



# Cardinal Heenan Catholic High School

## Attendance and Punctuality Policy

Staff responsible:	R Jones/ C Kirkham
Last reviewed:	July 2023
Approved by governing committee:	Mrs C A Murphy
Due for renewal:	July 2024

### Key people in school

Deputy Headteacher      Mrs R Jones  
Inclusion Officer          Ms C Kirkham  
Named Governor          Ms C Murphy

Policy written by Mrs Jones/Ms C Kirkham

Written April 2023

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

## 1.0 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. Cardinal Heenan Catholic High School recognises the clear link between the attendance and attainment of students.

Cardinal Heenan Catholic High School recognizes the clear link between the attendance and attainment of students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for students with Cardinal Heenan Catholic High School to support learning and achievement.

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.

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

To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should aim to attend every day that the school is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. ***As a school we define regular attendance as 97% or above.***

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.

Cardinal Heenan Catholic High School believes Teachers, Parents, Carers, Students and all members of our school community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This policy sets out how we will achieve this together.

### Legal Duty

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.

Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered.

This policy meets the requirements of the "Working together to improve school attendance" from the Department for Education (DfE), and refers to the DfE's statutory guidance on "School attendance parental responsibility measures". These documents are drawn from the legislation setting out the legal powers and duties that govern school attendance.

- Part 6 of The Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010,2011,2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013]
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 2.0 Aims

- Maximise the overall percentage of student attendance and punctuality at Cardinal Heenan Catholic High School.
- Reduce the number of students who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- Provide support advice and guidance for parents, students and staff.
- Develop clear procedures for the maintenance of accurate registration for students.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

## **2.1 Promoting regular attendance at Cardinal Heenan Catholic High School:**

This is everyone's responsibility. All members of staff, parent/carers and students play a part. To help us all focus on this, Cardinal Heenan Catholic High School will ensure:

- There is a designated senior leader for championing and improving attendance.
- Appropriate interventions are in place to deter poor punctuality.
- An appropriate curriculum is provided and will be reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Students are provided with appropriate support to minimise disaffection from school. This includes multi-agency provision as appropriate.
- Special Educational Needs, disadvantaged and Looked After students, and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of students' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular individual student incentives.
- Attendance and punctuality is regularly discussed with students in form time and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

### 3.0 Attendance expectations

A child not attending school could be considered a safeguarding matter. This is why information about the cause of any absence is required.

#### Expectations of students

- Ensure you arrive at Cardinal Heenan Catholic High School by 8.30am with correct equipment and uniform
- Be at your muster point at 8.30am.
- Arrive to 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 complete any missed work that may be provided by Cardinal Heenan Catholic High School.

#### Expectations of Parent/Carer

- Ensuring your child's regular attendance at school is a parent/carer's 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 leaves for school on time.
- Telephone school if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
- Contact school by 8.45am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.
- If a text message is received because of your child's absence, it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact our school office or Inclusion Officer if the reason for absence requires a more personal contact.
- **In case of emergency** we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of **three emergency contact details** be provided)
- Requests for exceptional circumstances leave of absence 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 general holidays, weddings, shopping, concerts and birthdays. Absence forms should be requested from the school reception and on the school's website.

### 3.1 Absence procedures

If a student is absent school will:

- Telephone and text Parent/Carer on the first day of absence
- If no response is received after three days unauthorised absence, a member of school staff will conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.

- If a student's absence is increasing and we are not aware of a good reason the parent/carer will be invited to meet one of our Inclusion Officers, Christine Kirkham or Kath Dursley. The meeting will be to agree how we can best support your child to improve their attendance.
- If the parent/carer does not attend the meeting and no explanation is provided and the student has accrued 10 sessions of unauthorised absence, the pupils parents/carers may be issued with a Penalty Notice warning letter in accordance with the Local Coded of Conduct and in agreement with the Education Welfare Officer.
- If absences persist, the Inclusion Officer will discuss actions with the Education Welfare Officer.
- A child not attending school is considered a safeguarding concern. This is why information about the cause of absence is required. Parents/carers must inform school on the first day of absence by 8.45am.

### **3.2 Understanding types of Absence**

Cardinal Heenan Catholic High School has to record every absence that a student takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by text or phone on the first day of absence.

### **3.3 Authorised Absence**

Authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. If school does not accept the reason given for absence or no proof of absence has been given, the absence may not be authorised. It is the Headteacher, not parents who make the decision to authorise absence from school.

### **3.4 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 after 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 too late to get their mark

Where attendance has previously fallen below 94% in the term before, parents are required to provide medical evidence in relation to any absences occurring during the following term. Failure to provide this evidence will result in absences being unauthorised. Appropriate medical evidence would include; a Doctor's note, appointment card (covering one sessions absence only), copy of a prescription and / or prescribed medicine box / bottle clearly labelled with the child's name date of birth and relevant date. For longer periods of absence school may require a written confirmation by a medical professional supporting the absence. For any absence exceeding three days we ask parents to provide medical evidence on or after the third day.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. Cardinal Heenan Catholic High School will issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer to case to the local authority requesting a Penalty Notice be issued.

### 3.5 Persistent Absence

- Students 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 well before students reach a level of persistent absence.
- Whilst we understand that students can be absent from school because they are ill, sometimes they can be reluctant to attend. If a student is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution
- Parent/Carers are asked to contact our Inclusion Officer in the first instance.

### 3.6 Severe Absence

Students who miss 50% or more of school are classified as being severely absent by the Department of Education (DfE). This cohort of students 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 improving their attendance. It is essential that parents/carers work in partnership with the school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school. These plans will be personalised for each pupil to ensure that the specific support is in place and reviewed regularly. The aim of the plan is to support the pupil into school full time.

### 4.0 Why is regular attendance very 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.

- 90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year

The DFE has produced evidence showing there is a strong link between poor school attendance and low levels of achievement:

Students attendance	Chance of achieving 5 good pass grades at GCSE
<b>100% - 96%</b>	73% of students achieve 5 good pass grades
<b>96% - 94%</b>	64% of students achieve 5 good pass grades
<b>93% - 90%</b>	55% of students achieve 5 good pass grades
<b>80% to 70%</b>	Only 20% chance of achieving 5 good pass grades
<b>50% and below</b>	Only 6% of students achieve 5 good pass grades

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.

## **5.0 The Education Welfare Officer (EWO)**

- Our Education Welfare Officer provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.
- Our EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the student's attendance and where unauthorised absence persists the EWO will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

## **6.0 Leave of absence 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 must be truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.

Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days can be away from school if the leave is granted.

The leave of absence form can be downloaded from our website or requested from the school office by calling 0151 235 1430.

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 (FPN) being issued.

## **7.0 Lateness to school**

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.

### **7.1 How do we manage lateness?**

Registers are taken at 8.35am by the Form Tutor and students receive a late mark if they are not in their form by this time. School expects students to arrive on site by no later than 8.30am.

- Students who arrive late to school 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.
- If a student is late without an authorised reason, he will be placed on a detention. This detention could last up to 50 minutes, the length of time will reflect the reoccurrence rate the previous week. Parents/carers will receive a text message to inform them.
- 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.

If a Parent/Carer has any problem getting their child to attend school on time they should contact our Inclusion Officers (Christine Kirkham or Kath Dursley), who will offer support to resolve the problem.

## **8.0 People Responsible for attendance matters at Cardinal Heenan Catholic High School**

The school, parents/carers and students need to work as a team to support the attendance and attainment of students. This partnership is vital in making every student's journey through school a success.

### **Our Inclusion Officers are Christine Kirkham and Kath Dursley.**

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 conducts half-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.

Mrs Jones (Deputy Headteacher) oversees all attendance issues.

## **9.0 Removal from school roll**

From the 1st 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. School must complete an Exit Form and submit to CME@liverpool.gov.uk.
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school we ask that you:

- Notify our Inclusion Officer and share comprehensive information about your plans, including any date of a move and your 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 is considered to be a **child missing in education**. This requires schools and local authorities to carry out investigations to try and locate your child, including liaising with Children’s Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## 11.0 Monitoring and Evaluation

All attendance is monitored daily, weekly, and termly basis with updates shared with all staff to ensure a consistent and holistic approach to improving attendance. This is done through daily updates to SLT, weekly briefing notices to staff and more specific analysis for senior leaders on a termly basis. All pupils access their year-to-date attendance on a weekly basis during morning sessions therefore monitoring their own attendance and reflecting on attendance targets.

Regular reviews of attendance and punctuality will take place in Senior Leadership Team, Pastoral, Year Team and Attendance meetings. The Deputy Head/Inclusion Officer will report at least 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.

## Useful links

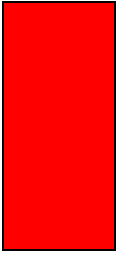
- LA guidelines
- DFE guidance
  - <https://www.gov.uk/government/publications/school-attendance>
  - <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>
  - <https://www.gov.uk/government/publications/school-attendance>
- Education Act 1996
- This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## Attendance and Punctuality roles and responsibilities guidance

### - Whole School Approach

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

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



When	Whom	Actions Expected
WEEKLY	Form Tutors	<ul style="list-style-type: none"> <li>• Ensure all members of the form class know the school target (97%) and their current attendance</li> <li>• Monitor/follow up identified student attendance by making contact with parent/carers where appropriate, and a record of conversation logged in CC/CPOMS</li> <li>• Ensure attendance has a high profile in class and ensuring that display diamonds boards are updated each week</li> <li>• Complete a return to school form for any pupil absent the previous week that is stage 1 or 2.</li> </ul>
	Admin Staff/PR	<ul style="list-style-type: none"> <li>• Inform HOY/Inclusion Officer about student patterns of absence and request staff follow up</li> <li>• Provide weekly student attendance and punctuality figures for attendance meeting</li> <li>• Update attendance boards (RAG and TV screen) fortnightly</li> </ul>
	Subject teacher	<ul style="list-style-type: none"> <li>• Forward details of students who are regularly absent to the subject leaders/HOY/Progress Leader</li> <li>• Organise help for students to catch up on missed work due to prolonged absence.</li> </ul>
	Head of Year / Progress Leader	<ul style="list-style-type: none"> <li>• Rewards for positive / improved attendance</li> <li>• Meet with identified students (attendance and punctuality concerns)</li> <li>• Catch up with vulnerable students or students returning from long term absence</li> <li>• Review year group attendance from previous week swiftly identifying trends and any anomalies</li> <li>• Discuss attendance in Year Team briefing</li> <li>• Ensure all form tutors receive attendance information and display all information in form rooms</li> <li>• Raise the profile of attendance in assembly each week with a real focus on performance of the year and improving students</li> <li>• Complete a return to school form for any pupil absent the previous week that is stage 3</li> </ul>
	KS Coordinator	<ul style="list-style-type: none"> <li>• Review weekly data provided and support HOY to identify trends.</li> <li>• Complete a return to school form for any pupil absent the previous week that is stage 4.</li> </ul>

	<b>Inclusion Officer</b>	<ul style="list-style-type: none"> <li>• Produce Attendance and Punctuality data for Deputy Headteacher by key groups</li> <li>• Meet with EWO for updates and review cases</li> <li>• Update weekly summary for offsite students with welfare/progress reports</li> <li>• Run sessions missed report fortnightly</li> <li>• Review warning periods issued, action FPNs, update UA list</li> <li>• Weekly meeting with EWO to discuss open cases and review referrals</li> <li>• Weekly summary report for students off site sent to Deputy Headteacher/Inclusion Officer.</li> <li>• Complete a return to school form for any pupil absent the previous week that are stage 5 and 6</li> <li>• Issue weekly rewards for improving attendance.</li> </ul>
	<b>Deputy Headteacher</b>	<ul style="list-style-type: none"> <li>• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>• Detailed QA/audit of registers from previous week</li> <li>• Liaise with Inclusion Officer's and Pastoral staff regarding support work with identified students</li> </ul>

When	Whom	Actions Expected
HALF TERMLY	<b>Subject Leaders</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Establish departmental procedures to monitor and follow up attendance concerns</li> <li>• Use attendance data and learning cycle data, to identify and take action to improve the attendance of vulnerable students</li> <li>• Monitor departmental staff to ensure that their roles with regard to attendance are carried out effectively and efficiently</li> <li>• Ensure that all teaching staff focus on attendance in planning and pedagogy</li> <li>• Ensure that students regularly missing from lessons are followed up</li> </ul>
	<b>Admin staff</b>	<ul style="list-style-type: none"> <li>• Certificates for 97%, 100% and most improved students for half term previous</li> <li>• Generate texts to parents with the following term date reminders</li> <li>• Prepare emails and texts for parents with regular attendance reminders</li> </ul>
	<b>Progress Leaders/ non teaching HOYs</b>	<ul style="list-style-type: none"> <li>• Work with half termly cohorts of identified students at risk of falling into PA</li> <li>• Complete detailed and clear impact summary statements for each half term</li> <li>• Monitor and track attendance for key groups</li> <li>• PA action plans for identified students</li> <li>• Liaise with Inclusion Officer to share information and agree joint actions re action plans or other students causing concern</li> </ul>

	Head of Year	<ul style="list-style-type: none"> <li>• Ensure that attendance features in ALL parents' evenings</li> <li>• Half termly cohorts with identified students at risk of falling into PA</li> <li>• Impact summary statements for each half term</li> <li>• Analysis of year group for attendance and punctuality by key groups</li> </ul>
	Inclusion Officer	<ul style="list-style-type: none"> <li>• Generate the school attendance log for half term alongside the Deputy Headteacher</li> <li>• Final QA of registers for whole half term</li> <li>• Review of attendance by key groups – absence/PA</li> <li>• Identify and work with half termly cohort of AAA</li> <li>• Process FPNs in conjunction with EWO</li> <li>• Review of half termly attendance strategies alongside Deputy Headteacher</li> </ul>
	Deputy Headteacher	<ul style="list-style-type: none"> <li>• Generate half termly report of attendance data – key groups</li> <li>• Review strategic interventions and rewards</li> <li>• Quality assure casefiles to ensure consistent practise and support in place.</li> </ul>

TERMLY	Admin Staff	<ul style="list-style-type: none"> <li>• Certificates for 97%, 100% and most improved students for half term previous</li> <li>• Generate texts to parents with the following term date reminders</li> <li>• RAYG letters to parents</li> </ul>
	Head of Year/Progress Leader	<ul style="list-style-type: none"> <li>• Attendance certificates produced for Celebration Assemblies</li> <li>• Meet with identified students based on attendance concerns</li> <li>• Review year group attendance from previous term</li> </ul>
	Inclusion Officer	<ul style="list-style-type: none"> <li>• RAYG letters based on current attendance and punctuality performance</li> <li>• Unauthorised absence list updated (those at or below 94% at the end of term)</li> <li>• Produce attendance log</li> <li>• Review of termly attendance strategies</li> <li>• Termly summary report of actions</li> <li>• Review of casework completed with EWO</li> </ul>



	<b>Deputy Headteacher</b>	<ul style="list-style-type: none"> <li>• Update 3 year trend and analyse patterns</li> <li>• Generate termly report to Governors and SLT</li> <li>• Ensure that attendance is given a high profile as a key driver of school improvement</li> <li>• Ensure that the attendance policy is implemented across all departments and that systems are operating effectively and with rigour</li> <li>• Ensure that the school prospectus, parent/carers welcome booklet, website and school newsletters promote attendance and punctuality</li> </ul>
	<b>Headteacher</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<b>Governors</b>	<ul style="list-style-type: none"> <li>• Ensure that attendance maintains a high profile through close monitoring and scrutiny of attendance data in conjunction with Deputy Headteacher and Governors</li> </ul>

## 9.0 Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
<p><b>100%</b> Attendance is excellent</p>		<ul style="list-style-type: none"> <li>Rewards and praise</li> </ul>	<ul style="list-style-type: none"> <li>Form Tutor</li> <li>Progress Leader</li> <li>Inclusion Officer</li> <li>Teacher</li> <li>HOY</li> </ul>
<p><b>99.9% - 97%</b> Attendance is very good and reaching school target</p>		<ul style="list-style-type: none"> <li>Rewards and encouragement</li> </ul>	<ul style="list-style-type: none"> <li>Form Tutor</li> <li>Progress Leader</li> <li>Inclusion Officer</li> <li>Teacher</li> <li>HOY</li> </ul>
<p><b>96.9% - 94%</b> Attendance is lower than expected</p>		<ul style="list-style-type: none"> <li>Possible safeguarding visits</li> <li>Alert/advise HOY/Progress Leaders</li> <li>Attendance tracker FT</li> <li>Return to school discussions</li> <li>5 minute meetings with FT</li> <li>Talk to students and contact parent/carer</li> </ul>	<ul style="list-style-type: none"> <li>Form Tutor</li> <li>Progress Leader</li> <li>Inclusion Officer</li> <li>Teacher</li> <li>HOY</li> <li>EWO</li> </ul>
<p><b>93.9% - 90.1%</b> Attendance is becoming a serious concern</p>		<ul style="list-style-type: none"> <li>Alert/advise HOY/Progress Leaders</li> <li>Progress Leader cohort and tracking</li> <li>Medical evidence required</li> <li>Tutor attendance tracker card</li> <li>Meeting with parent or home visit</li> <li>Attendance support plan if previously PA</li> <li>Warning period</li> <li>Possible AAA</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion Officer</li> <li>HOY</li> <li>EWO</li> <li>Safer School Police Officer</li> <li>Deputy Head</li> <li>SLT</li> </ul>
<p><b>Below 90%</b> Attendance is a very serious concern and your child is now viewed as persistently absent</p>		<ul style="list-style-type: none"> <li>Regular meetings with key staff</li> <li>Safeguarding home visits</li> <li>Early intervention EWO</li> <li>Persistent Absence warning letters</li> <li>Governors Attendance panels</li> <li>Action plans</li> <li>Early help referral</li> <li>Legal intervention, Fixed Penalty Notices and possible prosecution</li> </ul>	<ul style="list-style-type: none"> <li>HOY</li> <li>Inclusion Officer</li> <li>Deputy Head</li> <li>SLT</li> <li>Governors</li> <li>EWO</li> </ul>