Attendance, Absence and Leave of Absence During Term Time Policy

Date: July 2024

Adopted: September 2024

Review: July 2026

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

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024).

At CtKCC in order to provide an excellent education to support our children and young people in becoming the people that God meant them to be, we are committed to ensuring that we meet our obligation with regards to school attendance. Our culture and ethos values excellent attendance and is underpinned by ensuring that we:

- Promote excellent attendance
- Reduce absence, including persistent and severe absence
- Ensure that every learner has access to the full-time education to which they are entitled
- Intervene early to address patterns of absence
- Build strong relationships with families to ensure children and young people have the support in place to attend school

We also promote and support punctuality in attending school and lessons.

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/guardian is guilty of an offence.'*

- 95% or above is considered to be good attendance, however, it should be noted that 95% attendance equates to 10 days or 2 weeks absence.
- 90% attendance equates to 20 days' or 4 weeks absence.
- If 90% attendance is maintained over 5 years, half a school year will have been missed overall
- 80% attendance equates to 8 weeks' absence
- More than 90% of pupils who gain five or more good GCSE grades at schools have an average absence of 7.5 days or fewer
- Only 31.3% of pupils with an average absence of more than 20 days gain five or more good GCSE grades at schools
- Research suggests that 17 missed school days in a year is equivalent to 1 GCSE grade DROP in achievement

Pupils who do not attend school regularly are significantly less likely to achieve their target levels and/or GCSE grades

We work closely with the LA Education Welfare Officers (EWO) and are further supported in identified schools by a Education Welfare Specialist Service (VIP), to ensure that we maintain good standards of learner attendance. All members of Staff across the Collegiate are involved in maintaining good standards of attendance. However, some useful contacts are (01782):

Ms Megyesi	Attendance Officer at St John Fisher Catholic College (Tel 307519)
The School Office	St Mary's Catholic Primary School (Tel 619685)
The School Office	St Teresa's Catholic Primary School (Tel 307550)
The School Office	St Thomas Aquinas Catholic Primary School (Tel 307530)
The School Office	St Wulstan's Catholic Primary School (Tel 973722)
The School Office	Our Lady & St Werburgh's Catholic Primary School (Tel 973887)

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2. Record of Amendments

Amendment Number	Brief Description	Board Endorsement Date	Amended By
01	Amendment to St John Fisher Catholic College policy and procedures	30 Jun 25	G Murray

3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance

parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013

https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

4. Roles and responsibilities

4.1 The Board of Directors

The Board of Directors **delegate the day-to-day responsibility for attendance** to the individual **Local Governing Bodies (LGBs).**

The Board of Directors is responsible for:

- Oversight of the promotion of the importance of school attendance across CtKCC. Ensuring that LGBs and Headteachers fulfil expectations and statutory duties.
- Ensuring that LGBs are regularly reviewing and challenging attendance data.
- Scrutinising the impact of the implementation of the attendance policy in the individual schools on a termly basis through the Standards and Provision Committee of the Board.
- Monitoring attendance figures for each school in CtKCC via the termly reports provided by the Accounting Officer(AO).
- Ensuring the LGBs provide access to training on attendance for staff
- Ensuring that the LGBs hold the Headteachers to account for the implementation of this policy.

4.2 The Accounting Officer

The AO is responsible for

- Revising the Attendance Policy in line with government guidance and legislation.
- Rewriting the draft attendance policy at least biannually.
- Ensuring that individual schools update their individual policies and procedures as required.
- Maintaining an oversight of attendance across CtKCC using INSIGHT Tracking and FFT Live.
- Liaising regularly with the Headteachers about attendance matters.
- Producing a termly report on attendance across CtKCC for the Board of Directors.

4.3 The Local Governing Body

The LGB is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across CtKCC schools
- Holding the headteacher to account for the implementation of this policy
- Ensuring that the relevant data is provided to the Accounting Officer and the Board of Directors as required,

4.4 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to LGB
- Liaising with the Accounting Officer(AO) about matters of Attendance
- Providing the relevant data to the AO and the Board of Directors as required
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

4.5 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents and external agencies, where needed
- Devising specific strategies to address areas of poor attendance identified through data
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention/reintegration plans in partnership with pupils and their parents
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance in each school is shown below:

Mrs C Teague	cteague@ctkcc.co.uk	St John Fisher Catholic College
Mrs D Mellor	Dmellor.stm@ctkcc.co.uk	St Mary's Catholic Primary School
Mr N Price	nprice.ter@ctkcc.co.uk	St Teresa's Catholic Primary School
Mrs C Horton	chorton.sta@ctkcc.co.uk	St Thomas Aquinas Catholic Primary School
Mr B Grove	Bgrove.wul@ctkcc.co.uk	St Wulstan's Catholic Primary School
Mrs R Wilson	rwilson.olsw@ctkcc.co.uk	Our Lady & St Werburgh's Catholic Primary School

4.6 The attendance officer

The school attendance officer is responsible for:

- Monitoring and providing an analysis of attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the head teacher, or the senior leader responsible for attendance when to issue fixed-penalty notices

The attendance officer for each school is shown below:

Ms C Megyesi	attendance.sjf@CTKCC.co.uk	St John Fisher Catholic College
Mrs D Mellor	Dmellor.stm@ctkcc.co.uk	St Mary's Catholic Primary School
Mrs L Smith	lsmith.ter@ctkcc.co.uk	St Teresa's Catholic Primary School
Miss C Sherratt	csherratt.sta@ctkcc.co.uk	St Thomas Aquinas Catholic Primary School
Mrs J Sutton	jsutton.wul@ctkcc.co.uk	St Wulstan's Catholic Primary School
Mrs R Wilson	rwilson.olsw@ctkcc.co.uk	Our Lady & St Werburgh's Catholic Primary School

4.7 Class Teachers/Formation Tutors

Class Teacher/ Formation Tutors are responsible for recording attendance for both morning and afternoon sessions, on a daily basis, using the correct codes, and submitting this information according to school policy and procedures.

School specific information about the role of Class Teachers/Formation Tutors can be found in the Policy and procedures for individual schools section of this policy.

4.8 School admin and/or office staff

School admin and/or office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the relevant staff of staff in order to provide them with more detailed support on attendance.

School specific information about the responsibilities of admin and/or office staff can be found in the Policy and procedures for individual schools section of this policy.

4.9 Parents

Where this policy refers to a parent, it refers to the adult the school decides is most appropriate to work with, including:

- All natural parents, whether they are married or not

- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day, on time
- Call the school to report their child's absence before the time stated in the school specific Policy and procedures for individual schools section of this policy, on the day of the absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

School specific information about the responsibilities of parents can be found in the Policy and procedures for individual schools section of this policy

4.10 Pupils/learners

Pupils/learners are expected to:

- Attend school every day on time
- Follow the School specific information about the responsibilities of Pupils/Learners found in the Policy and procedures for individual schools section of this policy

5. Recording attendance

5.1 Attendance register

Each school will keep an electronic attendance register, and place **all** pupils onto this register.

Each school will take the attendance register at the start of the first session of each school day and once during the second session. It will mark whether each individual pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance and absence codes.

Each school will also record:

- Whether the absence is authorised or not (for pupils of compulsory school age)
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Each school will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by the time stated in the Policy and procedures for individual schools section of this policy, on each school day.

The register for the first session will be taken at the time stated in the Policy and procedures for individual schools, and will be kept open until the time stated in the Policy and procedures for individual schools, (and no longer than 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place). The register for the second session will be taken at the time stated in the Policy and procedures for individual schools and will be kept open until the time stated in the Policy and procedures for individual schools.

5.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by the time stated in the Policy and procedures for individual schools section of this policy or as soon as practically possible by calling the relevant school contacts given at the beginning of this document .

The notification procedures for individual schools can be found in the Policy and procedures for individual schools section

Schools will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents/ carers should request a leave of absence using the Policy and procedures for individual schools section

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Details of how each school identifies and responds to ongoing punctuality issues can be found in the Policy and procedures for individual schools section

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained, this will be no later than 5 working days after the session
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer

- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention (see section 6).

5.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels. Specific details of how each school reports to parents can be found in the Policy and procedures for individual schools section

6. Types of absence:

6.1 Education Welfare

Our Education Welfare Officer visits all CtKCC schools regularly to discuss attendance matters. Education Welfare are primarily present to offer support to parents 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.

6.2 Authorised leave of absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define the 'exceptional circumstances' as those which are beyond the control of the individual, being of unique and significant emotional, educational or spiritual value to the learner which outweighs the loss of teaching time. The fundamental principles for defining

'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time. The headteacher will take into account the child's overall attendance figure when making a decision regarding the application for leave of absence.

A leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require evidence to support any request for leave of absence.

If a learner is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the learner or a parent they normally live with.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Compassionate circumstances (e.g bereavement, attending a funeral)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not

classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

The list is not exhaustive and parents should consult the school if unsure.

6.3 Unauthorised Absence

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.

This list is not exhaustive, and parents should consult the school if unsure.

6.4 Sanctions

The school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

6.4.1 Penalty notices

The headteacher (or someone authorised by them), the local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Where no satisfactory explanation is provided for continued absences, no medical evidence has been provided the Local Authority will be contacted 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 from the relevant Local Authority (LA):

- Attendance: Staffordshire
- Stoke-on-Trent: Attendance and Truancy Notices

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 is having difficulty in getting the child to school, please contact us and we will work together to try to resolve the situation.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent

must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

6.4.2 Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Only exceptional circumstances warrant an authorised term time absence. Headteachers 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.

The individual schools will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with the leave of absence request form, accessible via the individual school websites or by contacting the school. The Headteacher may require additional evidence to support any request for authorisation of a term time absence.

Please be aware that if your child's attendance is under 90% through prior absence and you request a further absence from school, 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 (see section 6.4).

6.4.3 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.

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

Stoke schools follow the Stoke Local Authority guidelines. Further information and contact details can be found at: Stoke-on-Trent: Attendance and Truancy Notices.

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.

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.

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

A penalty notice can be considered for persistent late arrival at school i.e. after the register has closed at where there are at least 20 sessions of late arrival in the current and previous term. These lates do not have to be consecutive.

7. Strategies for promoting attendance

Each school employs a range of strategies for rewarding and improving attendance. For

example, celebrating good attendance in assemblies or on displays. Specific details of the strategies that each school employs can be found in the Policy and procedures for individual schools section

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

The approach taken by each school in supporting learners complex barriers to attendance, including how the school works with families and strategies for removing in-school barriers can be found in the Policy and procedures for individual schools section

8.2 Pupils absent due to mental or physical ill health or SEND

The approach taken by each school towards pupils absent from school due to mental or physical ill health or their SEND can be found in the Policy and procedures for individual schools section. This includes how each school will work with families, adjustments the school may make, and the additional support they will provide.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

8.3 Pupils returning to school after a lengthy or unavoidable period of absence

The approach taken by each school to supporting pupils back into school after a lengthy or unavoidable period of absence can be found in the Policy and procedures for individual schools section.

9. Attendance monitoring and tracking

All schools use an electronic register format and submit attendance date to the DFE as required. Detailed analysis of Attendance data at school and CtKCC level takes place through the use of the FFT Attendance Tracker. Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the LGB and the Directors Standards and Provision Committee. Monitoring and analysis of attendance and absence data takes place at Trust level and at school level. Directors require that the analysis of attendance and absence data is included in termly Headteacher Reports to the LGB and in termly AO reports to the Board.

Additional details and strategies employed by each school in monitoring and analysing attendance and absence data to identify pupils or cohorts that require support with their attendance. can be found in the Policy and procedures for individual schools section, however,

the following processes and procedures take place in all schools.

8.1 Monitoring attendance

- Each school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
- Specific pupil information will be shared with the DfE on request.
- The schools have granted the DfE access to their management information system so the data can be accessed regularly and securely.
- Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- Schools will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

All schools will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

All schools will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers/formation teachers to facilitate discussions with pupils and families, and to the LGB, the AO the Board of Directors and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

All schools will:

- Use attendance data to find patterns/trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to:
    - discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance in conjunction with the local authority, where relevant

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum biannually by the AO. At every review, the policy will be approved by the Board of Directors.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour for Learning policy

11. Policy and procedures for individual schools

Policy and procedures for pupils attending:

St Mary's Catholic Primary School

We Are Learning to Live Out Our Calling with Compassion and Love

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 9:30am, 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.

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 i.e. appointment slip, hospital appointment letter etc.

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 **8.45am** and closes at **9:05am**. 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 9:30am.

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 The child's class teacher will contact the parent on the day of the absence if they assess that they can support the child and family with the needs around the absence.

3.5 The Family Support Worker (FSW) will contact the family after 3 days of absence if it is assessed that the FSW can support the child and family with the needs around the absence.

3.6 If there has been no contact by the parents, a member of school staff will then endeavour to contact a parent or guardian, by 10:00AMin order to check on the safety of the child.

3.7 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.

3.8 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 8.45am
- ✓ 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 96% 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

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 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.

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 i.e. appointment slip.

The 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 is between **08.55am and 09.05am**. 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 via Arbor management information system. 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.

3.2 The parent or carer 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.

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 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 the school will complete safe and well checks.

Designated members of the senior leadership team and staff, greet children at the door each morning and are available should parents wish to speak to them. The Primary Academy Office Administrator and Primary Academy Manager monitor late arrivals carefully. On Thursday of each week, the Father Hudson's Care Support Worker is also available should parents wish to speak to her.

4. Roles and Responsibilities:

Pupils

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school by 09.05
- ✓ 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 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
- ✓ 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.
- ✓ To conduct safe and well checks as required

Primary Academy Manager

- ✓ To monitor late entrants recorded via Arbor and flag any concerns.
- ✓ To monitor register coding and alert staff of inconsistencies.
- ✓ To produce individual or class attendance reports as and when needed.
- ✓ 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.

Policy and procedures for pupils attending:

St Teresa'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 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 9:30am, 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.

2.2 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 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.

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.

2.4 The Headteacher and the Home School Liaison greet children at the door each morning and are available should parents 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.

3. If a child is absent

3.1 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.

3.2 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**.**

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 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.

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.

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 office on day of absence by 9:30AM.
- ✓ To provide a written explanation of absence 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 (DHT).
- ✓ 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"

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 9:10am, 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.

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.

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

2.3 Registration Period

The children can go into class from **8.40am** and registration takes place at **8:50am**. 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 office on the first day of absence to explain why the child is not attending **before 9:10am.**

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, by 10.00 am in order to check on the safety of the child.

3.5 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.

4. Roles and Responsibilities:

Pupils

- ✓ To attend school regularly and punctually.
- ✓ To arrive at school between 8.45am 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 9.10am.
- ✓ 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 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 inform parents of their child's attendance if it is causing concern.

Office Staff

- ✓ To monitor late entrants into school and enter information into MIS 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

1. Introduction

1.1 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. The school will promote positive behaviour and good attendance through its use of curriculum and learning materials.

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 (01782 9833888) or call in person to the office before 9:00am, 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 i.e. appointment slip.

Senior Leadership can ask that any further days' absence be unauthorised if a child is regularly absent.

2.3 Registration Period

The registration period begins at **8.45am** and closes at **9:05am**. Any pupil arriving during this period will be registered as present.

3. If a child is absent

3.1 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 9:00am.

3.2 When a child is absent unexpectedly, the class teacher will leave the attendance mark blank so that the school office staff can clearly see who is not in attendance. The office staff will then endeavour to contact a parent or guardian if there has been no prior contact by the parents, in order to check on the safety of the child.

In certain circumstances, the Headteacher or member of the SLT accompanied by a member of staff, will visit the home address of the child. If the child remains absent for 3 days without contacting the school, this will be considered a safeguarding issue and addressed under the Safeguarding Policy.

4. 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 9:00am.
- ✓ 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 2025-2026 is 100%. Our aim is to support all learners to achieve 97% + attendance.

Based on government guidance for continued improvement of school attendance in August 2024 – Working together to Improve School Attendance - St John Fisher Catholic College and Trinity Sixth Form policy and procedures have been updated.

The Fisher Way aims to educate and inspire with joy, faith and love, because we are an inclusive Catholic community. Therefore, good attendance and punctuality are a priority lying at the heart of all we work together to achieve. They are reflected in the school's behaviour standards that are implemented consistently and fairly throughout the school. Without these high expectations, the attainment, wellbeing and safeguarding of our learners is at risk and their ability to thrive as successful, resilient, confident learners who can become responsible and successful citizens, is compromised. Our whole school approach to attendance means that staff, learners and parents each have responsibilities in maintaining high standards. We are committed to building strong and positive relationships to maintain high attendance for all learners, to resolve concerns that may arise and we celebrate and reward positive attendance and punctuality.

Main school contacts:

These staff are key to supporting high levels of attendance and will work positively with parents/ carers and learners, to this end:

- Miss Megyesi: Attendance Officer attendance.sjf@ctkcc.co.uk
- Mrs Stanley: Child in Care and Attendance Co-ordinator estanley@ctkcc.co.uk
- Mrs Teague: Assistant Headteacher & Designated Safeguarding Lead cteague@ctkcc.co.uk

At St John Fisher Catholic College, there is a whole school approach to positive attendance and punctuality. Formation Tutors are the first support for attendance and punctuality of learners in their Formation Group. Each year group also has a Head of Year who is able to help learners with attendance and punctuality procedures at a further, more targeted, level, as are members of the Pastoral Team, working closely with Heads of Year and the Attendance team.

Staff with specific areas of responsibility and expertise may also support resolution of escalating concerns about a learner's attendance and/or punctuality, including:

- Mrs Vodrey: Deputy Designated Safeguarding Lead jvodrey@ctkcc.co.uk
- Mrs Hodges: SENCO hhodges@ctkcc.co.uk

Reporting Learner Absence and Unavoidable Lateness

- If a learner is going to be absent, parents / carers are asked to contact the school by telephone (Pupil Absence Line – 01782 307519) or email (attendance.sjf@ctkcc.co.uk) on the first day of absence and each following day of absence. They are asked to contact as early as possible and before 8:40am. Parents/carers should state the reason for absence and also how long they expect the learner to be absent from school. ***Parents/carers are expected to contact school at the beginning of each day of absence, even when their child was absent the previous day.***
- The Attendance Officer reconciles absence on registers with absence notifications from parents on a daily basis, contacting parents where there is no explanation for the absence. School colleagues are engaged, as required, in resolving concern about the learner's whereabouts. If a learner is subsequently found in school, the Attendance Officer informs the parent/carer.
- By 10:30am each day, details are shared with the Education Welfare Officer for further contact with parent/carer of absent learner / home visits.
- On the third day of absence, if a learner continues to be out of school, concerns can become escalated. At this point our Education Welfare Officer may make a home visit. ***A discussion or face-to-face meeting with parents/carers will be required when a learner is returning to school following an absence of 3 or more days, in order to support re-integration and to resolve any concerns that can arise following extended absence.***
- If circumstances arise that mean lateness to school at the beginning of the school day is unavoidable, parents/carers are asked to inform school, stating the reasons. Lateness to school without the knowledge of the parent/carer can give rise to safeguarding concerns for the learner and school will take action necessary to resolve the concern.
- If the learner 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). This absence from school, even when work has been requested, will affect attendance and be recorded as an authorised absence.

- If a learner 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), which will then be acknowledged and recorded by the Attendance Officer; planned absences can be recorded on the system prior to them taking place. Learners should take such explanatory notes to the Learner Information Point, next to the main school office, which is open to learners before and after school, at break and at lunch time.
- **Please note** – medical appointments should be scheduled outside school hours and if the appointment must take place during the school day, the learner should return to school wherever possible.
- If a learner attends a morning medical appointment and is late to school, after Formation Time, they should sign in at the Learner Information Point. Parents /carers should confirm the reason for lateness by informing school prior to the appointment. If prior notice has not been possible, the learner should hand in a note from their parent/carer as they sign in. Where this doesn't happen, a text or phone call will be made to inform the parent/carer of the lateness, in the interests of safeguarding the child. Confirmation of the reason for lateness will be required.
- When a learner returns to school after a period of illness, the Formation Tutor will check in with the learner, welcoming them back to school, discussing the reason for the absence and any support required. Subject teachers will also support this smooth transition aiming to minimise the effect of lost learning. This is to ensure smooth transition for the learner and is additional to the communication already made by parents to inform the school at the start of each day of the absence.
- Parents/carers may contact the school at any time and ask for their child's attendance figure and/or punctuality record 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.

In guidance updated in August 2023:

For the purposes of education law, the Department for Education (DfE) considers a 'parent' to

include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, a guardian or other relative
- any person who, although they are not a biological parent and do not have parental responsibility, has care of a child or young person.
    - Parents/carers are asked that any change in contact details (moving house, new mobile number, etc) is passed on as soon as possible to the main office. At least two contacts are required for the school record.

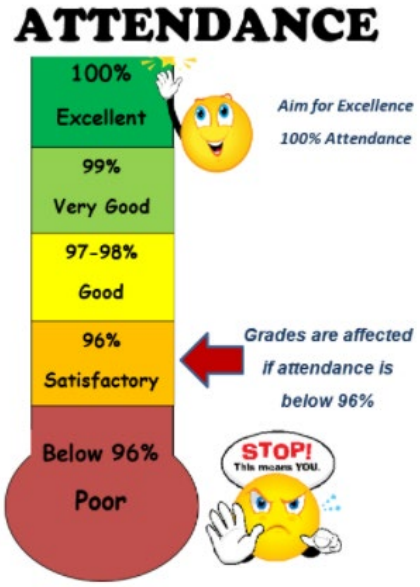
Acknowledgment and Praise

High level attendance and punctuality are a school priority. There are regular and frequent moments where high standards are praised and where improvement is acknowledged. Formation Tutors recognise positive attendance and punctuality on a weekly basis. Heads of Year acknowledge high standards and improvement each week before whole year group collective worship. Half termly there are moments of praise and reward related to high level attendance and punctuality and Headteacher Attendance Certificates are awarded annually. Reward activities may include raffles, draws, breakfast treats, certificates… amongst others.

Medical Absence

Schools have the responsibility to decide whether an absence can be authorised on medical grounds. If the school has concerns about the level of medical absence that a pupil has incurred, they will contact the parents to discuss it further and to find out whether their GP or other health professional has been contacted. Parents may be asked to provide evidence that their child is too unwell to attend school by providing a note from a medical professional or a copy of any prescribed medication. If the school do not receive medical evidence, the absences will be unauthorised.

Attendance Concerns



Where there are concerns about a learner's attendance, particularly where the attendance percentage could dip below 90% (persistent absenteeism), school works with learners, parents, involving internal support staff and external agencies to resolve concerns and improve attendance. See guidance linked here: : **Working together to improve school attendance .**

Please note: poor attendance can lead to fines for the parent/carer, if all attempts to work together for improvement have been exhausted and there has been no positive change in the learner's attendance. The following outlines the main processes used in school where particular concern gathers about a learner's unsatisfactory level of attendance. Where letters are sent out, these are also confirmed through an email

- The Formation Tutor is always the first support for a learner and parent/carers if there is an attendance or punctuality concern. The Formation Tutor's role is supportive and is to work with learners and their family to remove barriers to attendance and punctuality. Formation Tutors' will begin to check in with learners if their attendance fall to 95%.
- Head of Years are able to help learners and families with attendance and punctuality procedures and concerns at a further, more targeted, level, as are members of the Pastoral Team, working closely with Heads of Year and the Attendance team. Attendance at risk of falling below 90% would be a concern. It may be that engaging with further support, following the school's Fisher Wellbeing Provision, through planned Pastoral Support or through one of the school's commissioned agencies, will help resolve concerns at this point.
- Following support, if concerns continue, the Attendance Team will intervene and a letter is sent to parents/carers informing them of a decline in school attendance and the need for this to improve due to the impact on their child's education.
- If school attendance continues to decline, a further concern letter is sent to

parents/carers.

- If no improvement seen, parents and pupils where appropriate will be invited into a meeting – an Attendance Clinic - with the Education Welfare Officer to discuss the concerns and to offer support around any possible barriers or problems at home or at school which may be contributing to low attendance. Referrals to wider support services may be offered where appropriate. The discussion held will be documented by the EWO and an action plan to improve school attendance will be devised during the meeting and a review date set.
- If school attendance does not improve, the school will follow Staffordshire Local Authority's Code of Conduct for issuing penalty notices for pupils with persistent absence.

Circumstances where a Penalty Notice may be issued

Parents have the legal responsibility to ensure that their children attend school regularly and on time, properly dressed, with the correct equipment and ready to learn. Parents may be prosecuted if a child does not attend school regularly and punctually. This is in accordance with the 1996 Education Act, Section 444 or 444 (1A). It aims to ensure that parents carry out their duty to secure suitable education for their children. Penalty Notices may be considered appropriate if the legally defined threshold is met:

The threshold is 10 sessions of unauthorised 57 absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term). A session is equivalent to half a day in school. On becoming aware that the threshold has been met, the school will make the following considerations to decide whether to issue a penalty notice in each individual case:

• Is support appropriate in this case?

o If yes, schools are expected to continue with the existing support without a penalty notice or issue a Notice to Improve if that support is not working or is not being engaged with. A penalty

notice can be issued if either has not worked.

o If no, for example a holiday in term time, a penalty notice should be issued subject to the other conditions below.

• Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would further support or one of the other legal interventions be more appropriate?

• Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010 such as where a pupil has a disability?

Punctuality

A learner's punctuality record along with their attendance record is always requested by post-16 education providers, universities and subsequently by employers when requesting references. Poor punctuality can affect attendance percentages, does affect learners' attainment and wellbeing, raises safeguarding concerns and disturbs the safe and orderly running of the school. We work together to enable all learners to create a positive punctuality record as well as attendance record and establish behaviours that will support success into adult life. Learners are expected to be in school by 8:40am, at their Formation room. **School begins at 8:45am.**

- Learners must be in school by at 8:43am, allowing time to be in the Formation room by 8:45am.
- Learners arriving after 8:45am are late to school; a 'late gate' is carried out at this point and the names of latecomers are recorded on a register.
- Learners arriving to school through the late gate, after 8:45am, will complete Formation Time and whole school reading, separately to other learners. This is to ensure that learners already working in Formation rooms are not disturbed; to ensure that the corridors are calm and orderly from the start of the school day and to allow time to support learners with punctuality.
- If there has been no communication from the parents/ carers explaining the lateness, there will be communication home , by text, of the lateness. Lateness without parental knowledge can raise safeguarding concerns and school will take action necessary to resolve the concern. .
- **Please note**: unless there are exceptional circumstances, lateness due to traffic is not considered a reasonable explanation.

- Where a parent/carer has informed school that their child may be late, separate Formation Time will be completed by the learner to maintain a calm and focused working environment. No further communication to the parent / carer will be necessary.
- Learners admitted to school via the late gate, who complete separate Formation Time, will be coded L on the register by the Attendance team.
- If a learner arrives at school after Formation Time and whole school reading, they will be admitted through the main school reception and should sign in at the Learner Information Point. The learner will receive a late slip when signing in which they must give to their teacher on arrival at their classroom to confirm they have been signed into school. If a learner arrives with no late slip and has been marked absent (N) in Formation Time and previous lessons, the teacher will email Attendance to ensure that the learner is correctly registered. Reception staff will direct the learner and ensure that they are signed into school. The Attendance Officer will inform parents, by text, of the lateness unless the parent/carer has already informed the school as this can be a safeguarding concern. An explanation for the lateness will be requested.
- Registers are closed at 9:10 am. A learner arriving to class, after registers are closed, is coded U on the register to denote lateness to school after registration has closed. This lateness counts as unauthorised absence. If there has been no communication from the parents/carers, the Attendance Officer informs home, by text, of the lateness to school after registers have closed, requesting reasonable explanation. Lateness without the knowledge of the parent/carer can be a safeguarding concern and school will take action necessary to resolve the concern.

Please note: lateness to school after the registers have closed (as with any unauthorised absence coded U), can lead to fines for the parent/carer, if all attempts to work together for improvement have been exhausted and there has been no positive change in the learner's punctuality.

- A learner who attends any lesson during the day, later than the body of the class group, will be informed they have been recorded as late on the register and a behaviour point added. Teachers work with learners to help catch up with work missed due to lateness and use Faculty processes and sanctions to support

improved punctuality to lessons. Pastoral Leaders analyse lateness to lessons and will intervene with support and/or sanctions, as required, to enable learners to improve their punctuality to lessons, as an escalated response for identified learners.

Completion of online registration

- Compulsory online registration now occurs during morning registration and at the start of Period 4 in the afternoon.
- All teachers are made aware that registers are a legal document open to scrutiny and that they need to be completed accurately and in a timely manner – within the initial minutes of Formation time and within the initial minutes of each lesson. Accurate registers ensure that learners' records rightly reflect their high standards of attendance and punctuality. They are critical to the safeguarding of all learners. Registers are monitored internally to ensure accuracy. Parents/carers are able to track their child's attendance to lessons through the appropriate app and the school encourages parents/carers to contact school if they have questions or concerns.
- Teachers should use the letter L to code lateness to any session or lesson.
- Teachers should mark learners present by coding /.
- If a learner does not attend the lesson, the N code should be used.

Elective Home Education

If school receives written notification from parents that they wish to home educate their child, school will contact the parent and discuss their reasons in more detail, offering support to deal with any issues raised. If after this time the parent still wishes to home educate their child, the school will inform the Local Authority of the decision to remove the child's name from the admissions register.

Whilst school will not seek to prevent parents from choosing to home educate their child, neither will they seek to encourage them to do so. . Prior to deciding to home educate, school will support with contacts for the parents, including Staffordshire Local Authority Elective Home Education department.

Working together to support improving attendance and punctuality: A whole school approach.

Senior Leadership

- Have a named member of SLT responsible for attendance.

- Maintain a clear vision for attendance as a school priority central to the school's mission and ethos.
- Prioritise acknowledgement, praise and reward in communicating the central importance of attendance and punctuality.
- Regularly inform and update staff, learners and parents of school policy and procedures.
- Ensure staff have training, support, data and time to deploy attendance systems effectively.
- Build honest and respectful relationships with staff, learners and parents, to secure trust and engagement, through the implementation of attendance policy and procedures, in line with the Fisher Way.
- Lead the implementation of the school's routines in relation to attendance and punctuality.
- Monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 97%+ attendance is met, keeping a focus on the 100% target.
- Ensure there is high staff presence around the site, that all learners are accounted for during the school day and that communication is updated for parents/carers if their child is not in a timetabled lesson.
- Evaluate the success of school systems, staffing levels and budget, in ensuring there is early response to learners' attendance concerns and a graduated, whole school and multi-agency response to resolve attendance and punctuality concerns.
- Report termly to the Governing Body.

Learners

- Aim for 100% attendance.
- Arrive at school in time to be in form room by 8:45am.
- Aim to be in lesson on time every day.
- If a learner would like to see a member of staff, they do this at break time, lunch, before or after school.
- Engage with attendance and punctuality messages, activities and individual support, which starts through Formation time. All learners should be aware of their attendance percentage and punctuality record.
- Take a copy of any appointment letter to the Learner Information Point before a

planned, unavoidable appointment.

- Sign in at the Learner Information Point if Formation time has finished when they arrive to school.

Parents/carers

- Ensure their child attends school regularly, punctually, properly equipped and ready to learn.
- Notify the school early (by 8:40am) on each day of absence.
- Meet / discuss with school representative following 3-day absence.
- Inform the school of planned absence and unavoidable lateness, maintaining honest and respectful communication about attendance or punctuality concerns; the school will help.
- Make appointments out of school hours.
- Provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility and update school immediately of any change in contact details.
- Work proactively with school support to resolve escalated attendance or punctuality concerns.
- Understand that poor attendance and punctuality to school can lead to fines and that the school are committed to working with learners and parents to support improvement well in advance of this. This may include the need to provide medical evidence to account for absence.

Formation Tutors

- Share weekly attendance and punctuality messages with form members, including weekly acknowledgment of high standards.
- Teach learners about the school's attendance and punctuality routines and implement these within Formation time, including a positive 'meet and greet' each morning.
- Inform form members of their attendance percentage (and any punctuality concerns) on a regular basis – usually weekly.
- Code L on the register if a form member is late to Formation time, arriving after 8:45am.
- Check in with learners following an absence, discussing the reasons and any required support to return to learning.

- Act as first point of contact, discussing initial attendance / punctuality concerns and ways to resolve them with learners and parents. Resources are available to support Formation Tutors in identifying learners with attendance dipping below 96% who require early intervention to avoid persistent absenteeism.
- Engage with whole year group / school initiatives to offer a higher level of support to identified learners to build positive relationships with learners and home so that they will want to maintain good attendance and punctuality. Initiatives such as the 'Velcro Approach' may be used at specific times for specific, identified, groups of learners.
- Engage the support of the relevant Pastoral Leader and Head of Year for a learner with continued attendance /punctuality concerns following Formation Tutors' early intervention and contact home.

Subject teachers

- Welcome learners returning from absence, checking in to minimise the effect of lost learning. This may include sharing lesson resources, one-to-one input, peer support.
- Complete class register accurately and in timely fashion (within the initial minutes of a lesson).
- Amend / update registers following notification from the Attendance Officer / SLT Lead.
- Follow the school's routines relating to attendance and punctuality, meeting and greeting learners and telling any learner arriving after the start of the lesson, that they have been recorded as late on the register (by coding L and adding minutes late).
- Code learners / if present in lesson.
- Code L if a learner is late to lesson, adding a behaviour point.
- Code learners N if they are not present in the lesson.
- Resolve lateness to their lesson with a learner individually, through conversation, support, sanction, Faculty intervention, supporting catch up - as appropriate.

Pastoral Leaders and support staff

- Maintain high physical presence around the school site to support prompt attendance to lessons.
- If a learner has a pre-arranged appointment in school, the member of staff ensures that this information is shared with the relevant class teacher directly or through the register, and the learner has a dated note to give the teacher if attending lessons

late.

- Pastoral Leaders are responsible escalated intervention for identified learners who are persistently late to lesson operating a graduated response including target setting, attendance report, parental involvement, detention to make up lost time …
- Use Late Gate Formation Time to work with learners around persistent lateness.
- Work with the Attendance team and SLT to ensure parents have communication should their child not be in a timetabled lesson, ensuring this information is updated once the child has been located.
- Pastoral Leaders work with Formation Tutors to support improved attendance and punctuality at an early stage of concern, following initial Formation Tutor intervention and contact home.
- Pastoral Leaders work with Attendance colleagues, learners and parents to agree planned intervention to improve attendance.

Heads of Year

- Take the strategic lead in implementing the Attendance Policy with the relevant year group.
- Share regular attendance and punctuality data with Formation Tutors. Ideally this will show attendance percentages for each Form group over recent weeks.
- Share brief attendance/punctuality message before the start of each year group collective worship. This will include acknowledgement and praise for high level attendance and punctuality and for improvement.
- Fortnightly, monitor Formation Tutor intervention, including communication home, and the impact on attendance of individual learners and groups.
- Share attendance and punctuality analysis with Formation Tutors on a half termly basis, describing next actions for them to take.
- Support Late Gate Formation Time.
- Work with Form Tutors and Pastoral Leaders in resolving early attendance and punctuality concerns, through planned intervention.
- Work with Attendance colleagues, learners and parents to agree planned intervention to improve attendance.

Attendance team

- The Attendance Co-ordinator provides comparative attendance data, on a weekly

basis, to be shared across the school.

- Parents/carers are informed by the Attendance Officer if their child is not marked present in school and the parent hasn't informed the school, engaging other colleagues if required to locate the child. If a learner is subsequently located in school, the Attendance Officer will update the parent/carer.
- The Attendance Officer sends contact details to the Education Welfare Officer, early each day, for further action.
- By 10:30am the Attendance Officer has reconciled registers with notifications of absence from parents, contacting parents where there is no explanation for the absence. School colleagues are engaged, as required, in resolving concern about the learner's whereabouts. The concern may be referred to the Education Welfare Officer. This process must be completed by 10:30am each day. If a learner is subsequently found in school, the Attendance Officer informs the parent/carer.
- The Attendance Officer texts home when the learner is late with no explanation from the parent/carer.
- Work with SLT and the Pastoral team to ensure parents/carers have communication should their child not be in a timetabled lesson, ensuring this information is updated once the child has been located.
- The Attendance Officer monitors accuracy of registers and notifies teachers, on a weekly basis of any amendments/updates that are required.
- The Attendance Officer prepares data on a termly basis for scrutiny by the governing body and on request by the Attendance Co-ordinator/SLT Attendance Lead to assess impact of interventions for groups of learners or individuals, including those who are disadvantaged or vulnerable.
- The Attendance Officer prepares whole school attendance data on a weekly basis for analysis by the Attendance Co-ordinator and the Education Welfare Officer. From analysis, concerns escalate when attendance falls below 92%. The school operates a graduated response to attendance and punctuality concerns to help the learner take further responsibility and high-level parental support is requested. The school response is outlined above under 'Attendance Concerns'. There is a commitment to working with learners and parents / carers using a flexible approach to meet different needs at different times. Further approaches might include:
    - Formal communication home.

- The learner's attendance at a small group attendance clinic to develop further understanding about the importance of attendance and punctuality.
- Individual attendance clinic for the learner to agree a plan. A supportive plan, identifying achievable targets for change, will always be the priority. There are whole school sanctions however, for example same day detentions for lateness.
- Use of evidence-based interventions to address challenges to attendance and punctuality such as Emotionally Based School Avoidance strategies.
- Attendance clinic involving the parent and the support of other staff eg. Pastoral Leader, Head of Year, Safeguarding Lead, SENCO.
- Reasonable adjustments to the learner's school day to improve attendance.
- Engagement with outside agencies to support improved attendance/punctuality eg. Emotion Coaching, Family Support Worker, Family Action, Early Help team, Social Care … as described in the school's Fisher Wellbeing Provision.
- Intervention from the Governing Body to support resolution of complex concerns.
- Use varied means to make contact with parents/carers(including texting, home visits), to find the best ways to maintain communication with individual families.
- Attendance clinic with the Education Welfare Officer, the school Attendance Co-ordinator, the learner and their parent/carer.

- If a parent/carer fails to attend the appointment, a further formal letter will be sent. If a subsequent appointment is not kept and attendance is not improved, then all further absences for the learner will be unauthorised and medical evidence will be requested. If this is not forthcoming, there is no parental contact and attendance/punctuality continue to be a concern, then a referral will be made to the Local Authority. This may result in the issuing of a Penalty Notice and subsequent fine for unauthorised absence.

Attendance at school is a legal requirement.

Legislation relating to schools' legal powers in improving attendance can be found here:

School Attendance Parental Responsibility Measures.

Working Together to Improve School Attendance

Trinity Students whose Home School is St John Fisher Catholic College

Year 12 and 13 are critical years for students in terms of future aspiration as well as embedding behaviours to support successful adult life. Support and intervention are necessary when attendance and punctuality concerns mean that positive outcomes will be compromised at this important stage. Attendance and punctuality procedures with the Sixth Form reflect the growing maturity of students who are required to take greater responsibility for their attendance and punctuality records, whilst being well supported. Universities and employers request applicants' attendance and punctuality records from school.

The Trinity Sixth Form students should:

- Attend all lessons, study periods, enrichment, assembly, and formation time. Absence will negatively impact chances of achieving the highest grade. If 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 withdrawal of the students' place at the Sixth Form. Students or their parents/carers must inform their home academy if they are absent so that information can be shared with the other Trinity academies if appropriate. Punctuality to registration and lessons is essential. Lateness will be challenged and sanctions follow for students who are persistently late. Students should report any reason for lateness whereby the Trinity organisation has contributed to the lateness, so that issues can be addressed.

General expectations at St John Fisher Catholic College for Trinity students:

- Parents/carers or students should notify the absence line in the event of an absence – Trinity Students or their parents should contact the Student Absence Line (01782 307519) or email the absence to (attendance.sjf@ctkcc.co.uk). 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/carers of students who are absent.
- Permissions are sought to allow Pastoral Leaders to contact students directly to support good attendance and punctuality. Members of Staff who teach students will contact home if issues over attendance, punctuality, and/or missing work.
- Attendance during Formation Time is compulsory – should a student miss this session, 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. 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 in the Sixth Form Centre.
- If a teacher is absent, all Trinity students must report to the Sixth Form Pastoral Leader and ensure that they register. In the event of the Pastoral Leader being absent, students should register at the Learner Information Point, next to the main office. If a student has limited morning lessons, they are still expected to register in the morning, during Formation Time, 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 Learner Information Point. If a lesson is cancelled/a teacher is absent, students should report to the Sixth Form Centre at the appropriate lesson time (a list of absent staff will be published in the Sixth Form Centre by the Pastoral Leader) to collect work. If a member of staff requests that students go to the appropriate classroom despite the teacher being on the absence list, they must do this instead: the list will indicate which classes are required 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.
- The Pastoral Leader monitors Sixth Form registers on a weekly basis and intervenes at the earliest stage of attendance/punctuality concern. The Pastoral Leader works with Form Tutors, subject teachers, the Head of Sixth Form in the same ways as Heads of Year in Y7-11, to agree plans to support improved attendance and punctuality. 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 the Head of Sixth Form to discuss the impact on progress and begin to work towards resolution. In line with the ethos of the school, all staff working with members of the Sixth Form work to support and resolve attendance and punctuality concerns. However, students must be aware that continued concerns will jeopardise their place within the Sixth Form.

Appendix 1: DFE Attendance and Absence Codes – Reference guide

The following codes are taken form the DFE's guidance on school attendance and may be useful in interpreting a child's registration certificate.

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.

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays