



**St Cuthbert's
Catholic High School**
Live life in all its fullness

Attendance Policy

2020 - 2021

Person responsible for Policy:	Assistant Headteacher (PDBW)/Senior Leadership Team
Committee responsible for Policy:	Pastoral & Personal Development
Date To Governors:	November 2020
Date Agreed:	September 2020
Review Due:	September 2021 and annually thereafter
Is this Policy to appear on school website:	Yes

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

When a Child is Missing Education (CME), St Cuthbert's will follow **Education Welfare's Child Missing Education Policy and Procedures.**

<https://www.sthelens.gov.uk/media/5861/st-helens-la-procedure-for-locating-missing-children-december-2016.pdf>

- There are named CME Officers within the Education Welfare Service. The named CME officers for St. Helens are: **Ann Robinson and Julie Stirrup – 01744 676636**
- There is also a dedicated CME email address for any enquiries relating to Children Missing Education. The email address is: **cme@sthelens.gov.uk**
- State clearly here the measures that will be taken by the school if a child goes missing from the school site during the school day.
- Where a handover protocol is in place this will only be done with a known and approved adult
- Any adult with Parental Responsibility has the right to collect their child from school, unless there is a Contact, Residency or Child Arrangement Order in place, or if there are child protection concerns surrounding a parent or carer. For families with orders in place, we ask parents and carers to inform us of any such instance and provide paper evidence where necessary. **Please not we will not keep original copies of orders but may take photocopies which will be stored securely within the child's individual safeguarding file.**

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.

At this time, as well as our usual procedures we are having to put in extra measures with regards to attendance.

School is populating a spread sheet for each year group with information on each student who is absent due to either testing positive or having to self-isolate. The spreadsheets include:

- Date of absence
- Precise details of the reason for absence
- When they return to school
- Whether or not they are FSM

Students who are absent due to COVID receive an X mark on the register which is inputted by Wendy Wilson our Attendance Officer and monitored by her. This X code ensures the student's attendance is not impacted. An absence sheet is sent to staff and is updated twice a week with a list of pupils who are self-isolating or have tested positive so that they can be contacted regarding Blended Learning.

Contact is then made to home by a designated person for each Year Group to ensure home learning is able to take place and any barriers to learning are removed.

This also gives students and parents support from school even though they cannot attend.

Also, a list is sent through to FSM on a daily basis if needed of students who are self-isolating so that food parcels can be provided to them and their families.

Home visits and welfare calls are still being made to all other absent students to offer support and help to get back into school as quickly as possible.

**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
Full Governors Oct 2018**

**Last reviewed Sept 2019
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