



# Cardinal Heenan Catholic High School

## Attendance policy

Approved by Full Governing Body:

Signature (Chair of Governors): *A Tremarco*

Next Review Date: September 2019

### **Key people in school**

Deputy Headteacher	Ms J Leech
Inclusion Officer	Ms C Kirkham
Named Governor	Ms C Murphy

Policy written by Ms J Leech/Ms C Kirkham

Written July 2012

Reviewed July 2013 / March 2015 / March 2017 / March 2018 / September 2018

**This policy/procedure will be reviewed annually**

## **Introduction**

This is a successful and happy school and every child plays their part in making it so. However for our children to gain the greatest benefit from their education it is vital that they attend regularly and every child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. It helps them to develop into confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Irregular/poor attendance causes children to fall behind and underachieve. Poor attendance can place children at risk and, in some cases; it can result in students being drawn into anti-social or criminal behaviour.

This policy should not be viewed in isolation; it is a strand that runs through all aspects of school, supported by our policies on safeguarding, child protection, bullying, behavior, special educational needs and disability, and inclusion.

## **The law**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. The law says that they should attend regularly (Section 444 of the Education Act 1996). If a compulsory school age pupil is absent the register must show whether the absence is authorised or unauthorised. It must also record the nature of any approved, supervised educational activities.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

## **Our aims:**

The school seeks to:

- Raise attendance to at least 97% during the academic year, September 2018 to July 2019;
- Encourage student attendance through recognising high and improved attendance;

- Encourage all students to be punctual to school by recognising good and improved punctuality rates;
- Work in partnership with students, parents, and external agencies to promote good attendance;
- Ensure that all members of our school community (staff, students, parents) are aware of the procedures to follow in relation to attendance.

### **How do we categorise absence?**

The register is a legal requirement and should be taken during registration at 8.45am and at the start of period 5 at 1.45pm.

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Students who are absent should be marked with no explanation received (N).

As absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

School will make daily contact with home for any absences regardless of contact made by parents.

Absence will be categorised as follows:

- **Illness (I):** Parents should telephone the school office on each day of absence. If known, they should state how many days absence are likely. It is good practice to provide a note on the student's return to school in their planner. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, doctor's note etc.
- **Medical/Dental Appointments (M):** Parents are advised where possible to make medical and dental appointments outside of school hours. Where this is not possible, pupils should attend school for part of the day. They must bring a signed and dated letter, note in the planner or an appointment card to their Form Tutor/HOY stating the time of departure. The Form Tutor/HOY should sign and date this to give permission for the student to leave school. The student must take the signed note/card to the School Office *before* leaving school and on their return to school. They will be issued with a signing out slip.
- **Other Authorised Circumstances (C):** This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.
- **Excluded (No alternative provision made)(E):** Exclusion from attending school is counted as an authorised absence. The child's form tutor/Head of Year will make arrangements for work to be sent home.

- Study Leave (S): Study leave will not be granted for Year 11 pupils approaching GCSE examinations. The school will offer in school study programmes during the build up to the summer exam period to reduce absence levels.
- Unauthorised absence (O): Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Examples of unsatisfactory explanations include:
  - A pupil's/family member's birthday
  - Shopping for uniforms
  - Having their hair cut
  - Closure of a sibling's school for INSET (or other) purposes
  - "Couldn't get up"
  - Illness where the child is considered well enough to attend school
  - Holidays taken without the authorisation of school
  - Where medical evidence has been requested by school but not provided

### **Punctuality**

- Late Arrival:
  - Students must be on the school site by 8.40.
  - Registration begins at 8.45; pupils arriving after this time will be marked as present but arriving late (L).
  - On arrival after 9.00, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.
  - The register will close at 9.30, pupils arriving after the close of register will be recorded as late (U), this will not be authorised and will count as an absence for that school session.
  - The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.
  - The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

**It is the student's responsibility to sign in late after 9.00am. They should attend form if they arrive before this.**

### **Persistent Absenteeism (PA)**

- A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this

- We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately.
- PA students are tracked and monitored carefully through our pastoral system.
- If a student is at risk of PA (generally this will be 94% or less) we may refuse to authorise any absence without supporting medical evidence. Continual unauthorised absences may result in either a Fixed Penalty Notice, or a referral to the Education Welfare Service.
- Some of our PA students and their parents are subject to the development of a support plan, which may include: allocation of additional support, reference to external agencies, individual incentive programmes and participation in-group activities around raising attendance. All PA cases are automatically tracked by our Inclusion Officer.
- Parents are informed on a termly basis of their child's attendance.

### **Family Holidays and Extended Leave:**

The Department for Education made important changes to legislation surrounding school holidays in term time.

As of September 2013, parents **do not** have the automatic right to take their child on holiday during term time. **Holidays will only be granted in the exceptional circumstances.**

By definition, exceptional trips should not occur regularly. It is a legal requirement for parents/carers to obtain consent before removing their child from school to take any leave in term time. Application for leave of absence must be made and the school must be satisfied that the circumstances are truly exceptional.

If a child is taken out of school without permission, the absence will be marked as 'unauthorised' and could possibly result in a Fixed Penalty Notice being issued. From September 2013 these Notices cost £60 per parent per child if paid within 21 days, and £120 if paid between 22 and 28 days. Information to this effect from the local authority is on our website. Further information can also be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk).

Parents are strongly advised to avoid taking their children on holiday during term time. Parents should be made aware that if their child is absent for 10 school days they would miss 5.3% of their education during that academic year.

- Parents must apply to the school using the appropriate form (available from the school office) at least four weeks before the holiday if they wish to take a holiday during term-time (at least 6 weeks before if the holiday is for September).
- The form must be returned to the school office with any supporting evidence. The form will then be returned to parents by post informing them of the school's decision. If granted, the

application will be kept on file. The school will refer to attendance figures from the previous full academic year as well as the current attendance figure.

- Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.
- Each request will be considered individually and will also take the following factors into account:
  - *Length of the proposed leave*
  - *Age of the pupil*
  - *The pupil's general absence/attendance record (current year and previous year)*
  - *Proximity of public examinations*
  - *Pupil's ability to catch up the work missed*
  - *Pupil's educational needs*
  - *General welfare of the pupil*
  - *Circumstances of the request*
  - *Purpose of the leave and whether it is an exceptional circumstance*
  - *Previous term time holidays taken*
  - *When the request was made*
- The school may grant leave of absence for up to 10 school days in exceptional circumstances at the discretion of the Headteacher.
- If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be unauthorised. In such cases the Local Authority may issue a Fixed Penalty Notice.
- If a pupil fails to return, and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.
- Only in exceptional circumstances will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be considered justified. **In all cases though, parents will be required to justify why the holiday needs to be taken during term time.**

### Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil

- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

We will follow the Children Missing Education Protocol when a pupil's whereabouts is unknown.

### **Roles and Responsibilities**

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the parents, students, school staff, governors, and the wider school community (See appendix 4).

#### **We expect the following from all our students:**

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

#### **We expect that staff will:**

- Take a register promptly at the start of registration using N to mark any absences (if the student is not physically present, he should be marked absent).
- Take a register for each lesson paying particular attention to period 1 being marked by 9.15am and period 5 being marked by 2.00pm.
- Maintain close contact with parents about the attendance/punctuality record of every member of your form class.
- Regularly check lesson history and follow up.
- Check on a weekly basis the previous week's attendance for each form class.
- Share any concerns about a child by informing the appropriate HoY during the weekly briefing, by email or following school Safeguarding procedures.
- Maintain a good knowledge of all members of their class, being positive and interested in their attendance and progress.
- Keep in touch with parents on a daily basis even if a reason has been provided for absence, eg Progress Leaders

#### **We ask that parents will:**

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.

- Instill the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctor, Dentist etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child on holiday during term-time, where this is unavoidable; complete a holiday form in advance of booking the holiday.
- Provide medical evidence where requested.

**School strategies to promote and maintain high attendance rates and good punctuality:**

We use a number of strategies to support the attendance of our young people. The school will:

**Ensure accurate registers are kept to allow support and pastoral staff to check and follow up any absence immediately.**

- Carefully monitor attendance as follows:
  - Parents to be texted, emailed or telephoned on the first day of absence,
  - Form Tutors to regularly access a student's attendance history,
  - Attendance discussed by pastoral staff and at Year Team meetings,
  - Graphs on display on Attendance boards and in classrooms,
  - Honours lists produced showing 100% attendance and most improved attendance on a half termly basis,
  - Half termly review to identify vulnerable students,
  - Telephone calls are made by admin staff/Progress Leaders to targeted cohorts.
- Give parents information about attendance and punctuality with reports/monitoring. They are reminded regularly to inform school on the first day of absence. This is done through Parents Evenings, the school website, the termly newsletter, the Prospectus, the Home/School contract and by telephone from admin staff.
- Telephone contact home to address unauthorised absences. Letters are also sent regarding poor punctuality. Persistent lateness is followed up by Head of Year through punitive measures such as detention. If a student is late on 2+ occasions he will serve an after school detention the following week. If a student is persistently late without any reason, he will be subject to further disciplinary measures.



- Advise parents that after 10 unauthorised sessions of absence (5 days in total) during the course of a term, an official warning period may be issued. If further unauthorised absences occur this may lead to a Fixed Penalty Notice being issued by the Local Authority.
- Recognise students in Celebration Assemblies for excellent attendance and punctuality. There are rewards each term for 100% attendance, 97% attendance and improved attendance.
- Liaise with our feeder primary schools to put in place early intervention strategies to improve attendance. A cohort of vulnerable students will be identified from the information received by Y6/7 Transition team for early intervention and support.
- Work closely with the school's Inclusion Officer and pastoral staff to encourage improved attendance and punctuality.
- Regularly discuss attendance and punctuality during assemblies, form period and PSHE
- Hold discussions with parents and pupils
- Hold attendance panels for students causing concern
- Use attendance report cards
- Provide support for some students from a Progress Leader or counsellor
- Utilise part time time-tables only if appropriate
- Use additional learning/behaviour support
- Apply for a Student Support Centre placement
- Use reintegration support packages
- Termly attendance review letters – ROAYG
- Home visits (announced and unannounced) where appropriate. These may involve our Inclusion Officer, Education Welfare Officer and Safer School Police Officer.

## **Attendance support team**

Our **Inclusion Officer** is Christine Kirkham.

The principal role of the Inclusion Officer is to work with parents and students on behalf of the school in order to improve school attendance. The main areas dealt with are:

1. Poor attendance and punctuality,
2. Breakdown of communication with families,
3. Welfare concerns,
4. Liaison with other agencies.

The Inclusion Officer's role is primarily supportive as they seek to address issues, which impact on school attendance.

The Inclusion Officer conducts termly attendance audits to establish a caseload and will work with the School Attendance Officer and Deputy Headteacher to regularly review and evaluate this caseload. Parents can also request their support.

Ms Leech (Deputy Headteacher) oversees all attendance issues.

## **Support Systems**

The school recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, and incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

Support offered to families would be child centred and planned in discussion and agreement with both parents and pupils.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the school will consider the use of legal sanctions.

Acceptable Attendance Agreements (AAA) may be used to improve individual attendance of a targeted cohort in conjunction with our Safer School Police Officer.

## **Legal Sanctions**

1. **Prosecution:**
  - a. Where intervention and support fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be

taken. The school will be required to provide the Local Authority with necessary evidence for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

- b. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
- c. If found guilty, such proceedings result in a parent having a criminal record which may need to be disclosed in the future, and may be harmful to employment/job prospects. A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

2. Parenting Contracts (Anti Social Behaviour Act 2003): A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.
  - a. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.
  - b. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.
  - c. Parenting Contracts will be used in accordance with Liverpool City Council's Parenting Contract Protocol.
3. Penalty Notices (Anti Social Behaviour Act 2003) Penalty Notices will be considered when:
  - a. A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school
  - b. A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve
  - c. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued.
  - d. Failure to pay the Penalty Notice will require consideration to be given as to whether prosecution is required under Section 444 of the Education Act 1996.

## Using Attendance Data

Pupil's attendance will be regularly monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

- All information shared will be done so in accordance with the Data Protection Act 1998.

The Attendance Team will examine data each week and formally review each half term looking at numbers of sessions missed. For analysis purposes, the focus will be as follows:

<b>GREEN</b>	<b>pupils with attendance between 97% and above</b>
<b>YELLOW</b>	<b>pupils with attendance between 94.1% and 96.9%</b>
<b>AMBER</b>	<b>pupils with attendance between 90.1% and 94%</b>
<b>RED</b>	<b>pupils with attendance 90% or below</b>

### **Persistently absent students**

Pupils who have 90% attendance or less are considered persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Ongoing CP concerns
- Special Educational Needs
- School age parents/expectant parents
- Long term non attendance
- Parental support/needs eg parental drug use, young carers, domestic violence
- Medical
- Illness
- School issues eg bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid Year Admissions
- FSM
- Other

## **Monitoring and Evaluation**

Regular reviews of attendance and punctuality will take place in Pastoral, Year Team and Attendance meetings. The Deputy Head/Inclusion Officer will report termly to the Governors of the school and strategies to maintain/improve attendance and punctuality will be regularly discussed. The Inclusion Officer will generate an annual report for Governors in conjunction with the Deputy Head.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of various groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

## **Acknowledgments**

LA guidelines

DFE guidance

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Education Act 1996

This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

**Appendix 1: Using CMIS-EPORTAL: Attendance codes**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non- compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## Appendix 2: Application for Leave of Absence for Family Holiday



The Department for Education announced important changes to legislation surrounding school holidays in term time.

As of September 2013, the new law means that parents **do not** have the automatic right to take their child on holiday during term time. **Holidays will only be granted in the exceptional circumstances.** By definition, exceptional trips should not occur regularly. It is a legal requirement for parents/carers to obtain consent before removing their child from school to take any leave in term time. Application for leave of absence must be made and the school must be satisfied that the circumstances are truly exceptional. If a child is taken out of school without permission, the absence will be marked as 'unauthorised' and could possibly result in a Fixed Penalty Notice being issued. From September 2013 these Notices cost £60 per parent per child if paid within 21 days, and £120 if paid between 22 and 28 days. Information to this effect from the local authority is on our website. Further information can also be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk).

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### Parents' section (NB the application must come from the parent with whom the child usually resides)

CHILD 1 \_\_\_\_\_ YEAR GROUP \_\_\_\_\_

CHILD 2 \_\_\_\_\_ YEAR GROUP \_\_\_\_\_

Home address:

Postcode:

Telephone number:

Please provide information here regarding the exceptional circumstances supporting this application for leave:

Length of absence (no of school days):

Destination:

Date of departure:

Date due back in school:

**Employer details – if you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have shown why leave cannot be taken during the school holidays.**

Name:	
Address:	
Telephone:	

Parent/carer's signature:

Date of Application:

**PLEASE READ THE FOLLOWING CONDITIONS:**

**We advise parents strongly that holidays should not be taken in term time.**

This form is to be completed by the parent and forwarded to Student Reception at least four weeks prior to the period of absence required. If you are applying for September, you will need to apply at least 28 days in advance. ***Applications received later may be declined.***

This form will be returned to you by post informing you of the school's decision.

<b>FOR SCHOOL USE</b>					
Date received:		Current % attendance:			
Previous year's %attendance					
Leave request approved?	Yes	No	Parent(s) informed of potential consequences of taking unauthorised leave:	Yes	No
Reason(s) for decision:					
Number of previous applications granted:					
Deputy headteacher's signature:				Date:	

**Please return a copy of this form to the parent/carer after consideration**

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.



### Appendix 3: Attendance Ladder

<b>Celebrating good attendance</b>
<ul style="list-style-type: none"><li>• Form tutor to acknowledge good attendance – rewards on ClassCharts</li><li>• Subject teacher to acknowledge good attendance – rewards etc.</li></ul>
<ul style="list-style-type: none"><li>• Year Team follow same procedures in celebrating good attendance – assembly / noticeboard / graphs.</li></ul>
<ul style="list-style-type: none"><li>• Attendance cups for best performing form class each half term</li><li>• Year noticeboards celebrating successes</li></ul>
<ul style="list-style-type: none"><li>• Names on website for 100% attendance (half termly) and those who have significantly improved their attendance.</li></ul>
<ul style="list-style-type: none"><li>• Termly event to celebrate good attendance – reward trip etc.</li></ul>

## **Appendix 4: Roles and responsibilities of the school**

### **The Governing Body will:**

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required, and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

### **The Leadership Team will:**

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
  - Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
  - Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
  - Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return attendance to the Local Authority or Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
  - Interpret the data to devise solutions and to evaluate the effectiveness of interventions

- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

**HOYs/Form Tutors/pastoral staff will:**

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
  - Contribute to the evaluation of school strategies and interventions
  - Work with other agencies to improve attendance and support pupils and their families
  - Document interventions used to a standard required by the local authority should legal proceedings be instigated

**Office Staff will:**

- Play a vital role in supporting the school's attendance and absence management strategies
- Produce absence letters if appropriate.
- Process applications for leave of absence forms
- Produce attendance certificates
- Ensure messages regarding attendance and absence are passed on to the form tutor
- Identify and inform any member of staff via e-mail whose marks are missing prior to 10.00am
- Check all registers are completed and updated with absence messages left by parents **prior** to any texts being sent out
- Send absence texts by 9.30am
- Regularly amend the registers following telephone calls to parents who have not supplied reasons for absence
- Complete 1<sup>st</sup> day checks for an identified 'vulnerable' cohort, following up with phone calls if necessary
- Use accurate, correct codes to record absence

**Inclusion Officer will:**

- Scrutinise attendance/punctuality data on a regular basis in order to track and initiate appropriate action, and consider alternatives and recommendations with the line manager.
- Liaise and work closely with Attendance/pastoral team, external agencies and other professionals in order to develop effective strategies to improve attendance/punctuality and reduce unauthorised absence, truancy and rates of persistent absence.
- Prioritise and manage a caseload which will include complex cases involving the irregular school attendance of young people who are vulnerable and/or disadvantaged in relation educational opportunities.

- Assist the school in identifying students with problems, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality
- Visit families alone or invite families into the school, and keep a record of these visits, in order to pursue concerns about attendance and other welfare issues. To formulate during such visits strategies for dealing with the issue, to propose an appropriate strategy to the family and to deal with the consequences.
- Involve other support agencies as appropriate, including social services, educational psychologists, the Youth Offending Service, Safer School Police Officer and medical and counselling services.
- Make enquiries about allegations of bullying by parents / carers and assist in the resolution of any resultant disagreements between the school and parents / carers.
- Develop communication with school staff and primary schools, to support Y6/Y7 transition.
- Prepare and recommend legal proceedings in cases of irregular attendance and attend court where necessary.
- Act as a negotiator and mediate between school, parents / carers and students. This would include initiating and participating in meetings to discuss ways of resolving problems, which are affecting a child's attendance.
- Assist in the preparation of regular reports for governors on attendance and punctuality.
- Work closely with the school Safeguarding Team to coordinate referrals to Social Care where appropriate.
- Coordinate (in discussion with school / families) the Early Help Assessment Tool (EHAT) where deemed appropriate. To act as the Lead Practitioner where needed, coordinate Team Around the Child meetings, and to monitor all recommendations.
- Strengthen the school's work with parents and families and encourage greater parental involvement.
- Have an awareness of different groups in school (e.g. free school meals, pupil premium, children who are looked after) and support the work of the school to close the gap between disadvantaged children and their peers.



# Attendance Matters

## Progress and Attendance

Your attendance will affect the number of GCSEs you will pass.

90% attendance means that, on average, Paul is absent for one half day every week.

Mon	Tues	Wed	Thurs	Fri
		X		

90% attendance is 10% absence.  
This means reduced chance of getting 5A\*-C at GCSE.

In Y7, Paul's attendance means that he missed the equivalent of **4 whole weeks** (19 days) of lessons in a school year!  
This could be the difference between a D and C grade in Maths.

Sept → 38 school weeks → July

	XXXX	
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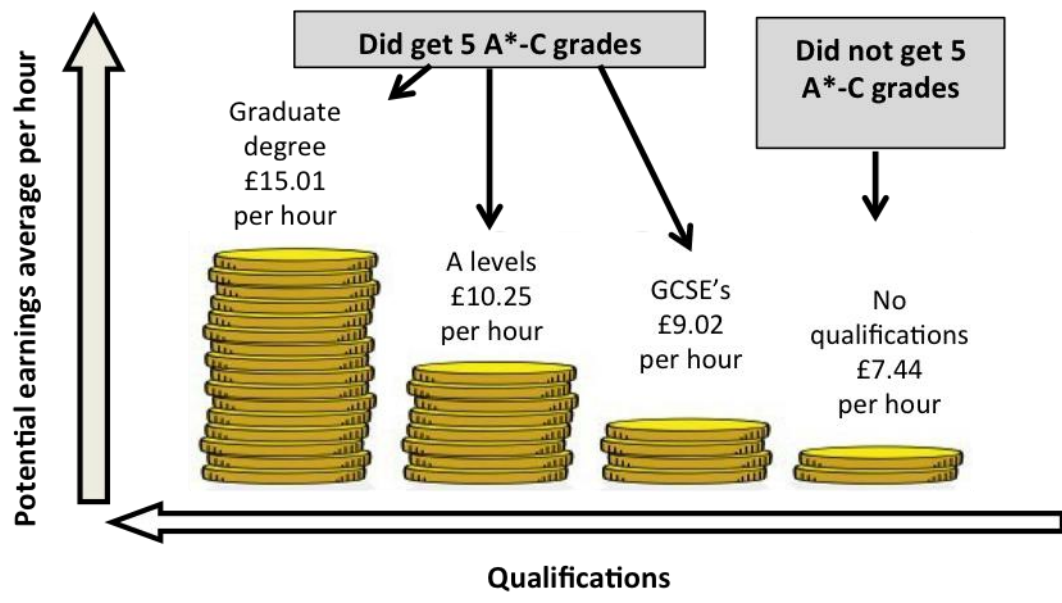
If Paul chose to come in 6 extra days then he would have 93% attendance.  
  
This means Paul would now have a far greater chance of getting 5A\*-C at GCSE.

If Paul continues to attend for only 90% of the time then over 5 years he will miss the equivalent of **half a school year – 20 weeks**

Sept ← → July

	Tues	Wed	Thurs	Fri
Y7	Half a year absent from school			
Y8				
Y9				
Y10				
Y11				

## How do I win the lottery of life?



### The Law

You are legally responsible to ensure that your child receives full time education and attends school regularly.

You can meet your legal responsibilities and give your child a helping hand by:

- Ensuring that your child attends school every day.
- Making sure your child arrives on time.
- Supporting and encouraging your child in school by attending parents' evenings and other events.
- Making medical appointments for your child outside of school hours.
- Informing school on the first day of an absence.
- Providing a note for the school when your child returns after an illness.
- **Not taking your child on holiday in term time. School will not authorise any holidays from September 2013. Both parents may be subject to a fixed penalty notice of £60 per parent per child.**

One of the most important things your child can do to achieve academic success is attend school every day.

### 'Every day counts'

School target = **97%+** attendance

You can only achieve this by being in school and **not having more than 9 days' of absence** over the year.



#### Can we help?

We are always happy to support students and families with any issues relating to attendance and punctuality.

You can contact our Inclusion Officer:

**Christine Kirkham 07921 820 348 (Mon-Fri)**





## Attendance & Punctuality Matters

We expect all students to arrive in time for school.

They should arrive in school by 8.35am ready for registration at 8.45am.

This is how much time is lost over a year by being a few minutes late to school every day:

- **5 minutes late every day = 3 days of school lost a year**
- **10 minutes late every day = 6.5 days of school lost a year**
- **20 minutes late every day = 13 days of school lost a year**

**If your son is late for school he will be kept on detention for half an hour on the same day.**



### Can we help?

We are always happy to support students and families with any issues relating to attendance and punctuality.

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**Christine Kirkham 07921 820 348 (Mon-Fri)**

### Do you know?

- If your son misses **1 day per week** over a school year, they will miss **2 months** of learning.
- **90%** attendance is **one day off every 2 weeks**.
- **80%** attendance over 5 years is a full year with **no learning**.
- **80% attendance means your child is averaging a 4-day week**.



**Medical appointments** – arrange outside of school hours. If absolutely unavoidable we need a card/letter to confirm the appointment.

**Illness** – ring the office on the first day of absence – 235 1430 press 1 to leave a message. Call again on 3<sup>rd</sup> day of absence. On your child's return to school please provide a note or supporting medical evidence such as a prescription or a note from the GP.