



## Newman Catholic School

### ATTENDANCE POLICY

#### RATIONALE

Newman School aims to encourage and develop its students both academically and spiritually so that they achieve highly and develop into responsible people, able to make a valuable contribution to society. Regular attendance at school is a crucial factor in this process. We are therefore committed to working with parents/carers and relevant agencies to ensure good attendance by all our students.

#### WHY REGULAR ATTENDANCE IS SO IMPORTANT:

**Learning:** - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence without good reason, may result in prosecution under Section 7 of the 1996 Education Act.

**Safeguarding:** - Your child may be at risk from harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare of your child encompasses:-

Attendance  
Behaviour Management  
Health and Safety  
Access to the Curriculum  
Anti-Bullying

#### EXPECTATIONS

##### School will:

- record, monitor and analyse attendance effectively and efficiently
- contact parents as soon as possible when their child is absent without reason
- refer specific issues to supporting agencies where relevant
- work with parents/carers/LA to resolve problems causing non attendance
- adhere to correct registration practice and use of symbols
- supply appropriate attendance statistics to the Dfe/Local Authority

##### Students will:

- attend school each day
- sign in at Student Services if arriving late
- sign out at reception if they need to leave early, producing an appropriate note from parents
- arrive on time appropriately prepared and in the correct uniform
- inform a member of staff of any reason or problem that may hinder their attendance

- monitor their attendance via the student planner
- will catch up on any work that he/she has missed due to illness
- carry out work during any leave period which is provided by school.

#### **Parents will:**

- ensure that their children attend school and on time
- contact school as soon as possible whenever their child is unable to attend
- provide a follow up letter on return to school
- contact the school if their child has a problem which is causing absencework in partnership with the school and Local Authority (where appropriate) to address difficulties
- seek permission of the school for any leave of absence.
- arrange medical appointments where possible outside of school hours
- in event of longer term medical absence, parents should be prepared to collect appropriate work set by subject teachers and oversee the completion of work at home. In certain cases it may be appropriate of the school to seek additional support for students through the Home and Hospital Tuition Service.
- attend any meetings that are arranged in and outside of school

### **RESPONSIBILITIES**

#### **Parents**

It is the legal responsibility of the parents to ensure that their children attend school. The school will actively support parents in this matter and take seriously any problems that may lead to non-attendance.

#### **Headteacher**

The Headteacher has overall responsibility for the implementation of this policy and he will report annually to the Governing Body on the effectiveness.

### **SPECIFIC RESPONSIBILITIES**

#### **Senior Assistant Headteacher – Student Welfare:**

- to report to the Headteacher on attendance matters
- to liaise with Heads of Year
- to oversee the operation of the attendance system and the collation of attendance data
- to oversee the work of administrative staff
- to produce the attendance profile of the whole school
- to report to the Senior Leadership Team and Governor Standards Committee on attendance matters
- to develop and maintain a process of targeting supporting individual attendance problems

#### **Heads of Year:**

- to have overall responsibility for attendance in their year group
- to report to the Assistant Headteacher on attendance matters
- to monitor attendance data for the year group
- to keep students informed of % attendance of school at relevant year at assemblies

- to oversee the registration process and ensure that registers are completed accurately and on time
- to reinforce good practice at year meetings with tutor team
- to organise rewards assemblies
- to follow up contact with parents in cases of prolonged unexplained absences to liaise with Attendance Officer as appropriate and attend weekly meetings with Attendance Officer to address issues
- to organise and plan for the return of long-term absentees with relevant staff
- to be involved in the development and maintenance of the targeting process for full attendance.

#### **Tutors:**

- to complete registers accurately and on time
- Monitor class attendance patterns.
- to collect notes and question unexplained absences
- set attendance targets for individual students on a monthly basis
- keep weekly tutor group attendance graph up to date
- to give out registration certificates out at parents evenings
- to liaise with Head of Year/Student Support/Attendance Officer where there are concerns.

#### **Governing Body:**

- to oversee the development of a whole school attendance policy and to review annually.
- To have a named governor linked to attendance
- To ensure attendance is reported at regular governors meetings

### **REGISTRATION PROCEDURES**

#### **A.M.**

Tutors should collect their register folder from the staffroom each morning. The register must be marked at 8.55 am. on laptop. Should there be a difficulty with the laptop, a manual register should be completed and sent to Students Services

Tutors must tick next to the student for present and only complete additional codes if they are certain of the accuracy of their information.

The computer must be synchronised every time new information is added.

Non-form tutors must be available every morning in case they are needed to cover a registration.

#### **P.M.**

The afternoon register must be taken at the beginning of period 4 by the subject teacher on the computer. The register should be marked at the beginning and amended if any students arrive late. Staff must challenge any student who arrives late to class and enforce their own sanctions if appropriate.

Staff on cover at period 4 must ensure that a register is taken. If this is not possible by computer a student must be sent to request a written register from student services and

this must be returned as soon as possible to student services for entry onto SIMS attendance module.

## **ABSENCE CODES**

THE REGISTER IS A LEGAL DOCUMENT, WHICH CAN BE USED AS EVIDENCE IN POSSIBLE COURT PROCEEDINGS. IT IS THEREFORE ESSENTIAL THAT CODES FOR ABSENCE ARE ACCURATELY RECORDED. THE ABSENCE CODES ARE SHOWN IN APPENDIX 1.

## **ABSENCE REPORTING**

Tutors will receive an absence sheet detailing absences for the previous week in their register on Monday morning. Students should be challenged as to why they have been off. The Attendance Officer will produce the necessary absence letters and post them. Replies should be handed into tutors who must place them in their registers for student services to collect. If there are still unexplained absences after two weeks, the Attendance Officer will contact home by phone.

When parents phone in to explain absence the office Attendance Officer will amend registers on the school system and record the reason on SIMS via edit marks as evidence for future.

It is essential that all tutors pursue notes vigorously and place them in the tutor file from where student services will amend the SIMS attendance module.

## **STAFF MUST KEEP CLASS REGISTERS SO THAT TRUANCY CAN BE IDENTIFIED AND REPORTED.**

Class registers are completed by using computer in the same way as a.m. registers.

## **LATENESS**

Lateness is not only a bad habit easily slipped into but also a very unsatisfactory start to the day. Students arriving late miss early morning notices and are unaware of any changes to usual routines or other arrangements that may affect them. Extreme lateness results in loss of lesson time and hinders progress. Newman School takes the matter of lateness seriously, applying sanctions and, in the case of persistent latecomers, involving parents.

### **Late Procedure**

Students who arrive between 8.55 am and 9.10 am will enter the school through the main gate. They will go to tutor group and be seen by their tutors who will amend the register as appropriate. Registers close at 9:10am

### Arrivals after 9.10 am and 1.35 pm

Students must go to student services and sign in. Student services will record the late arrivals on the school SIMS system.

Tutors and Heads of Years should re-enforce the need to follow this procedure. In the event of a fire, late students must have been recorded.

Students who are late will receive a lunchtime detention. After 3 lates to either morning or afternoon registration a letter will be sent home informing parents of their child's timekeeping. If this measure fails to bring about an improvement, after five lates parents/carers will be contacted by their child's Tutor and after 10 lates the Head of Year will contact parents/carers who will invite parents/carers into school for a meeting to discuss ways forward.

**NOTE:**

**ALL TUTORS SHOULD REMIND STUDENTS THAT:**

- THERE MUST BE A NOTE / PHONE CALL IF THEY ARE ILL.
- REFERENCES MUST INCLUDE ATTENDANCE AND PUNCTUALITY DATA.
- THEY WILL BE REFERRED TO THE LOCAL AUTHORITY AND THIS MAY RESULT IN COURT PROCEEDINGS.

**ATTENDANCE MONITORING AND SUPPORT – arranged by the Attendance Officer**

**Rewards:**

- bronze, silver and gold attendance certificates termly for 100% attendees.
- class trophies will be presented by Heads of Year on a half termly basis to the tutor group with the best attendance
- names of pupils with 100% attendance placed on powerpoint each term to be shown in assembly
- reward good or improving attendance through Big Day Out
- 100% attendance trophies given out at end of year assembly
- 100% attendees placed in a draw for each year group and rewarded each half term.

**Monitoring of attendance through:**

- accurate completion of registers
- attendance checks
- compilation and interpretation of attendance data.

**Regular communication:**

- regular meetings with the Heads of Year for targeted students
- liaison with parents/carers/other external agencies
- letters/information for parents/carers re attendance.
- report termly on how your child is performing in school, what their attendance and punctuality rate is and their attainment levels
- liaison between primary schools who will identify pupils who may require extra support during the transition into Year 7
- Letter to be sent out to students with 93% and below attendance at the end of each half term
- Letter to be sent out to all students who have over 97% at the end of the school year

**Target setting:**

- use of tutor review meetings when appropriate, use of student planner.
- use of school or EHA action plans with specific targets set

## **Responding to non attendance: Escalation of interventions**

When a student does not attend school and no note/call is received the school will:

- contact parents on first day of absence by phone – if no response attendance officer to send out letter detailing absence – attendance officer (student services)
- If there is no response and the absences persist the school will arrange a meeting or home visit with parents/carers and an action plan will be drawn up. If this does not improve attendance, Attendance Officer will follow the Newman School escalation of interventions appropriate to sessions missed.

## **Criteria for Concern**

**Authorised absence** - where a student's attendance falls below 90% over a six week period or the student has 5 consecutive days absence without any contact from home

**Exclusion/Disaffection** - where Local Authority intervention is sought as an element of a Pastoral Support Programme (PSP) or Individual Education Plan (IEP) at Action Plus of the Code of Practice.

**Child Employment** - where it is suspected that a student of statutory school age is illegally employed.

**Missing Children** – if a child has not been in school for 10 days and no reason is known for this absence, despite attempted contacts, the CME Officer needs to be made aware of the situation.

**Child Protection** – if a child is on the Child Protection Register, the allocated Social Worker should be contacted if the child is absent from school.

## **Holidays in Term Time**

Time lost by children and young people due to family holidays taken in term time can be disruptive to their education.

Recent changes to legislation schools are now required to refuse requests for holiday absence in term time. Head teachers may grant a leave of absence in exceptional circumstances. All requests for leave must be put in writing, detailing the time of the leave and the reason for the request. In considering a request, the school will take into account the child's age, the time of year of the absence, academic progress and whether to holiday is due to exceptional circumstances. Head teachers will **not** authorise absence unless they believe your circumstances are exceptional. A reply via letter with the decision will be sent to parents/carers

Leave that is not deemed to be due to exceptional circumstances will be coded as unauthorised on your child's registration certificate.

Parents who take their children on an unauthorised holiday in term time could be issued with a Fixed Penalty Notice. The amount of the fine is £60 if paid within 21days and £120 if paid between 21 and 28 days.

It is vital that no requests coincide with examinations or other important tests that your child has to take. No leave will be granted where your child is scheduled for an exam.

Any holiday whether authorised or unauthorised will have a detrimental effect on your child's attendance.

It is important to note that only the Head teacher can authorise absence from school. Parents/Guardians cannot authorise the absence themselves.

## **ROLE OF THE LOCAL AUTHORITY**

The Local Authority will where necessary, instigate legal proceedings on behalf of the school in the Magistrates or Family Court.

Appendix 1: School Absence Codes

Reviewed: Annually

Adopted: September 2016

Next Review September 2017

## SCHOOL ABSENCE CODES

Code	Description	Statistical Meaning	Physical Meaning
/	Present (A.M)	Present	In for whole session
\	Present (P.M)	Present	In for whole session
<b>B</b>	Educated off site (not dual reg.)	Approved Educational Activity	Out for whole session
<b>C</b>	Other authorised circumstances	Authorised Absence	Out for whole session
<b>D</b>	Dual registration(attending other establishment)	Attendance not required	Out for whole session
<b>E</b>	Excluded(no alternate provision made)	Authorised Absence	Out for whole session
<b>F</b>	Extended family holiday (agreed)	Authorised Absence	Out for whole session
<b>G</b>	Family holiday(not agreed or days in excess)	Unauthorised absence	Out for whole session
<b>H</b>	Family holiday (agreed)	Authorised absence	Out for whole session
<b>I</b>	Illness (not medical/dental appointments)	Authorised absence	Out for whole session
<b>J</b>	Interview	Approved Educational Activity	Out for whole session
<b>L</b>	Late before close of registration	Present	Late for session
<b>M</b>	Medical/dental appointments	Authorised absence	Out for whole session
<b>N</b>	No reason yet provided for absence	Unauthorised absence	Out for whole session
<b>O</b>	Unauthorised absence(not covered by any other code)	Unauthorised absence	Out for whole session
<b>P</b>	Approved sporting activity	Authorised absence	Out for whole session
<b>R</b>	Religious observance	Authorised absence	Out for whole session
<b>S</b>	Study leave	Authorised absence	Out for whole session
<b>T</b>	Traveller absence	Authorised absence	Out for whole session
<b>U</b>	Late (after close of registration)	Unauthorised absence	Late for session
<b>V</b>	Educational trip or visit	Approved Educational Activity	Out for whole session
<b>W</b>	Work experience	Approved Educational Activity	Out for whole session
<b>X</b>	Non-compulsory school age absence	Attendance not required	Out for whole session
<b>Y</b>	Unable to attend due to exceptional circumstances	Attendance not required	Out for whole session
<b>Z</b>	Pupil not on roll	Attendance not required	Out for whole session
<b>#</b>	School closed to staff and pupils	Attendance not required	Out for whole session
<b>-</b>	All should attend/No mark yet recorded	No mark	No mark for session
<b>@</b>	Do not use	Unauthorised absence	Late for session

The meaning for the DfES codes Z and X, have been automatically mapped to the attendance codes as shown below.

<b>Z</b>	DfES code Z is linked and automatically mapped to the attendance software code * (pupil not on roll)
<b>X</b>	DfES code X is linked and automatically mapped to the attendance software code! (non compulsory school age absence)