or emergency evacuations

4. Promoting regular attendance at Cardinal Heenan Catholic High School:

Promoting attendance is everyone’s responsibility. All members of staff, parent/carers and students play a part. Cardinal Heenan Catholic High School will ensure:

- There is a Senior Attendance Champion for championing and improving attendance
- Effective strategies are in place to support all pupils to arrive on time for school
- An engaging curriculum is provided
- High quality teaching and learning is delivered throughout the school
- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school

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- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parents are encouraged through regular contact and communication
- Support for families of children with SEND or long-term mental or physical health needs to address attendance barriers. This may include offering reasonable adjustments, personalised support plans, and referrals to external agencies where appropriate
- Parents are kept informed of pupil attendance and punctuality through the school’s attendance procedures, termly progress reports, individual letters and meetings when required
- Good attendance and punctuality is rewarded through regular individual pupil incentives
- Attendance and punctuality is regularly discussed with children in assemblies
- Attendance roles and responsibilities are clearly defined, and all staff should ensure that these are followed

5. Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding concern. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents/carers provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the school’s Safeguarding and Child Protection Policy

6. Expectations

6.1 Expectations of Parent/Carer

- Ensuring your child’s regular attendance at school is a *parents’ legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law
- Ensure your child arrives for school on time
- Notify the school if your child is going to be late
- Routine non-emergency medical and dental appointments should be made whenever possible outside of school hours. Confirmation of the appointment should be provided
- Contact school by 8.45am on the first day of absence if your child is unable to attend, providing the reason, an indication of the expected duration and the likely return date to school.
- If a text message/phone call is made by the school due to your child’s absence, it is important that you respond to ensure your child is appropriately safeguarded.
- Contact the **main school office or our Inclusion/Attendance Officer** if the reason for absence requires a more personal discussion.
- In case of emergency, school must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers (as a school we request that a minimum of three emergency contact details are provided).
- Requests for leave of absence due to exceptional circumstances must be in writing to the headteacher and can only be authorised by the headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include holidays, weddings, shopping, concerts and birthdays.

***Section 576 of the Education Act 1996, the definition of a parent under education law defines “parent” as:*

(a) All natural (biological) parents, whether they are married or not;

(b) Any person who, although not a natural parent, has parental responsibility for a child or young person;

(c) Any person who, although not a natural parent, has care of a child or young person.

In this policy the term ‘parent’ includes parents and carers.

6.2 Expectations of students

- Ensure you arrive at Cardinal Heenan Catholic High School by no later than 8.25am with correct equipment and uniform
- Be at your year group’s line up at 8.30am.
- Arrive to all lessons on time.
- Always attend every lesson.
- Never leave the school site without permission.
- Always use the signing in/out system when late or leaving school for appointments.
- Following any absence from school, complete any missed work that may be provided by Cardinal Heenan Catholic High School.

7. Monitoring and managing attendance

We must legally record the reason for all individual pupil absence. Therefore, it is important for families to directly inform school of the reason for absence, on the first day of absence.

7.1 If a pupil is absent, we will:

- Telephone and text parents on the first day of absence if we have not heard from them by 9.00am. If the Attendance Team are able to contact parents and ascertain the reason for absence, then the appropriate code is entered on the register.
- If your child is absent, a member of school staff may conduct a home visit, especially if the absence is more than 3 days or there are repeated absences.
- Home visits may also be made to vulnerable students, PA students SA students of any other students who were are concerned about even if we have received a message from parents/carers.
- Home visits may be made to all students who are absent irrespective of whether there has been communication with home or not.
- If a pupil’s absence continues, the parent will be invited to meet our Inclusion Officer and any barriers to the child attending school can be discussed and support put in place. This may include:
 - Reintegration support packages
 - Early/Family Help assessment or referral to appropriate support services
 - Attendance Contracts
 - Attendance report cards
 - Reduced timetable

(In line with DfE expectations reduced timetables will only be used in exceptional circumstances, for a limited period, to support pupils to reintegrate back into education and access full time provision)
- If the parent/carer does not attend the meeting in school or engage in the support that has been offered and the pupil has accrued 10 sessions of unauthorised absence in a 10-week rolling period, the parents may be issued with a Notice to Improve, in accordance with Liverpool City Council’s Penalty Notice Code of Conduct.
- If unauthorised absences persist the Senior Inclusion Officer will discuss actions with the school’s Education Welfare Officer (EWO).

7.2 Authorised Absence

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Authorised absence means that the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the headteacher, not parents who make the decision to authorise absence from school.

The following information outlines the main circumstances where absence may be authorised by the school:

Illness

In most cases, absences for illness which are reported by parents following the school’s absence reporting procedures will be authorised unless, the school has a genuine concern regarding the authenticity of the illness.

The school follows Department for Education statutory guidance ‘Working Together to Improve School Attendance’ 2024 which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil’s GP directly to help support the needs of the individual pupil.

If there is no explanation from parent/carer or no response to the absence message/call made by school, then the attendance mark will remain as an ‘N’ in the register. If there is no response by the afternoon session and/or the school is not satisfied about the explanation for absence, it will be recorded as unauthorised (coded ‘O’).

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description to best support the child and to be able to authorise any future medical absences. If this is the case, the school will make the parents aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child’s condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Our school supports pupil mental health and wellbeing following DfE guidance (2023) – *where a mental health issue is affecting a pupil's attendance*.

Parents who have concerns about their child’s mental wellbeing can contact our school’s Senior Attendance Champion/Designated Safeguarding Lead, or Inclusion Officer for further information on the support available.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

Medical/Dental Appointments

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Parents should always try to make appointments outside of school hours wherever possible. Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments and must be supported by providing the school with sight of, or a copy of, the appointment information – only then will the absence be authorised.

Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day’s absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents’ religious body, to confirm whether the day is set apart.

Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child’s age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their ‘main’ school.

Children from Gypsy, Roma and Traveller (GRTSB) communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Suspensions

If the school decides to suspend a pupil home due to their behaviour, this will be recorded as a fixed period suspension. The school will follow the current DfE’s statutory guidance on exclusions. All exclusions **must** be agreed by the headteacher.

The school will notify the parent of the exclusion in writing. For children in the care of the local authority the school will notify the pupil’s carer, the Section 19 Team, social worker and the Virtual School.

In other instances, where a pupil is open to Children’s Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

7.3 Unauthorised Absence

Unauthorised absence: is when the school has not received a reason for absence or has not approved a child’s leave absence from school following a parent’s request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.
- Students who arrive at school late after the close of registration.

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child

Unauthorised absence may lead to the use of penalty notices or other legal interventions from the Local Authority. Cardinal Heenan Catholic High School, in agreement with the Education Welfare Service, may issue a Notice to Improve letter to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10-week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the Local Authority requesting a penalty notice be issued.

Penalty notices are an alternative to prosecution and may not be issued if the local authority considers an Education Supervision Order or a prosecution to be a more appropriate response to a pupil’s irregular attendance.

Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child.

7.4 Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early to prevent pupils becoming a persistent absentee (PA).

Whilst we understand that pupils can be absent from school because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parent has concerns, it is important that contact is made with the school at the earliest opportunity to gain support and to work together to gain a resolution.

Parents/Carers are asked to contact the school office in the first instance.

7.5 Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE). This cohort of pupils are a priority group for Cardinal Heenan Catholic High School and additional support may be required from the Local Authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

8. Why is regular attendance important?

Any absence affects education, and regular absence will seriously affect students’ learning. Students who have time off often find it difficult to catch up and do well.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Ensuring your child’s regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

9. Pupils on Reduced (Part-time) Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil’s needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil’s return to full-time provision as soon as possible.

10. The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil’s attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider Penalty Notices and the instigation of legal proceedings.

10.1 Penalty Notices:

Liverpool City Council (LA) on receipt of a request from Cardinal Heenan Catholic High School will issue a Penalty Notice to parents for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10 week period
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- If appropriate support has been put in place
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent/carer who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

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- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

The Local Penalty Notice Code of Conduct is published on Liverpool City Council’s website.

10.2 Leave of absence requests in term time

The Law does not give any entitlement to parents to take their child on holiday during term time.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted. The Headteacher’s decision is final and cannot be appealed.

At Cardinal Heenan Catholic High School leave in term time requests for the purpose of a family holiday or a wedding, will not be authorised by the school.

Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

If leave of absence is deliberately taken in term time, without school permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent understood that permission had not or would not be given, the local authority will issue a penalty notice without a Notice to Improve period being issued.

Parents should complete a leave of absence request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence to support your request.

If we have any concerns about possible safeguarding concerns, we will follow the necessary protocols.

For Children in Care, any period of leave taken without the agreement of the Virtual School Head, Service Manager and Director of Children’s Services, will be classed as unauthorised.

10.3 How we manage lateness

Poor punctuality is not acceptable. If a student misses the start of the day they miss work and potentially disrupt lessons. It can also be embarrassing for the student arriving late and can encourage future absence. A range of support and sanctions apply to students who arrive late.

- We expect students to arrive on site by no later than 8.25am.
- Students should be with their year group and go straight to line ups by 8.30am.
- Registration is until 9am and registers are taken by 8.45am. Registers close within 30 minutes.
- Students who arrive late to school (during registration) should go straight to their form room. Form Tutors should mark them late as appropriate.

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- Students who arrive late to school (after registration) should report immediately to Student Services to sign in. If they have a genuine reason for lateness such as a medical appointment, they should bring a letter from a parent or appointment card.
- If a student arrives late to school, parents/carers will receive a text message to inform them of their child’s late arrival.
- The official close of registration is 9.15am.
- Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official closure of the register and there are no barriers preventing the child from arriving on time, the school following a Notice to Improve period, may request the local authority issue a penalty notice.
- If a parent has any problem getting their child to attend school on time, they should contact their son’s Head of Year or our Inclusion Officers who will offer support to resolve the problem.
- If a student is late without an authorised reason, he will be placed on a detention. Parents/carers will receive a text message to inform them.
 - 2 late marks = 30-minute detention
 - 3-4 late marks = 60-minute detention
 - 5 late marks = 2hr leadership detention
- If the student continues to arrive late on a regular basis their parents will be required to attend a meeting to discuss what support is necessary to improve the situation.

11. People Responsible for Attendance at Cardinal Heenan Catholic High School

All school staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil’s journey through school a success. See Appendix 1 - Key contact list.

12. Removal from school roll

From the 1st of September 2016, changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school’s final year.

As a school, we are now required to: Inform the LA in **every** circumstance when deleting a pupil’s name from the admission register. Inform the LA of the pupil’s destination school and home address if the pupil is moving to a new school.

All schools must complete an Exit form and submit it to the CME@liverpool.gov.uk inbox.

All schools must provide information to the LA when registering new pupils, including the pupil’s address and previous school.

If your child is leaving our school parents are asked to:

- Provide the Inclusion/Attendance Leads with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child’s new school and the start date when known. This should be submitted to school in writing.
- If a pupil leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children’s Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Appendix 1: Key Contacts

Deputy Head / Attendance Lead	Ms J Leech	j.leech@cardinal-heenan.org.uk	0151 235 1435 ext 1443
Inclusion Officer	Ms Christine Kirkham	c.kirkham@cardinal-heenan.org.uk	07921 820 348
Attendance Officer	Ms Kath Dursley	k.dursley@cardinal-heenan.org.uk	07933 182 017
AHT/KS3 Coordinator	Mr J Shillcock	j.shillcock@cardinal-heenan.org.uk	0151 235 1435 ext 1471
AHT/KS4 Coordinator	Mr J Sanderson	j.sanderson@cardinal-heenan.org.uk	0151 235 1435 ext 1466
AHT/KS5 Coordinator	Mr N Kimberley	n.kimberley@cardinal-heenan.org.uk	0151 235 1435 ext 1459
Head of Year 7	Mrs C Gilmore	c.gillmore@cardinal-heenan.org.uk	0151 235 1435 ext 1479
Assistant HOY7	Mrs J Morgan	j.morgan@cardinal-heenan.org.uk	0151 235 1435 ext 1487
Head of Year 8	Ms J Davies	j.davies@cardinal-heenan.org.uk	0151 235 1435 ext 1497
Assistant HOY8	Miss R Gillbanks	r.gillbanks@cardinal-heenan.org.uk	0151 235 1435 ext 1483
Head of Year 9	Mrs N Jackson	n.jackson@cardinal-heenan.org.uk	0151 235 1435 ext 1446
Assistant HOY9	Mr H Edwards	h.edwards@cardinal-heenan.org.uk	0151 235 1435 ext 1488
Head of Year 10	Ms S Lyon	s.lyon@cardinal-heenan.org.uk	0151 235 1435 ext 1449
Assistant HOY10	Ms T McCarthy	t.mccarthy@cardinal-heenan.org.uk	0151 235 1435 ext 1501
Head of Year 11	Mr I Forgie	i.forgie@cardinal-heenan.org.uk	0151 235 1435 ext 1444
Assistant HOY11	Ms S Curran	s.curran@cardinal-heenan.org.uk	0151 235 1435 ext 1408
Head of Sixth Form	Mr T Phipps	t.phipps@cardinal-heenan.org.uk	0151 235 1435 ext 1476
Assistant Head of Sixth Form	Ms Kerry Smith	Kerry.smith@cardinal-heenan.org.uk	0151 235 1435 ext 1477
SENCO	Mrs M Fallon	m.fallon@cardinal-heenan.org.uk	0151 235 1435 ext 1498
Assistant SENCO	Miss R Boateng	r.boateng@cardinal-heenan.org.uk	0151 235 1435 ext 1452
Counsellor	Ms G Mellors	g.mellors@cardinal-heenan.org.uk	0151 235 1435
Governor for Attendance	Mrs C Murphy		0151 235 1435

Appendix 2: Whole School Approach - Attendance and Punctuality Roles and Responsibilities

When	Whom	Actions Expected
DAILY	Students	<ul style="list-style-type: none"> • Arrive on the school site by 8.25am • Be at your muster point for registration at 8.30am • Be on time for lessons throughout the day • Attend any detentions issued
	Form Tutors	<ul style="list-style-type: none"> • Set an example by arriving to line up students by 8.25 • Complete registers on Class Chart each day on time (by no later than 8.45am) • Ensure attendance has a high profile in class • Discuss absences with students returning to school • Welcoming long-term absentees back into the class and liaising with teachers to ensure that they are supported to catch up on work missed • Discuss any concerns relating to a student absence with the Head of Year
	Admin Staff	<ul style="list-style-type: none"> • Ensure staff have completed AM/PM registers • Ensure input of accurate attendance marks in the register via SIMs • Identify students who are absent from registration without reason and send text message to parents/carers by 9.15am. Email to confirm. • Identify students who are absent from school without reason (before 10am) and telephone contact with parents/carers stating student is absent from school (first day absence calls) • Log on parental voicemails, text messages and emails regarding student absences • Text messages sent to parent/carers who have failed to contact regarding their child's absence from registration and also students who arrive late. • First day absence phone contact with parents/carers, following up unexplained absences where no text message has been returned. • SLT, Form Tutors and Teaching staff are contacted with specific attendance queries and any necessary follow-ups required. This may include visiting classrooms to remind staff to complete register if waiting for marks • Log the attendance of all students going out /in school for medical, dental or visits including clear comment with initials/times • Daily liaison with alternative curriculum providers for students off site to ensure AM and PM registers are provided within set time parameters and students who fail to attend with reasons unknown are followed up through the First Day contact systems. • Daily Attendance report sent to Deputy Headteacher/Inclusion Officer

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When	Whom	Actions Expected
	Assistant Head of Year/Head of Year	<ul style="list-style-type: none"> • Daily duty from 8.25am • Ensure all late arriving students are spoken to and their attendance is entered accurately on to Class Charts • Supporting staff with registration queries and support the interventions of the Form Tutors • Conduct caseload daily observations • Engage in informal discussions with identified students/cohort to follow up attendance issues and agree future action required. • Liaise with Form Tutors regarding identified students causing concern regarding specific attendance queries and necessary follow ups • Communicate with parents of students who are experiencing attendance difficulties and conversations logged on CPOMS and note added to Class Charts • Communicate with Head of Year, Inclusion Officer and EWO regarding appropriate further action with students and/or families. • Provide support for late detentions by collecting students who arrive late.
	Inclusion Officer/Attendance Officer	<ul style="list-style-type: none"> • Contact SLT, Form Tutors and Teaching staff with specific attendance queries and necessary follow ups required • Discuss concerns about identified students regarding specific attendance queries and necessary follow ups with Behaviour Support Worker/HOY/Deputy Head as and when required • Communicate with parents of students who are experiencing attendance difficulties and conversations logged on CPOMS and note added to SIMS • Text and phone call contact with students/parent/carers • Conduct home visits of students where we are concerned about attendance • Safeguarding home visits as required. • Coordinate focused interventions with persistently absent students and their families. • Work in conjunction with our SSPO on joint home visits. • Make referrals to external agencies to support students and families where appropriate.
	EWO	<ul style="list-style-type: none"> • Oversee focused casework interventions with persistently absent students and families. • Text and phone call contact with students/parent/carers • Conduct home visits • Review pre legal action plan/parent contract and arrange meetings as required • Coordinate strategic legal interventions with identified students • Track actions and interventions to support the Inclusion Officer
	Deputy HT	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Quality Assurance of daily registers • Liaise with EWO, Inclusion Officer and pastoral staff

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When	Whom	Actions Expected
WEEKLY	Form Tutors	<ul style="list-style-type: none"> • Ensure all members of the form class know the school target (97%) and their current attendance • Monitor/follow up identified student attendance by making contact with parent/carers where appropriate, and a record of conversation logged in Class Charts/CPOMS • Ensure attendance has a high profile in class and ensuring that display diamonds boards are updated each week • Complete a return to school form for any pupil absent the previous week that is stage 1 or 2.
	Admin Staff	<ul style="list-style-type: none"> • Inform HOY/Inclusion Officer about student patterns of absence and request staff follow up • Update attendance boards (RAG and TV screen) fortnightly
	Subject teacher	<ul style="list-style-type: none"> • Forward details of students who are regularly absent to the subject leaders/HOY/Asst HOY • Organise help for students to catch up on missed work due to prolonged absence.
	Head of Year / Asst Head of Year	<ul style="list-style-type: none"> • Rewards for positive / improved attendance • Meet with identified students (attendance and punctuality concerns) • Catch up with vulnerable students or students returning from long term absence • Review year group attendance from previous week swiftly identifying trends and any anomalies • Discuss attendance in Year Team meetings • Ensure all form tutors receive attendance information and display all information in form rooms • Raise the profile of attendance in assembly each week with a real focus on performance of the year and improving students • Late process: check daily list for own year, supervise late detention and ensure accurate detention register. Regular follow up with parents for regular latecomers • Complete a return to school form
	Key Stage Coordinator	<ul style="list-style-type: none"> • Review weekly data provided and support HOY to identify trends. • Complete a return to school form for any pupil absent the previous week that is stage 4.
	Inclusion and Attendance Officer	<ul style="list-style-type: none"> • Produce Attendance and Punctuality data for Deputy Headteacher by key groups • Update weekly summary for offsite students with welfare/progress reports • Run sessions missed report weekly • Provide weekly student attendance and punctuality figures for attendance meeting • Review warning periods issued, action FPNs, update UA list • Weekly meeting with EWO to discuss open cases and review referrals • Weekly summary report for students off site sent to Deputy Headteacher/Inclusion Officer. • Issue weekly rewards for improving attendance.

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When	Whom	Actions Expected
	Deputy Headteacher	<ul style="list-style-type: none">• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.• Detailed QA/audit of registers from previous week• Liaise with Inclusion Officer’s and Pastoral staff regarding support work with identified students

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When	Whom	Actions Expected
HALF TERMLY	Subject Leaders	<ul style="list-style-type: none"> • Maintain a high profile of attendance as a significant factor in student achievement and attainment within subject areas. Include discussion about attendance concerns in department meetings • Establish departmental procedures to monitor and follow up attendance concerns • Use attendance data and learning cycle data, to identify and take action to improve the attendance of vulnerable students • Monitor departmental staff to ensure that their roles with regard to attendance are carried out effectively and efficiently • Ensure that all teaching staff focus on attendance in planning and pedagogy • Ensure that students regularly missing from lessons are followed up
	Admin staff	<ul style="list-style-type: none"> • Certificates for 97%, 100% and most improved students for half term previous • Generate texts to parents with the following term date reminders • Prepare emails and texts for parents with regular attendance reminders
	Asst Head of Year	<ul style="list-style-type: none"> • Work with half termly cohorts of identified students at risk of falling into PA • Complete detailed and clear impact summary statements for each half term • Monitor and track attendance for key groups • PA action plans for identified students • Liaise with Inclusion Officer to share information and agree joint actions re action plans or other students causing concern
	Head of Year	<ul style="list-style-type: none"> • Ensure that attendance features in ALL parents’ evenings • Half termly cohorts with identified students at risk of falling into PA • Impact summary statements for each half term • Analysis of year group for attendance and punctuality by key groups
	Inclusion & Attendance Officers	<ul style="list-style-type: none"> • Generate the school attendance log for half term alongside the Deputy Headteacher • Final QA of registers for whole half term • Review of attendance by key groups – absence/PA • Identify and work with half termly cohort of AAA • Process FPNs in conjunction with EWO • Review of half termly attendance strategies alongside Deputy Headteacher
	Deputy Headteacher	<ul style="list-style-type: none"> • Generate half termly report of attendance data – key groups • Review strategic interventions and rewards • Quality assure casefiles to ensure consistent practise and support in place.

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When	Whom	Actions Expected
TERMLY	Admin Staff	<ul style="list-style-type: none"> • Certificates for 97%, 100% and most improved students for half term previous • Generate texts to parents with the following term date reminders • RAYG letters to parents
	Head of Year / Asst Head of Year	<ul style="list-style-type: none"> • Attendance certificates produced for Celebration Assemblies • Meet with identified students based on attendance concerns • Review year group attendance from previous term
	Inclusion and Attendance Officer	<ul style="list-style-type: none"> • RAYG letters based on current attendance and punctuality performance • Unauthorised absence list updated (those at or below 94% at the end of term) • Produce attendance log • Review of termly attendance strategies • Termly summary report of actions • Review of casework completed with EWO
	Deputy Headteacher	<ul style="list-style-type: none"> • Update 3 year trend and analyse patterns • Generate termly report to Governors and SLT • Ensure that attendance is given a high profile as a key driver of school improvement • Ensure that the attendance policy is implemented across all departments and that systems are operating effectively and with rigour • Ensure that the school prospectus, parent/carers welcome booklet, website and school newsletters promote attendance and punctuality
	Headteacher	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors
	Governors	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile through close monitoring and scrutiny of attendance data in conjunction with Deputy Headteacher and Governors

Appendix 3: RAG rating and intervention

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is excellent		<ul style="list-style-type: none"> Rewards and praise 	<ul style="list-style-type: none"> Form Tutor Progress Leader Inclusion Officer Teacher HOY
99.9% - 97% Attendance is very good and reaching school target		<ul style="list-style-type: none"> Rewards and encouragement Return to school meeting 	<ul style="list-style-type: none"> Form Tutor Progress Leader Inclusion Officer Teacher HOY
96.9% - 94% Attendance is lower than expected		<ul style="list-style-type: none"> Possible safeguarding visits Alert/advise HOY/Progress Leaders Attendance tracker FT Return to school meeting with FT Talk to students and contact parent/carer 	<ul style="list-style-type: none"> Form Tutor Progress Leader Inclusion Officer Teacher HOY EWO
93.9% - 90.1% Attendance is becoming a serious concern		<ul style="list-style-type: none"> Alert/advise HOY/Asst HOY Asst HOY cohort and tracking Medical evidence required Tutor attendance tracker card Meeting with parent or home visit Attendance support plan if previously PA Return to school meeting with Year Team staff Warning period Possible AAA 	<ul style="list-style-type: none"> Inclusion Officer HOY EWO Safer School Police Officer Deputy Head SLT
90% Attendance and below is a very serious concern and your child is now viewed as persistently absent		<ul style="list-style-type: none"> Regular meetings with key staff Safeguarding home visits Early intervention EWO Persistent Absence warning letters Governors Attendance panels Action plans Return to school meeting key stage coordinator/inclusion officer Early help referral Legal intervention, Fixed Penalty Notices and possible prosecution 	<ul style="list-style-type: none"> HOY Inclusion Officer Deputy Head SLT Governors EWO