

St Patrick's RC High School



Attendance and Punctuality Policy

Committee: Pupil Welfare
Review Date: Spring 2021 - 2022
Date of Next Review: Spring 2022 - 2023
Reviewed by: Mr M Connelly
Not statutory

Signed: (Headteacher)

ST PATRICK'S RC HIGH SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

School Mission Statement

“Our outstanding school community is guided by the gospel values, of love, forgiveness, reconciliation, justice, integrity, humility and truth, faith and worship are lived, taught and celebrated. We recognise the importance of service to others and the opportunity to be witnesses to Christ in our community

All are unique and strive for personal growth. We celebrate the pursuit of academic excellence, applaud ambition and value the achievements of all our pupils are expected to achieve their best and use their learning to make a difference in the world they live in.”

School British Values Statement

St Patrick's teachers uphold public trust in the profession and maintain high standards of ethics and behaviour. Teachers do this by not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Aims and Rationale

St Patrick's is committed to a positive policy of encouraging pupils to attend school regularly. The school will work in partnership with parents/carers, the Local Authority Education Welfare Officer and other relevant services to secure this aim.

Every child has a right to access the education to which he/she is entitled. Parents\carers and school staff share the responsibility for ensuring that educational opportunities are maximised by encouraging good attendance and punctuality to enable pupils to reach their full potential.

The school will encourage and value high attendance and punctuality rates. The school will recognise the external factors which influence pupil attendance and punctuality and will work in partnership with parents/carers, the Education Welfare Officer and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance and punctuality by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance and punctuality in accordance with legal requirements.

The purpose of this policy is to ensure that there is an efficient system, known to all for ensuring that pupils who should be attending the school have registered twice daily and during lessons, or a reason for non-attendance of pupils is known to the school.

St Patrick's RC High School aims to encourage high levels of attendance and punctuality for all pupils so they can become the best version of themselves by adopting the following strategies:

- maintaining a high profile for attendance and punctuality
- reducing levels of absence in line with national standards by reviewing the absence target annually
- raising attendance awareness by regular publication
- providing clear guidelines for staff on the registration process and the accurate and full use of register codes

- addressing attendance and punctuality related matters in the induction programme for new staff
- informing parents of their legal responsibilities regarding attendance and punctuality
- ensuring that clear information is regularly communicated to parents/carers, governors and staff via:
 - the school website
 - Year 6 information packs
 - school prospectus
 - students' planners
 - home-school agreement
 - regular newsletter items
 - guidance and advice in the staff handbook
 - governors' meetings
- raising awareness of attendance and punctuality issues at parents' evenings and new intake meetings
- promoting effective and consistent communication between home and school
- actively discouraging parents from taking holidays in term time
- dealing with all unauthorised absences
- maintaining clear procedures for recording lateness
- rewarding good attendance and punctuality
- promoting an effective partnership with the Locality Team
- applying the whole school attendance and punctuality policy consistently
- keeping accurate records

Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and responsibilities

Pupils

Every child of compulsory school age is entitled to receive full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Pupils should:

- attend regularly unless they are too ill or have an absence approved in advance
- attend for registration on or before 8.25am each morning and at 1.00pm each afternoon
- inform form tutors of any known authorised absence in advance

- provide an appointment card or explanatory note for medical appointments
- sign in and out at the main office when leaving or returning to school during the school day

Parents/Carers

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance. Parents/carers can be prosecuted and, or fined, up to £2,500 if they fail to ensure that their child attends school regularly. The Locality Team can help parents meet the statutory obligations on school attendance.

Parents should:

- ensure that their child arrives to school on or before 8.25am each day
- notify school by telephone on **each day of absence. (Alternatively use the MYED system to report the absence)**
- keep the school informed of the progress of their child's recovery
- inform the school of medical/circumstantial changes which may affect their child's attendance
- make medical appointments outside school hours where possible
- make holiday arrangements outside term time (due to new legislation, no holidays will be authorised during the school term).
- Apply for performance licences for their child only after permission has been sought from the Headteacher

The Governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Lead Governor responsible for monitoring school attendance is the Chair of Governors.

The Governing Board will:

- approve the policy and any proposed changes
- include the policy review in the Governors' Pupil Welfare Committee's Terms of Reference
- consider reports from the Headteacher
- review working policy in light of the Headteacher's reports
- approve attendance targets set by the Headteacher
- ensure that the policy is promoted and implemented throughout the school and is known by staff and parents

The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors directly or via the Senior Assistant Headteacher; Mr M Connelly or Deputy Headteacher: Mr A Campbell
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

- Setting attendance targets as part of the development plan and target setting processes
- monitor progress
- Determining whether to authorise any absence which has taken place for which no request was made taking account of the pupil's:
 - attendance record
 - attainment
 - age
 - ability to catch up on missed work
 - views of Heads of Year and subject teachers
 - examination schedules
 - the time of year
 - nature of absence
 - extenuating/emergency circumstances

The Deputy Headteacher/Senior Assistant Headteacher

The Deputy Headteacher and Senior Assistant Headteacher will:

- oversee attendance and punctuality arrangements
- ensure that strategies are in place to promote the policy throughout the school
- keep the Headteacher informed on the progress of the policy implementation
- advise the Headteacher on any strategies that could be initiated or improved
- liaise with LA when they wish to exercise their powers to enforce truants to return to school
- provide a termly report with statistics to the Governing Board, via the Governors Pupil Welfare Committee meeting.
- regularly put attendance and punctuality on the agenda of Pastoral Meetings
- arrange appropriate training for staff

The Attendance Officer

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher/Deputy Headteacher and Senior Assistant Headteacher
- Works with education welfare officers to tackle persistent absence. Liaise with the Education Welfare Officer on a regular basis in order to discuss students who have not responded to the school's strategies and when necessary to make referrals
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices
- oversee attendance and punctuality day-to-day arrangements
- work with the Pupil Services and Office Team to ensure the efficient running of the system
- deal with issues of inadequate registering
- keep the Deputy Headteacher/Senior Assistant Headteacher informed on the progress of the policy implementation

- advise the Deputy Headteacher/Senior Assistant Headteacher on any strategies that could be initiated or improved
- Identifies pupils who are safeguarding concern due to no notification of absence and communicates this to the DSL and members of the leadership team
- Co-ordinates the response of the “Missing pupil team” to search for a pupil who has not arrived at lesson

Heads of Year

Heads of Year will:

- monitor year attendance on a daily basis, setting pupil targets for improvement as appropriate
- track and monitor attendance level and its relation to performance of:
 - individual pupils
 - pupils with Special Educational Needs and Disabilities
 - Looked-After and previously Looked After Children
 - vulnerable pupils who have Social Worker involvement or who are on the cusp of having social care involvement
 - pupils eligible for Pupil Premium and Pupil Premium Plus Funding
 - free School Meals, English as an additional Language
 - Form Groups
- investigate patterns of absenteeism and communicate to all stakeholders to ensure issues are being effectively addressed
- ensure that contact is made with parents/carers of poor attenders, supporting the Pupil Services Team, where appropriate in dealing with parents directly
- follow up external/internal truancy with appropriate intervention/sanctions
- meet with parents to explore avenues of support to help improve attendance of persistent absentees
- report regularly to the Senior Assistant Headteacher on the effectiveness of systems and strategies in place
- review the efficiency of staff registering
- report inadequate registering to the Senior Assistant Headteacher
- scrutinise attendance and punctuality data on a daily basis
- interrogate attendance data to identify the profile of attendance within the school
- consider the impact of absence on pupils’ progress
- inform the Senior Assistant Headteacher and staff of any underlying problems which might account for absences
- pro-actively support and develop strategies for improving attendance and punctuality
- promote good attendance and punctuality through assemblies, commendations, rewards, etc.

Form Tutors

The Form Tutors are responsible for the accurate recording of attendance on a daily basis, using the correct codes from SIMS. This is completed at the start of form period 8.30am

Form tutors will:

- provide a good example by always being punctual to registration
- ensure that pupils are registered accurately and on time
- ensure pupils provide absence note for the Attendance Officer for scrutiny
- keep the Head of Year informed of suspected truancy
- keep the Head of Year informed of any possible underlying problems which might account for absences or poor punctuality

- use form time to discuss attendance and punctuality issues, setting and monitoring targets with pupils as appropriate
- offer praise to individual students whose attendance and/or punctuality improves
- pro-actively support strategies in place to encourage good attendance
- discuss attendance and punctuality issues with parents/carers and pupils at parents' evenings
- monitor lates to Form

Classroom teachers

Classroom Teachers will:

- record the attendance of pupils at start of lessons
- report pupils who are absent without notification to the pupil services office immediately
- provide relevant work for students who have been detected internally truanting to do in detention
- ensure that registration of lessons is conducted in the first 5mins of the lesson and to report any missing pupils who have been previously marked as present to the Internal "Missing pupil team"
- report to pupil services any pupils recorded on the register as being absent, however they are present in lesson

Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every 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 codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.25am on each school day.

The register for the first session will be taken at 8.30am, and register for the second session will be taken at 1.00pm

PROCEDURES

Registration

AM registration is undertaken by Form Tutors at 8.30am and by Class Teachers at 1.00pm each day. Registers should be marked promptly at these times.

First day of Absence

Telephone calls will be made by the Attendance Officer to the parents/carers of all pupils who are absent. Reasons for absence will then be entered on to SIMS and relevant staff advised of the outcome of enquiries.

All absences will be monitored. The Attendance Officer will send an advisory letter and make a telephone call to parents/carers of any pupil whose absences become a cause for concern and liaise with Heads of Year, Senior Assistant Headteacher and the Education Welfare Officer about any actions that need to be taken.

Intervention procedures will be followed (see below). Escalation of intervention will be dependent on:

- Extenuating circumstances
- Patterns of absence
- Attendance history
- Changes in medical needs or home circumstances

The Attendance Officer will initiate/escalate intervention procedures in consultation with Heads of House and the Assistant Headteacher.

Absence - Escalation of Intervention

Stage	Action	Person involved	EDUCATION WELFARE OFFICER may become involved at any stage if requested.
C1	Letter sent to parent by the Attendance Officer informing them attendance is a cause for concern	Attendance Officer	
Stage 2	Attendance Officer conducts a phone appointment meeting with parent	Attendance Officer	
Stage 3	Head of Year meets with parent and pupil	Head of Year	
Pre Panel Meeting	Senior Assistant Headteacher/ Pastoral Director meets with parent and pupil	Assistant Headteacher	
Attendance Panel	Meeting with Headteacher, Deputy Head teacher, Senior Assistant Headteacher, Education Welfare Officer and representatives from other	Headteacher Deputy Headteacher Senior Assistant Headteacher	

	relevant agencies if appropriate (School Nurse, Police Community School Officer)	Education Welfare Officer Attendance Officer	
Fast Track	Action with the Local Authority/Court action Parents to be given documentation at the Attendance Panel of the Fast Track process/implications	.	
Penalty Notice – can be actioned at any stage.			

Truancy

In cases where it has been established that pupils have truanted from school, parents/carers will be contacted by telephone and may be invited into school to meet with Head of Year to investigate possible reasons for a pupil not wishing to attend school. Unauthorised absence will be entered on the pupil's attendance record and Pupil Services should be notified so that details can be entered on the behaviour log.

Emotionally Based School Avoidance

Emotional Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school. A range of agencies in Salford including Educational Psychology, Education Welfare Services, Child and Adolescent Mental Health Services and Early Help have developed a multi agency graduated approach for young people experiencing or at risk of EBSA.

Truancy from lessons

Classroom Teachers will notify the main office who will contact parents by telephone. In cases where this has not been possible the school will send written notification. If the pupil has not participated in any lessons the register will be amended to show an unauthorised absence.

Pre and Post School Holiday Scrutiny

Absences, before and after school holidays and on the day of any Reward Trip will be scrutinised closely and remain unauthorised unless evidence is provided.

Punctuality

Should a pupil arrive after the start of registration, he/she will be marked as late for that session. Pupils who arrive after close of registration will get a 'U' code which is an unauthorised absence.

Pupils who arrive at school during registration should not be admitted to class until they have signed in at reception. This is important for health and safety reasons.

It is important to note that underlying problems contributing to poor punctuality should be taken into account and an Early Help Assessment referral may be deemed appropriate at any stage of the punctuality intervention.

Punctuality- Escalation of Intervention

Late	Initial Response	Person(s) Responsible	Appt with
If pupil arrives late to school	- a 30 minute lunch time detention will be issued to take place that day. - Lunchtime detention. Failure to attend a lunch time detention will result in a 45 minute detention the next day - Appropriate late mark in the register.	Attendance Clerk Heads of Year	
More than 2 lates in one week	- Pastoral Detention Monday after school for 1 hour	Head of Year	
5 unauthorised lates in a half-term	- L1 Letter/Text message sent to parent by the Attendance Officer informing them punctuality is a cause for concern	Attendance Officer	
8 unauthorised lates in a half-term	- L2 Letter, Attendance Officer meets with parent and pupil	Head of Year Attendance Officer	Attendance Officer
10 unauthorised lates in a school year	- L3 Letter, Head of Year meet with parent and pupil Consideration will be made to apply to the Authority to request a Penalty Notice Warning on 10 unauthorised absences.	Head of Year Education Welfare Officer	Head of Year
Continued concern	- Senior Leadership Team to consider Panel Meeting - Consideration will be made to apply to the Authority to request a Penalty Notice Warning on 10 unauthorised absences.	Senior Leadership Team Head of Year Attendance Officer - Education Welfare Officer	Senior Leaders Education Welfare Officer Attendance Officer

L Code and U Code – Punctuality

The late L code will be used when a pupil arrives late to school, before the close of the morning session.

The U code will be used when a pupil arrives late to school, after the close of the morning session.

Once a pupil has 10 sessions (5 school days) of U codes, at any time in the school year, consideration will be made to apply for a Penalty Notice Warning Notice, through the LA.

Attendance/Punctuality Data

Form teachers will receive attendance and punctuality information weekly and in advance of parents' evenings to enable discussion of concerns.

The Attendance Officer will contact parents daily and monitor attendance data to identify particular individuals and cohorts whose attendance/punctuality causes concern.

Heads of Year will be responsible for analysing this data and its correlation to attainment and will provide feedback on action taken to address attendance and punctuality issues for individuals, tutor groups and specific cohorts to relevant staff.

As part of this process Attendance Spreadsheets will be maintained by Head of Year, Attendance Officer and the Senior Leadership Team. The Attendance Officer and Head of Year will review these weekly and the Senior Leadership Team fortnightly during Head of House meetings.

As part of this process, a PAs (Persistent Absentees) or potential PAs will be identified weekly; by the Attendance Officer and Education Welfare Officer. The Senior Leadership Team will review fortnightly during the Head of Year meetings. All appropriate escalation of interventions will be put in place and recorded

As part of this process "Lates" will be monitored daily by the Form Tutor/Head of Year /Pupil Services in line with the Punctuality Escalation of Intervention protocols.

As part of this process PL (Persistent Lates) tracking sheets will be maintained by the Senior Leadership Team and reviewed fortnightly during Head of Year meetings, according to the Punctuality Escalation of Intervention protocols.

Heads of Year / Attendance Officer and the Senior Leadership Team will ensure SIMs (School Information Management System) and Attendance and Punctuality spreadsheets are kept up to date with action taken/strategies used recorded to improve levels of attendance/punctuality in readiness for Inspections.

Reintegration

A procedure for re-integration to school after a period of absence, including exclusion is arranged by the Head of Year in consultation with Heads of Department and the Assistant Headteacher. This should include risk assessments where appropriate dependent on the nature of the absence.

Rewards

The school will promote good attendance and punctuality in a range of ways which include commendations, letters home, texts, reward trips, prizes and reward points.

- 100% Attendance is celebrated every term with certificates and prizes
- Reward points are given for students with 100% attendance and punctuality
- Forms achieving 100% in any week will be given a reward
- Pupils with 100% punctuality in a prize draw for a £10 voucher each term
- Pupils with 100% Attendance at the end of the year will receive a reward
- Attendance will be taken into account for Reward Trips and Prom

Sanctions

The school will use a range of sanctions to encourage improvement in attendance and punctuality which include; break/lunch/after-school detentions, meetings with parents and letters home.

Dependent on year group and/or extenuating circumstances pupils may be excluded from reward trips or the school prom.

Record Keeping

The school main office will keep an Admissions Register (Roll Book) which will be updated not less than once in a twelve-month period either hard-copy or saved to a pen drive. The school will also take electronic attendance registers at the beginning of the morning and during the afternoon sessions in addition to registers of pupils' attendance at lessons. Hard copies of the registers will be printed and bound not less than once month and will be kept for a minimum period of three years.

Absence notes will be placed in students' files. Absences unaccounted for will also be followed up by telephone or letter.

Evaluation and Review

This policy will be reviewed annually by the Senior Assistant Headteacher and formally reviewed by the Governors' Pupil Welfare Committee meeting after attendance targets have been agreed by the Full Governing Board.

For attendance during COVID. Please consult our COVID ADDENDUM ATTENDANCE POLICY

Appendix 1: attendance codes

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered

J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not

		approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day