



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# Attendance Policy

2018 - 2019

<b>Person responsible for Policy:</b>	Assistant Headteacher (PDBW)/Senior Leadership Team
<b>Committee responsible for Policy:</b>	Finance, HR & Premises
<b>Date To Governors:</b>	October 2018
<b>Date Agreed:</b>	September 2018
<b>Review Due:</b>	September 2019 and annually thereafter
<b>Is this Policy to appear on school website:</b>	Yes

# Attendance Policy

## Attendance Mission Statement

School's intention is to enable all students to take full advantage of the educational opportunities available to them at St Cuthbert's Catholic High School. School aims to encourage students to achieve excellent levels of Attendance and Punctuality.

## Rights and Responsibilities

**School:** School expects students to attend school regularly, to arrive on time, and in a fit condition to learn.

School will work closely with Parents/Carers, if attendance/punctuality become a cause for concern.

**Students:** Students should ensure that they attend school regularly and on time. Students should be punctual to all lessons.

**Parents:** Parents are responsible for ensuring that their child attends school regularly, is on time, and appropriately dressed and equipped for school to learn.

- Students attend Registration in a designated form room with a designated form tutor, at 8:30am and 1:35pm each day.
- If a student arrives late to registration the form tutor will give the student a late mark and fills in the electronic register accordingly.
- If a student is late after registration (including medical appointments) they are required to sign in at the Student Services office on arrival in school.
- Any student who is late after registration without notification from parents/carers will be given an automatic 30 minute detention after school that evening.
- If a student is persistently late after the register closes, this may result in the student being recorded as a 'U' code on the register which will have a negative effect on the student's attendance percentage.
- If a student is late on a number of occasions this may result in the student being placed on an 'Attendance and Punctuality' card so that this can be monitored. If there is not a significant improvement parents will be informed of detentions the student will have to complete in order to make up time missed.
- Parents/Carers should phone school on the first day of absence or send in a note on the first day back giving an explanation of their child's absences.

- School operate a first day response system, the Attendance team will either contact parents by phone, text or E-mail and record messages in registers and on the Attendance team's own records.
- Attendance Officer is also responsible for monitoring any students educated off site.
- Alternative Provisions are using secure emailing to inform school about student Attendance.
- Targeted students such as PA students who are not in school will be visited by either: Attendance Officer, Education Welfare Officer, or School Behaviour/Attendance Mentor.
- School has a clear Policy on the criteria for authorising or un-authorising absences, this is the responsibility of the Attendance Team in consultation with the Headteacher.
- Absences from school will be authorised for the following reasons:
  - Sickness
  - Unavoidable medical/dental appointments
  - Days of religious observance
  - Exceptional family circumstances, such as bereavement
  - Student's transport to and from school is affected and school is not within walking distance.
- Absence from school that will **NOT** be authorised are:
  - Shopping
  - Birthdays
  - Looking after siblings or unwell parents
  - Minding the house/waiting in for deliveries or workmen
  - Holidays without prior authorisation
- Any student caught truanting from school or missing from lessons will make the time up with detentions. Parents will be notified firstly by a phone call and then by a follow up letter sent via the school app. Students will then be monitored closely by Attendance Team and the Pastoral Team.
- Parents will be contacted by letter/school app giving dates their child was absent from school asking them to explain these absences, failure to respond will leave their child with an unauthorised mark.
- Holidays will not be authorised in term time except in exceptional circumstances in accordance with DfE guidelines which schools are bound to follow. Where children miss out on education without permission, the Local Authority is required by law to take appropriate action. Parents must complete a Request for Absence form 2 weeks before the absence with an attached letter explaining why they are taking their child out of school during term time. The Headteacher will then make the final decision.

## Procedures for Dealing with Persistent Absenteeism:

- If a Student is absent for 3 consecutive days and no message has been received then a home visit is done by School Attendance Officer or Safer Schools Officer.
- The School Attendance Officer will send out letters to all Students whose attendance is under 90% every half term
- School will issue Fixed Penalties Notices to Parents/Carers of Students with 20 unauthorised absences. Pre-warning letters are sent when Students reach 10 unauthorised absences within a period of 6 weeks. Fixed Penalties can also be issued for Students who are persistently late and to parents who take their children out of School during term time for holidays without permission from the Headteacher.
- If the student fails to improve his/her attendance and is persistently {or intermittently} absent, then the Attendance Officer will invite parents by letter to attend a meeting to discuss the situation. A member of the Pastoral Team will also be present. Discussions will be made at this meeting depending upon the parents' explanation and parents attending.
- The School Attendance Team will decide to do 1 of 4 things:
  - Parent/carer and student asked to attend an Attendance Panel Meeting
  - Refer Student to Education Welfare Officer who will work with the family
  - Issue parent/carer with a Fixed Penalty Notice
  - Agree to monitor Student for 4 weeks

[Children Missing in Education](#) – guidance document from Dfe dated September 2016

## Strategies for Promoting Attendance:

- School will offer an environment in which students feel valued and welcomed. The School ethos must demonstrate that students feel that their presence in School is important, that they will be missed when they are absent /late and follow up action will be taken.
- A varied and flexible curriculum will be offered to all students .Every effort will be made to ensure that learning tasks are matched to student's needs.
- Attendance data will be regularly collected and analysed in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy/practice.
- Attendance display in school updated every half term.
- Form Tutors given weekly attendance % and monthly official registers to check attendance pattern and set targets.
- Good attendance awards will be presented at the end of each school year.
- Students whose attendance is a cause for concern will be set targets for improvement. The Attendance Team, Pastoral Team and Form Tutor will monitor and review these targets.
- Parents will be reminded regularly via letters and Parents' Evenings of the importance of good attendance.

- Students who are absent through sickness for any extended period of time will, when appropriate have work sent home to them and will be reintegrated back into school upon their return.
- Students who have been absent for whatever reason for an extended period of time will, when appropriate have individually tailored reintegration programmes prepared for them.
- Students returning to school following sickness may be seen by a member of the Pastoral Team for a back-to-school interview.
- The Headteacher will make an annual report to the school's governing body on attendance matters.
- The Pastoral Team, and the Attendance Team will, when appropriate, liaise with other agencies – Educational Psychology Service, Social Services and other agencies – when this may serve to support and assist students who are experiencing attendance difficulties.
- The Attendance Team will have regular meetings with the school's Educational Welfare Officer in order to identify and support those students who are experiencing attendance difficulties.
- Regular visits will be made to feeder primary schools in order to ensure the smoothest possible secondary transfer. Discussions with primary school teachers will seek to identify those students who may require extra support during this process.

**Last reviewed June 2013  
Full Governors Nov 2013**

**Last reviewed Sept 2015  
Full Governors Dec 2015**

**Last reviewed Sept 2016  
Full Governors Dec 2016**

**Last reviewed Sept 2017  
Full Governors Nov 2017**

**Last reviewed Sept 2018  
To presented at Full Governors Oct 2018**