



# CHRIST THE KING CATHOLIC COLLEGIATE

A Multi Academy Company



Together as one community with Christ at the centre

## Attendance, Absence and Leave of Absence During Term Time Policy

Date: April 2018  
Adopted: 01 September 2018  
Review: July 2019



Note this Policy covers all pupils from Reception class to Year 11 plus Trinity Students registered with St John Fisher Catholic College as their Home School.

All members of Staff across the Collegiate are involved in maintaining good standards of attendance. However, some useful contacts are:

- |                   |  |
|-------------------|--|
| Ms Megyesi        | - Attendance Officer at St John Fisher Catholic College (Tel 615636) |
| The School Office | - St Mary's Catholic Primary School (Tel 619685)                     |
| The School Office | - St Teresa's Catholic Primary School (Tel 235005)                   |
| The School Office | - St Thomas Aquinas Catholic Primary School (Tel 234919)             |
| The School Office | - St Wulstan's Catholic Primary School (Tel 973722)                  |
| The School Office | - Our Lady & St Werburgh's Catholic Primary School (Tel 973887)      |

### Overview

Attendance is a key issue for all involved in education. The Education Act 1996 states: 'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his or her parent is guilty of an offence.'

Across the Multi-Academy Company, we work closely with the same Education Welfare Specialist Service (Attend EDC), to ensure that we maintain good standards of pupil attendance.

There are already strong links in existence between all academy staff, parents and the EWO (Education Welfare Officer) and we are confident that many of the procedures outlined within this document will not apply to the majority of the families who work so closely with us in order to ensure the regular attendance of their children.



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## About absence:

- 1) The Government state that 95% or above is good attendance – anything above this is what each pupil should be aiming for
- 2) 90% attendance actually equates to 19 days' absence (4 weeks)
- 3) If 90% attendance is maintained over 5 years, half a school year will have been missed overall
- 4) 80% attendance actually equates to 8 weeks' absence
- 5) 90% of pupils gain five or more good GCSE grades at schools with an average absence of 7.5 days or less per pupil
- 6) Only 31.3% of pupils gain five or more good GCSE grades at schools with an average absence of more than 20 days per pupil
- 7) Research suggests that 17 missed school days in a year = 1 GCSE grade DROP in achievement

Obviously, pupils who do not attend school regularly are less likely to achieve their target levels and/or GCSE grades.

## Education Welfare and types of Absence

Our Education Welfare Officer visits all MAC schools regularly to discuss attendance matters. Education Welfare are primarily present to offer support to parents/carers who are struggling with regular attendance for their child. However, the Local Authority are also responsible for helping schools to ensure that their levels of unauthorised absence remain as low as possible.

AUTHORISED ABSENCE can usually be applied to the following:

- Genuine illness
- Unavoidable appointments which must be attended during school hours (usually applicable to hospital visits)
- Compassionate circumstances (bereavement, for example)

The list is not comprehensive and parents/carers should consult the school if unsure.

UNAUTHORISED ABSENCES are those which the school does not consider reasonable.

These could include:

- parents keeping children off school for no genuine reason
- truancy before or during the school day
- Lateness after register closes
- absences which have never been properly explained by parents
- absences due to hair appointments, shopping trips, preparing for holidays, etc
- Any leave of absence (such as a holiday) not applied for using the appropriate system and not authorised by the school.

Again, this list is not comprehensive and parents/carers should consult the school if unsure. Requests for Leaves of Absence can be made but there is no guarantee that the Leave of Absence will be authorised. The Government now require that Headteachers only authorise these absences in exceptional circumstances. Further guidance on this matter can be obtained by contacting the Local Support Team on 01782 296290 or Stoke EWS on 01782 235355.

Please be aware that if your child's attendance is under 90% through prior absence and you request a further Leave of Absence, it is extremely unlikely that the absence will be authorised and, actually, we are advised locally and nationally that in these circumstances, each parent (in the case of parents who are separated) should be issued with a Penalty Notice for each child who will be absent from school. The Penalty Notice is a fine of £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. Please note this fine applies to per parent/carer and per child therefore likely to be higher in many cases. If the penalty notice is not paid in full by the end of the 28-day period, the local authority will prosecute for the original offence.

Also, if your child is excluded from school and is seen in a public place during school hours, the matter can be referred to the Local Support Team and a Penalty Notice for £60 can be issued to each parent responsible for that child.

### **Referral to the Local Support Team**

#### Pupils absent for no genuine reason.

Where no satisfactory explanation is provided for continued absences, no medical evidence has been provided and twenty sessions of unauthorised absence have been accrued, the Local Authority will be contacted by us and our EWO and a Penalty Notice applied for. Court proceedings can be used to prosecute parents or to seek an Education Supervision Order on the child. Maximum convictions vary and further information can be obtained by contacting the Local Authority on 01782 296290 for Staffordshire schools and for Stoke schools the Local Authority contact number is 01782 234234. The Local Authority are independent of school and will give impartial advice. Their guidance on attendance issues is listed in the section below.

If a child is refusing to attend and/or a parent/carer is having difficulty in getting the child to school, please contact us and we will work together to try to resolve the situation. As an Academy, we have our own EWO and she will be happy to help to support you. Please contact us and we will provide you with her details.

#### Truancy

Most truancy is detected using the first day absence system of phone calls to parents. However, should this not be detected on the day this occurs, when it is detected an unauthorised absence will be recorded and our Education Welfare Officer will be informed. In school, a decision may be taken to place the pupil on an attendance report to monitor their attendance over a set period.

### **Guidance on Attendance – the MAC supports these procedures and they apply to all schools**

#### Leave of Absence - granted only in Exceptional Circumstances

Code H: Holiday authorised by the school.

Headteachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted,

the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

*Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.*

Unauthorised Leave of Absence (ULA) of Code G: Holiday not authorised by the school or in excess of the period determined by the Head Teacher (2 sessions).

Code 'G' **may** result in a penalty notice and a fine being issued.

Code 'O' Persistent Absence (PA) – (20-day notice/444(10/444(1A)) – 20 sessions **may** result in a penalty notice.

Code 'U' PA of 10 sessions **may** result in a penalty notice.

Where parents have not applied for leave but the school believes the pupil has been taken on holiday, staff will need to make sufficient enquiries to verify/establish this belief. Schools need to inform parents that unless the parents present contrary evidence the school will code absence as a G (an unauthorised leave of absence).

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

#### Absence – codes relating to unauthorised absence

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

#### **Changes to Code of Conduct for Penalty Notices – Commenced 1<sup>st</sup> January 2018:**

##### **Penalty Notice for Unauthorised leave of Absence**

- From 1 January 2018 **any period** of unauthorised leave may result in parents receiving a penalty notice fine.

- A parent can now receive more than one Penalty Notice per academic year.

### **Penalty Notice for persistent lateness.**

From 1 January 2018 if a pupil has 10 unauthorised late marks a penalty notice may be issued. Late marks do not have to be consecutive in order for the penalty notice to be issued.

Please note this fine applies to 'per parent/carer and per child' so are therefore likely to be higher in many cases. In cases of unauthorised leave of absence, both parents/carers will be fined, regardless of which one applied for the leave.

### **Period of time used to measure persistent absence and lateness.**

If a pupil has had 10 days unauthorised absence or is late 10 times over a twelve-week period, parents may receive a penalty warning notice and also potentially a fine.

Schools follow the Staffordshire Local Authority code of conduct for the procedures of Penalty Notices. Details of this can be obtained from

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Stoke schools follow the Stoke Local Authority guidelines. Further information and contact details can be found at:

[http://www.stoke.gov.uk/ccm/content/education/schools-general/general-education-pages/education-welfare-team.en;jsessionid=a6m\\_F1FulBXb](http://www.stoke.gov.uk/ccm/content/education/schools-general/general-education-pages/education-welfare-team.en;jsessionid=a6m_F1FulBXb).

Both Local Authorities will continue to monitor all school attendance and take appropriate action for absences during term time, both to support Headteachers in their role and in challenging the small minority of parents that choose to disregard the law.

### **Persistent Late Arrival at School (Code 'U')**

- A penalty notice can be considered for persistent late arrival at school i.e. after the register has closed at 9.10am where there are at least 20 sessions of late arrival in the current and previous term. These lates do not have to be consecutive.
- The penalty notice is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. If the penalty notice is not paid in full by the end of the 28 day period, the local authority will prosecute for the original offence.

Please note this fine applies to 'per parent/carer and per child' so are therefore likely to be higher in many cases. In cases of unauthorised leave of absence, both parents/carers will be fined, regardless of which one applied for the leave.

### **Absence Codes – Reference guide**

The following codes may be useful to you as parents if we do send you a copy of your child's registration certificate for you to verify:

N.B. Each day is divided into two sessions (am and pm) so two marks are recorded for each day (one for the morning and one for the afternoon)

It is always the decision of the school as to which code is entered for a pupil absence.

<b>Code</b>	<b>Description</b>	<b>Meaning</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site	Approved educational activity (absent)
<b>C</b>	Other authorised circumstances	Authorised absence (absent)
<b>D</b>	Dual registration	Approved educational activity (absent)
<b>E</b>	Excluded	Authorised absence (absent)
<b>F</b>	Extended leave of absence (agreed)	Authorised absence (absent)
<b>G</b>	Extended leave of absence (not agreed)	Unauthorised absence (absent)
<b>H</b>	Leave of absence (agreed)	Authorised absence (absent)
<b>I</b>	Illness	Authorised absence (absent)
<b>J</b>	Interview	Approved educational activity (absent)
<b>K</b>	Present in school but elsewhere (exams, in sick room, Inclusion, Mentoring, etc)	Present
<b>L</b>	Late (before register closes)	Present
<b>M</b>	Medical/dental appointments	Authorised absence (absent)
<b>N</b>	No reason yet provided for absence	Unauthorised absence (absent)
<b>O</b>	Unauthorised absence	Unauthorised absence (absent)
<b>P</b>	Approved sporting activity	Approved educational activity (absent)
<b>Q</b>	Lesson cancelled (applies to sixth form students)	Authorised absence (absent)
<b>R</b>	Religious observance	Authorised absence (absent)
<b>S</b>	Study leave (applies to sixth form students)	Authorised absence (absent)
<b>T</b>	Traveller absence	Authorised absence (absent)
<b>U</b>	Late (after register closed)	Unauthorised absence (absent)
<b>V</b>	Educational visit or trip	Authorised absence (absent)
<b>W</b>	Work experience	Authorised absence (absent)
<b>X</b>	Non-compulsory school age absence	Attendance not required (absent)
<b>Y</b>	Enforced school closure	Attendance not required
<b>Z</b>	Pupil not on roll	Attendance not required
-	All should attend/no mark recorded	No mark
#	School closed to pupils and staff	Attendance not required

## **Policy and procedures for pupils attending St Mary's Catholic Primary School:**

### **1. Introduction**

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We seek to encourage good attendance, and we have in place appropriate procedures to reward excellent attendance. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 2006, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

## **2 Definitions**

### **2.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, parents must telephone the school or call in person to the office before 9:15am, to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

### **2.2 Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent/guardian/carer.

An absence is classified as unauthorised if a child is away from school without good reason, even with the support of a parent and/or supporting documentation ie appointment slip.

Education Welfare Officer (EWO) can ask that any further days' absence be unauthorised if a child is regularly absent.

### **2.3 Registration Period**

The registration period begins at **8.50am** and closes at **9:00am**. Any pupil arriving during this period will be registered as present.

## **3 If a child is absent**

3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office staff, who will endeavour to contact a parent or guardian.

3.2 The parent or Guardian of the child must contact the school on the first day of absence to explain why the child is not attending before 9:15am.

3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

3.4 If there has been no contact by the parents, a member of school staff will then endeavour to contact a parent or guardian, in order to check on the safety of the child.

3.5 If the school is unable to contact parents after three days the Education Welfare Officer (EWO) will visit your home to check on the child's welfare.

3.6 If a child falls into the 'persistent absenteeism' category or there are concerns regarding a child's pattern of absence, any absence must be supported by medical information such as a prescription, appointment card or text, or a receipt for over the counter medication. A member of the attendance team may also visit the child at home.

#### 4. Roles and Responsibilities:

##### Pupils

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school by 8.50am
- ✓ To attend registration promptly

##### Parents

- ✓ To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- ✓ To notify the school of absence by 9.15am.
- ✓ To provide written explanation of absences on the first day a pupil returns to school.
- ✓ To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details immediately.**

##### Teachers

- ✓ To keep an accurate attendance register.
- ✓ To praise pupils for punctuality and good attendance.
- ✓ To monitor pupil absence and inform the Headteacher when absence is impacting on achievement.

##### Senior Management

- ✓ To have a named member of SLT responsible for attendance (Headteacher).
- ✓ To inform parents of school policy and procedures.
- ✓ To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- ✓ To intervene early when individual pupil absence gives cause for concern.
- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to the attendance.
- ✓ Report termly to the Governing Body.

##### Office Staff

- ✓ To monitor late entrants into school and adjust SIMS accordingly.
- ✓ To forward phone messages to class teachers regarding absences.
- ✓ To monitor register codings and alert staff of inconsistencies.
- ✓ To produce individual or class summary sheets.
- ✓ To produce attendance figures for end of year reports.

#### **Policy and procedures for pupils attending St Thomas Aquinas Catholic Primary School:**

##### 5. Introduction

- 5.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We seek to encourage good attendance, and we reward excellent attendance. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards

school. To this end, we strive to make our school a happy and rewarding experience for all children. Whilst we reward those children whose attendance is very good, we are mindful of those children who, through no fault of their own, have been prevented from coming to school.

- 5.2 Under the Education (Pupil Registration) Regulations 2006, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

## **6. Definitions**

### **6.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, parents must telephone the school or call in person to the office before 9:15am, to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

### **6. Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent/guardian/carer.

An absence is classified as unauthorised if a child is away from school without good reason, even with the support of a parent and/or supporting documentation i.e. appointment slip.

Education Welfare Officer (EWO) can ask that any further days absence be unauthorised if a child is regularly absent.

### **6.3 Registration period**

The registration period begins at **09.10** and closes at **09.20**. Any pupil arriving during this period will be registered as present.

## **7. If a child is absent**

- 7.1 When a child is absent unexpectedly, the class teacher will record the absence via the online SIMS register. The Primary Academy Manager and/or Primary Academy Office Administrator checks the register and makes calls by 10:00am to any parent who has not already contacted the school.

- 7.2 The parent or Guardian of the child must contact the school by 9.15 am on the first day of absence to explain why the child is not attending.

- 7.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

- 7.4 If the school is unable to contact parents by the second day OR if the child is a persistent absentee OR if there are other concerns, then Attend EDC may be asked to call for a Wellbeing Check.

The Headteacher and a Learning Support Assistant greet children at the door each morning and are available should parents/carers wish to speak to them. Lates are monitored carefully by the Primary Academy Office Administrator (PAOA) and Primary Academy Manager on a daily basis and by Attend EDC on a monthly basis. On Tuesdays of each week, the Father Hudson's Care Support Worker is also visible and available at the door should parents wish to speak to her.

## 8. Roles and Responsibilities:

### Pupils

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school by 09.10
- ✓ To attend registration promptly

### Parents

- ✓ To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- ✓ To notify the school of absence by 9.15am.
- ✓ To provide written explanation of absences on the first day a pupil returns to school.
- ✓ To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then school must be informed of new details immediately.**

### Teachers

- ✓ To keep an accurate attendance register.
- ✓ To praise pupils for punctuality and good attendance.
- ✓ To monitor pupil absence and inform the Headteacher when absence is a concern and impacting on achievement.

### Senior Management

- ✓ To have a named member of SLT responsible for attendance (Deputy Headteacher).
- ✓ To inform parents of school policy and procedures.
- ✓ To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 97% attendance is met.
- ✓ To intervene early when individual pupil absence gives cause for concern.
- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to the attendance.
- ✓ Report termly to the Governing Body.

## **Primary Academy Manager**

- ✓ To monitor late entrants into school via SIMS accordingly.
- ✓ To ensure comments are entered on SIMS and red-flagged so that they are visible to teachers.
- ✓ To monitor register coding and alert staff of inconsistencies.
- ✓ To produce individual or class summary sheets.
- ✓ To report attendance to the Headteacher on a weekly basis, highlighting any persistent absenteeism and/or trends.
- ✓ To produce attendance figures for end of year reports.

## **Attend EDC**

- ✓ To conduct home visits as requested by the school
- ✓ To attend monthly monitoring visits with the school
- ✓ To advise and assist the school in cases where a fine is appropriate.
- ✓ To offer transport for pupils as appropriate.
- ✓ To support the school in improving attendance e.g. supporting parents evenings; Late Gates; Assemblies etc

## **Policy and procedures for pupils attending St Teresa's Catholic Primary School:**

### **9. Introduction**

9.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We seek to encourage good attendance, and we have in place appropriate procedures to reward excellent attendance. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

9.2 Under the Education (Pupil Registration) Regulations 2006, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### **10. Definitions**

#### **10.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, parents must telephone the school or call in person to the office before 9:30am, to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

## 10.2 Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school and there has been no communication from parents/carers by 9:30AM on the first day of absence.

An absence is classified as unauthorised if a child is away from school without good reason, even with the support of a parent and/or supporting documentation ie appointment slip.

If a child is regularly absent the Education Welfare Officer (EWO) can ask that any further days absence be unauthorised.

## 10.3 Registration Period

The registration period begins at **8:50AM** and closes at **9:00AM**. Any pupil arriving during this period will be registered as present.

10.4 The Headteacher and the Home School Liaison greet children at the door each morning and are available should parents/carers wish to speak to them. Lates are monitored carefully by the Home School Liaison. On Tuesdays of each week, the Father Hudson's Care Support Worker is also visible and available at the door should parents wish to speak to her.

## 11. If a child is absent

11.1 When a child is absent unexpectedly, the class teacher will record the absence in the register. The Home School Liaison checks the register and makes calls by 10am to any parent who has not already contacted the school.

11.2 The parent or Guardian of the child must contact the school by 9:30 am on the first day of absence to explain why the child is not attending.

11.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

11.4 If the school is unable to contact parents after three days, or if there are other concerns, then Attend EDC may be asked to call for a Wellbeing Check.

11.5 If the school is unable to contact parents after three days the Education Welfare Officer (EWO) will visit your home to check on the child's welfare.

## 12. Roles and Responsibilities:

### Pupils

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school by 8:50AM
- ✓ To attend registration promptly

### Parents

- ✓ To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- ✓ To notify the school office on day of absence by 9:30AM.
- ✓ To provide written explanation of absences on the first day a pupil returns to

school.

- ✓ To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details in writing immediately.**

### **Teachers**

- ✓ To keep an accurate attendance register.
- ✓ To praise pupils for punctuality and good attendance.
- ✓ To monitor pupil absence and inform the Head teacher when absence is impacting on achievement.

### **Senior Management**

- ✓ To have a named member of SLT responsible for attendance (Deputy Headteacher).
- ✓ To inform parents of school policy and procedures.
- ✓ To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 97% attendance is met.
- ✓ To intervene early when individual pupil absence gives cause for concern.
- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to the attendance
- ✓ Report termly to the Governing Body.

### **Home School Liaison**

- ✓ To monitor late entrants into school and adjust SIMS accordingly.
- ✓ To forward phone messages to class teachers regarding absences.
- ✓ To monitor register coding and alert staff of inconsistencies.
- ✓ To produce individual or class summary sheets.
- ✓ To produce attendance figures for end of year reports.

### **Policy and procedures for pupils attending St Wulstan's Catholic Primary School:**

"We come to school to love, learn and to share in the light of Jesus"

#### **13. Introduction**

13.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We seek to encourage good attendance, and we have in place appropriate procedures to reward excellent attendance. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

13.2 Under the Education (Pupil Registration) Regulations 2006, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions

of the school day. This register will also indicate whether an absence was authorised or unauthorised.

## **14. Definitions**

### **14.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, parents must telephone the school or call in person to the office before 9:10am, to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

### **14.2 Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent/guardian/carer.

An absence is classified as unauthorised if a child is away from school without good reason, even with the support of a parent and/or supporting documentation ie appointment slip.

If a child is regularly absent, the Education Welfare Worker/Officer (EWW/O) can ask that any further days be unauthorised.

### **14.3 Registration Period**

The children can go into class from **8.50am** and registration takes place at **9:00am**. Any pupil arriving during this period will be registered as present.

## **15. If a child is absent**

15.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office staff, who will endeavour to contact a parent or guardian.

15.2 The parent or Guardian of the child must contact the school office on the first day of absence to explain why the child is not attending **before 9:30am**.

15.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

15.4 If there has been no contact by the parents, a member of school staff will then endeavour to contact a parent or guardian, by 10.00 am in order to check on the safety of the child.

15.5 If the school is unable to contact parents, on the third day, the (EWW/O) will visit your home to check on the child's welfare.

## **16. Roles and Responsibilities:**

### **Pupils**

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school between 8.50am and 9:00am.
- ✓ To attend registration promptly.

## Parents

- ✓ To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- ✓ To notify the school of absence by 9.30am.
- ✓ To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details immediately.**

## Teachers

- ✓ To keep an accurate attendance register.
- ✓ To praise pupils for punctuality and good attendance.
- ✓ To display the weekly attendance award (when won by the class) in a prominent place and to give an appropriate reward (eg a short amount of extra play one afternoon)
- ✓ To monitor pupil absence and inform the headteacher when absence is impacting on achievement.

## Senior Management

- ✓ To have a named member of SLT responsible for attendance (Headteacher).
- ✓ To inform parents of school policy and procedures.
- ✓ To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 97% attendance is met.
- ✓ To intervene early when individual pupil absence gives cause for concern.
- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to attendance ie through strong links with Attend, our EWW/O, late gates for monitoring late attendees and mentors in school.
- ✓ Report termly to the Governing Body.
- ✓ To celebrate good attendance with the presentation of weekly attendance awards for classes and bronze, silver and gold awards for termly attendance.
- ✓ To inform parents of their child's attendance if it is causing concern.

## Office Staff

- ✓ To monitor late entrants into school and adjust SIMS accordingly.
- ✓ To liaise with class teachers regarding absences when there is cause for concern.
- ✓ To monitor register codings and alert staff of inconsistencies.
- ✓ To produce individual or class summary sheets.
- ✓ To produce attendance figures for end of year reports.
- ✓ To contact parents who have failed to report a child's absence by phoning or sending a message by 10am on the first day of absence
- ✓ To produce reports to monitor attendance and liaise with Attend and the EWW/O regularly to address any concerns regarding pupil absence.

## **Policy and procedures for pupils attending Our Lady and St Werburgh's Catholic Primary School:**

### **17. Introduction**

- 17.1 The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. We seek to encourage good attendance, and we have in place appropriate procedures to reward excellent attendance. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 17.2 Under the Education (Pupil Registration) Regulations 2006, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### **18. Definitions**

#### **18.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, parents must telephone the school or call in person to the office before 9:15am, to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### **18.2 Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent/guardian/carer.

An absence is classified as unauthorised if a child is away from school without good reason, even with the support of a parent and/or supporting documentation ie appointment slip.

Education Welfare Officer (EWO) can ask that any further days absence be unauthorised if a child is regularly absent.

#### **18.3 Registration Period**

The registration period begins at **8.55am** and closes at **9:15am**. Any pupil arriving during this period will be registered as present.

## 19. If a child is absent

- 19.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office staff, who will endeavour to contact a parent or guardian.
- 19.2 The parent or guardian of the child must contact the school on the first day of absence to explain why the child is not attending before 9:15am.
- 19.3 Email/notes sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 19.4 If there has been no contact by the parents, a member of school staff will then endeavour to contact a parent or guardian, in order to check on the safety of the child.
- 19.5 In certain circumstances the Headteacher or member of the SLT accompanied by a member of staff will visit the home address of the child.
- 19.6 If the school is unable to contact parents after three days the Education Welfare Officer (EWO) will visit your home to check on the child's welfare.

## 20. Roles and Responsibilities:

### Pupils

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school by 8.55am
- ✓ To attend registration promptly

### Parents

- ✓ To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- ✓ To notify the school of absence by 9.15am.
- ✓ To provide written explanation of absences on the first day a pupil returns to school.
- ✓ To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details immediately.**

### Teachers

- ✓ To keep an accurate attendance register.
- ✓ To praise pupils for punctuality and good attendance.
- ✓ To monitor pupil absence and inform the Headteacher when absence is impacting on achievement.

### Senior Management

- ✓ To have a named member of SLT responsible for attendance (Headteacher).
- ✓ To inform parents of school policy and procedures.
- ✓ To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% or better attendance is met.
- ✓ To intervene early when individual pupil absence gives cause for concern.

- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to the attendance.
- ✓ Report termly to the Governing Body.

#### **Office Staff**

- ✓ To input attendance information onto SIMS
- ✓ To monitor late entrants into school and adjust SIMS accordingly.
- ✓ To forward messages to class teachers regarding absences.
- ✓ To monitor register codings and alert staff of inconsistencies.
- ✓ To produce individual or class summary sheets.
- ✓ To produce attendance figures for end of year reports.

### **Policy and procedures for pupils attending St John Fisher Catholic College and Trinity Sixth Form**

As a school with good attendance, our whole school attendance target for the year 2018-19, as agreed by the MAC Board, is 97%.

#### **Guidance on the reporting of pupil absence from school:**

##### Parents/Carers

- If a child is going to be absent, please contact the school by telephone (Pupil Absence Line – 01782 346333) or email ([cmegyesi@ctkcc.co.uk](mailto:cmegyesi@ctkcc.co.uk)) on the first day of absence. Please endeavour to do this before 9.10am where possible. Parents/carers should advise us at this point as to the reasons for absence and also how long they expect the pupil to be absent from school. If this is unclear, keep in regular contact with us to update us on the situation.
- We will challenge all absences on the third day if a pupil continues to be out of school. Each day a list of first day absentees is sent out to our EWO and they are instructed to visit these families on that day. Pupils will also be seen in school to discuss both attendance and punctuality issues.
- If the pupil is expected to be absent from school for a period of more than a week, (for example, if an operation has been scheduled) parents/carers should contact school to arrange for work to be sent home (if the child is physically well enough). Any absence from school will now mean that your child's attendance will be affected as we are no longer permitted to use a 'B' code even if you do request that work be sent home.
- When a pupil returns to school after a period of illness, parents/carers should provide them with an explanatory note to give to their Form Tutor, even if the parent/carer has already contacted the school by phone.
- If a pupil needs to leave school in order to attend an appointment, they should bring an explanatory note from a parent/carer (in advance of the appointment if possible) which should then be signed by either Ms Megyesi or a member of the Pastoral Team. The team consists of Mr Burke (Assistant Headteacher), Mrs Stanley (Attendance lead), Miss Mountford (Transition and Year 7 Pastoral Lead), Mr Stevenson (Year 8 and 9 Pastoral Lead), Mrs Vodrey (Year 10 and 11 Pastoral Lead) Mrs Hulme (Safeguarding and Child Protection Co-ordinator) and Mrs Cartwright (SENCo). The key contacts for attendance are:

- Miss Megyesi
- Mrs Stanley
- Mr Burke

PLEASE NOTE – medical appointments should be scheduled outside school hours wherever possible and if the appointment must take place during the school day, the pupil should return to school wherever possible.

If a pupil attends a morning medical appointment and is late to school as a result, the pupil should sign in at the Attendance Office (situated at the end of the main corridor next to the doors onto the lower school yard). If a note is not provided by the parent as an explanation of the pupil's lateness, the pupil will bring home a late slip which should be signed by the parent/carer and returned to the appropriate Form Tutor the next morning.

#### Notification of absence/EWO visits

Form Tutors will collect explanatory notes and report absences on the electronic registration system (SIMS) on a daily basis when taking the morning register.

Ms Megyesi will collect notes in advance of appointments if parents/carers wish to send them in – absences can be recorded on the system prior to them taking place. Wherever possible, all parents/carers of absent pupils in the main school will be contacted by telephone by Ms Megyesi, our Attendance Officer, on the first day of absence, If we have not already been contacted by the parent/carer of the pupil. An EWO will visit these pupils anyway. This procedure helps to detect cases of truancy, thus ensuring the safety and wellbeing of our pupils.

### **Absence and attendance procedures at St John Fisher Catholic College**

#### General

- An email of unexplained absences is sent to Form Tutors to check – any unexplained absences can and will be discussed with pupils to whom these apply.
- A printout of all pupils whose attendance is under 92% is sent to Mr Burke weekly and, through liaison with Ms Megyesi and our EWO, parents may be contacted about any concerns we have. This might mean an appointment being made in school to discuss the issues; if a parent/carer fails to attend the appointment then a further letter will be sent. If this appointment is not kept, then all further absences for that pupil will be unauthorised and medical evidence will be requested. If this is not forthcoming and no contact is made, then a referral will be made to the Local Authority and this may result in the issuing of a Penalty Notice for unauthorised absence.
- Parents/carers may contact the school at any time and ask for their child's attendance figure and/or lateness figure as this is their right if they have Parental Responsibility (PR) for that child. This information will not be given to any person who does not have PR for the child.
- Please ensure that any change in contact details (moving house, new mobile number, etc) is passed on as soon as possible to our main office.

#### Punctuality

- Punctuality can also affect attendance and if a pupil regularly signs in late to school with no valid explanation, they may be instructed to attend an after-school lateness detention – parents will be informed of the arrangements for this

- If a pupil arrives late DURING morning registration they should go straight to their form room and ask their Form Tutor to mark them in the register. They should NOT sign in at the Attendance Office.
- During every morning registration period, staff carry out a 'late gate' and take the names of any latecomers on a register. Ms Megyesi then contacts parents by text to inform them of this.
- Lateness after the end of registration is recorded as an absence which must then be explained using the blue 'late slip' which the pupil will have signed by the teacher when they arrive in class and then will bring home for parents to sign. The slip must be returned to the Form Tutor.
- If a pupil arrives after 9.30am with NO reasonable explanation, that lateness will count as an unauthorised absence until an explanation is given by the parent/carer (the school register closes at this time).
- Compulsory online registration (SIMS) now occurs during morning registration and at the start of Period 4 in the afternoon. Afternoon registration occurs during this period as there is no longer a separate session for this. Teachers are able to note when a pupil arrives late to class and they can make comments on this for Ms Megyesi to look at and to inform parents if necessary.

### **Trinity Students whose Home School is St John Fisher Catholic College**

#### **The Trinity Sixth Form students should:**

1. Attend all lessons, study periods, enrichment, assembly, and form periods. Absence will negatively impact your chances of achieving the highest grade. If your attendance falls below 90% (unless for illness backed by a doctor's note), it will be subject to an attendance review which could lead to your place at the Sixth Form being withdrawn.  
  
You must inform your home academy if you are absent so that information can be shared with the other Trinity academies if appropriate. Punctuality to registration and lessons is essential – you will be challenged if you are late and there will be consequences for students who are persistently late.
2. You should report any reason why you are late whereby the Trinity organisation has contributed to your lateness, so that issues can be addressed.

#### **General expectations at St John Fisher Catholic College for Trinity students are as follows:**

- Parents/students should notify the absence line in the event of an absence – Trinity Students or their parents should contact the Pupil Absence Line (01782 346333) or email the absence to [cmegyesi@ctkcc.co.uk](mailto:cmegyesi@ctkcc.co.uk) (Attendance Officer). Alternatively, a note (e.g. for a medical appointment) or completion of an absence request form (e.g. for an open day) in advance is required if the absence is planned
- Texts are sent to the parents of students who are absent
- Members of Staff who teach these students can request that a phone call home be made if there are issues over attendance and/or missing work
- Attendance during Form Time is compulsory – should a student miss this session, it is entirely possible that they will also miss vital information (such as examination timetables, entries, census forms, UCAS information, etc)

- Sixth Formers who are late into school in the morning and have a lesson should sign in at the Sixth Form Centre, then attend their lesson. Students must collect a late slip from the same place
- Sixth Formers who need to sign out of school during the day should do so at the Sixth Form Centre. All medical appointment letters and appointment cards should be seen and signed by the appropriate Form Tutor
- Students must sign in and sign out during the school day
- If a teacher is absent, all Trinity students must report to Mrs Bayley and ensure that they register. In the event of Mrs Bayley being absent, Ms Megyesi will register the students
- If a pupil has limited morning lessons, they are still expected to register in the morning and to be present in the Sixth Form Centre throughout the day
- If the Sixth Form Centre is closed for any reason, students **MUST** register themselves and/or sign in at the Attendance Office instead
- If a lesson is cancelled/a teacher is absent, students should report to the SFC at the appropriate lesson time (a list of absent staff will be published in the SFC by Mrs Bayley) to collect work. If a member of staff requests that students go to the appropriate classroom anyway despite the teacher being on the absence list, they must do this instead (the list will indicate which classes are expected to do this on any given day)
- If a lesson is cancelled, a 'K' code mark will be entered on the register for those students who are present – all other students will be marked as absent
- Attendance in the Sixth Form is usually assessed half-termly but if students are regularly absent and there is no authorisation for this, staff will contact Mrs Hebden to discuss the impact this is having on pupil progress