

# Our Lady's Catholic College

## Attendance Policy



### **Policy Statement**

At Our Lady's Catholic College we believe that every student has the right to attend school to learn/develop the skills necessary for later life. We aim to provide an environment where every student is valued and able to fulfil their potential. We will consistently work towards a goal of 100% attendance for each student. The School aims to work with parents/guardians to ensure that students leave with an exemplary attendance record. A strong attendance record is essential to ensure every student has the best opportunity to reach their potential.

JLX: Sep 2021

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## **Persistent Absence**

A student becomes a Persistent Absentee when they miss **10%** of their schooling across the academic year for whatever reason. Absence at this level will cause considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any student whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- An action plan to improve attendance will be created which may involve a Early Help Assessment and referrals to other agencies alongside meetings between relevant School staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the School, further advice may be sought which could lead to legal sanctions being imposed.
- Persistent Absence/attendance data is communicated to the Local Authority on a termly and annual basis.

## **Attendance Targets**

The school has targeted each student to achieve **at least 97%** attendance over the course of this school year. Targeted work will take place to improve/maintain standards of attendance. A review of the systems to improve attendance will take place at fortnightly intervals, involving the attendance officer, pastoral leader, progress leader and pastoral support officers, to ensure that targets are being achieved.

## **Attendance Monitoring**

- Electronic registration every morning and afternoon
- Attendance Officer will produce lists to highlight those students with unexplained absences and those below 97%
- Tutors monitor students attendance within their attendance group, providing intervention where necessary. Stickers are used in planners to communicate effectively with home.
- Progress leaders meet weekly with their attendance group, providing praise where necessary and intervention where needed. Stickers are used in planners to communicate effectively with home.
- Students that continue to cause concern will be referred to their progress leader.
- Meetings with parents will take place as necessary
- Home visits will be carried out
- Progress leaders will discuss students whose attendance is causing concern YAM meetings and take appropriate action

## **Punctuality Monitoring**

- Poor punctuality is not acceptable. If your son/daughter misses the start of the day they can miss work and do not spend time with their class teacher getting vital information. Pupils arriving late disrupt lessons which in turn can be embarrassing for the child.
- The school day starts at 8.40am and we expect your son/daughter to be in class at that time.
- For time starts at 8.45am and your son/daughter will receive a late mark if they are not in by that time.
- At 9.30am the registers will be closed. In accordance with the Regulations, if your son/daughter arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.
- Punctuality is monitored daily and analysed three times a week.
- A hierarchal system is in place, in order to tackle punctuality from day one and ensure there is a progressive path of intervention, involving all levels of the school system See appendixes for layout).
- We encourage you to approach us if you are having problems getting your daughter to school on time.

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## **Encouraging Good Attendance**

The school will encourage good attendance by:

- Reporting to you at least half-termly on how your son/daughter is performing in school and what their attendance rate is
- Celebrating good attendance In rewards assemblies.
- Rewarding good or improving attendance through prize draws, certificates and outings/events

## **Absence Response**

- The Attendance Officer will enter absence details from the phone messages received that morning.
- A group text will be generated for those with no reason for absence (first day response).
- Where a text/ message is not returned the PSO will make a phone call home TO ALL STUDENTS
- Any CP/ CIN students where no message has been received by noon, will receive a home visit. All other students where no message is received by day two will receive a home visit.
- Where there is frequent or lengthy absence the Progress Leader/ Pastoral Leader/Pastoral Support Officer will aim to resolve the problem with parents/guardians. If this is unsuccessful then we shall seek advice/input from relevant services (e.g. School Health, LEA, Police). Extended absence may lead to legal action up to and including prosecution.

## **Absence**

When a student is absent it is the responsibility of the parent/guardian to inform the School on the first day of absence. Ideally, parents should let the school know when the student is likely to return. This can be via phone, the school planner, email or letter. We reserve the right to request further information where patterns emerge or absence levels are high (e.g. doctor's note, appointment cards, consultant letters etc.).

### **Absence may be authorised for such reasons as:**

- illness
- unavoidable medical/dental appointments
- exceptional family circumstances e.g. bereavement
- days of religious observance (see Appendix 2)
- study leave
- exclusion
- involvement in a public performance

### **Absence will not be authorised for such reasons as:**

- looking after brothers/sisters
- birthdays
- days out, e.g. The Appleby Fayre
- shopping trips
- family holidays where permission has not been granted (please note, family holidays during term time will only be authorised in exceptional circumstances)
- special occasions, where the School does not agree that the absence should be granted.
- Appointments
- Where possible we encourage parents/guardians to organise appointments outside the working hours of the school (08:35 – 15:05). The aim of this is to minimise the disruption to learning. If this is unavoidable then we recommend that appointments take place at the start or end of the day.

## **Religious Observance**

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- Authorised absence will be granted for religious observance, for example, Eid. The Department for Education definition is as follows:
- “Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”
- If the religious body has not set the day apart, there is no requirement for the school to approve the absence or grant leave of absence.
- Parents should contact the school to request leave of absence for all religious observance.

### Partnership Working

- The school will work closely with parents and with support agencies as appropriate to ensure regular attendance at school.

### Term Time Holidays

- Holidays during term time will not be authorised unless in exceptional circumstances. Parents/guardians must apply in advance for permission and the Headteacher will decide on a case by case basis whether the application meets the exceptional circumstances criteria. Application forms should be completed and returned at least 8 weeks before the proposed absence. This will allow staff time to plan work related to the absence. Parents/guardians who take their son/daughter on holiday during term time without permission are liable to receive a fine of up to £120, per parent, per pupil at the school.

### Long Term Absence

- Occasionally a student may be absent for an extended period of time due to ill health. Parents must liaise with the Form Tutor and pastoral leader where the absence period is likely to be greater than one week. The School will aim to minimise the disruption to learning by providing appropriate work to complete. If necessary a phased return or part-time timetable will be considered. Liaising with the PSO, students can be gradually introduced to their timetable, these situations are always based on an individual basis.

### The Registration System

The School will use a computerised system for keeping the school attendance records. Registration will take place twice during the school day, once at 8.35am and once at 13.05 pm. The following national codes will be used to record attendance information.

| CO DE | DESCRIPTION                                   |
|-------|---|
| \     | Present (AM)                                  |
| /     | Present (PM)                                  |
| B     | Educated off site (not dual reg.)             |
| C     | Other authorised circumstances                |
| D     | Dual registration (attending other estab.)    |
| E     | Excluded (no alternative provision made)      |
| G     | Family holiday (not agreed or days in excess) |
| H     | Annual family holiday (agreed)                |
| I     | Illness (not med/dental appointments)         |
| J     | Interview                                     |
| L     | Late (before registers closed)                |

|   |  |
|---|--|
| M | Medical/Dental appointments                  |
| N | No reason yet provided for absence           |
| O | Unauthorised Abs (not covered by other code) |
| P | Approved sporting activity                   |
| R | Religious observance                         |
| S | Study leave                                  |
| T | Traveller absence                            |
| U | Late (after registers closed)                |
| V | Educational visit or trip                    |
| W | Work Experience                              |
| X | Non-compulsory school age absence            |
| - | All should attend/no mark recorded           |

### Appendix 1-

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## Our Lady's Catholic College Punctuality Protocol

### Daily protocol

|   |   |
|---|---|
| Pupil arrives in school late                | Pupil receives 30 min detention for that night in 2F9.<br>Text home to parents<br><b>If pupil fails to attend PSO rings home for meeting with parent/ contact the following morning.</b><br><b>Parents/ contact MUST attend</b> |
| Pupil arrives in school late, after 9.30am. | After 3 of these an FPN is sought.  |

### Intervention for persistent punctuality issues

|                                      |   |
|--------------------------------------|---|
| <b>Late 3 times in one half term</b> | Late letter 1 sent (PSO log CPOMS)  |
| <b>Late 5 times in one half term</b> | PSO to contact home home arrange meeting in school (must be within 24 hours) with contact AND pupil to discuss any barriers and interventions to be put in place. (PSO log CPOMS)   |
| <b>Late 6 times in one half term</b> | Late letter 2 sent<br>PSO to contact home, explain legal requirements of parents .<br>Explain that to ensure pupils are being taught the legal requirement of 25 hours per week, we may need to alter their school day permanently.<br><br>PSO to reiterate this to pupil<br>( PSO log CPOMS) |
| <b>Late 7 times in one half term</b> | PSO to contact home, meeting with contact / PSO/ JLX to be arranged within 24 hours.<br><br>Punctuality contract to be drawn up, signed by all concerned.<br>Must include parents/ contact bringing pupil to school.<br>FPN discussed<br>( PSO log CPOMS)                                     |
| <b>Late 8 times in one half term</b> | PSO to set up meeting with parent/ contact/ pupil/ JLX/ PSO / HS.<br>Dual registration with another school discussed<br>FPN processed.<br>( PSO log CPOMS)  |

Appendix 2-

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### Attendance Responsibility and Actions

| Attendance %                                  | <88%  | 88-93%  | 93-96%   | 97%>   |
|---|---|---|--|--|
| <b>Responsibility</b>                         | Attendance Officer  | Progress leader/ Pastoral Support officer   | Form teacher   | Pupil responsibility   |
| <b>Actions</b>                                | <ul style="list-style-type: none"> <li>When a pupil arrives in this group, immediately invite parents in for a RISK meeting. Discuss possible barriers to coming in to school and how these can be addressed. Liaise with PSO.</li> <li>Weekly email to PSO/HoY/FT/SLT to explain the actions taken in the week previous, for each year group, for all PA students.</li> <li>Send traffic light sheets to FT/display technicians weekly.</li> <li>Track pupils in the attendance intervention spreadsheet.</li> </ul> | <ul style="list-style-type: none"> <li>When pupils arrive in this group immediately send concern letter home.</li> <li>If there is no improvement after two weeks, medical letter must be sent home.</li> <li>At this point no I/M is to be recorded unless medical evidence is seen.</li> <li>Ensure FT's know form attendance and year attendance.</li> <li>Plan and deliver attendance assemblies (each half term) . Give out rewards for 95&gt; attendance.</li> <li>Reward improved attendance in this group (vouchers etc)</li> <li>see all &lt;90% students after assembly explain consequence of non improvement of attendance, weekly)</li> <li>Track data on traffic light spread sheet, the pupils in this group.</li> </ul> | <ul style="list-style-type: none"> <li>Display weekly data received from HoY. Pupils use this to fill in the attendance section in their planner.</li> <li>Monitor (weekly FT timetable) 93-96% attendees.</li> <li>Reward improved attendance in this group (Chocolate vouchers etc)</li> </ul> | <ul style="list-style-type: none"> <li>Pupils responsible for own attendance level.</li> <li>Fill in the attendance section in their planner. planner section</li> <li>Receive rewards (voucher draw).</li> <li>Stickers in planners congratulating pupils on outstanding attendance.</li> </ul> |
| <b>Action if no improvement in attendance</b> | <p>After 14 missed, unauthorised sessions FPN to be initiated.</p> <p>If Attendance falls further court action to be initiated.</p>   | <p>&lt;93% Stickers in planner requiring parental signature explaining negative effect attendance in this group has on progress in school</p> <p>&lt;93% letter home if no improvement after 1 week.</p> <p>If no improvement invite parents in-start file with AO- Evidence for FPN.</p>   | <p>93-96% stickers in planner requiring parental signature explaining negative effect attendance in this group has on progress in school</p> <p>93-96% letter home if no improvement</p> <p>If no improvement pupil moves automatically into HoY group.</p>                                      |  |

Appendix 3-

JLX: Sep 2021

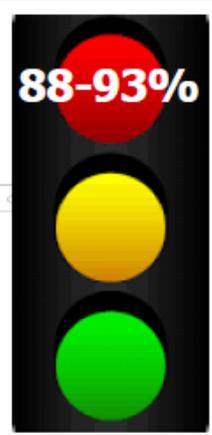
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## Your attendance is below 93%

This means you are missing learning that will almost be impossible for you to catch up. We understand sometimes you may be ill, but this much time off will hinder your school progress. As a school we aim for 97%.

Parent/Guardian signature \_\_\_\_\_

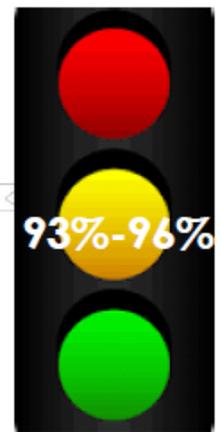


## **Let's get your attendance over 97%!**

## Your attendance is 93%-96%

This means you are missing learning that will impact on you achieving your best. As a school we aim for 97%.

Parent/Guardian signature \_\_\_\_\_



## **Keep going for the 97%+ target!**

Name:

Attendance: **97-100 %**

Form Teacher Initials:

**Your name will be in the assembly draw.**

**Well Done & Keep it up!**

