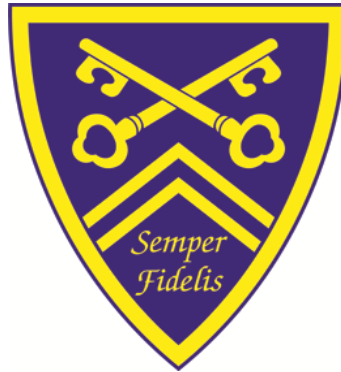




HAGLEY CATHOLIC HIGH SCHOOL



Attendance Policy

Version	1
Date created/updated	24/06/2020
Ratified by	<i>E M Yates</i>
Date ratified	07/07/2020
Date issued	08/07/2020
Policy review date	Autumn 2021
Post holder responsible	Assistant Principal

Semper Fidelis – “Always Faithful”

In Jesus we live learn and serve

Together we are committed to excellent education for all rooted in Gospel values, inspiring a love for life-long learning and following the compassion of Christ.

Hagley Catholic High School aims to ensure learners attend school and will work consistently towards a goal of 100% attendance for all, regardless of circumstance. Regular and punctual attendance is of paramount importance in ensuring that all young people have full access to the curriculum. Valuable learning time is lost when learners are absent or late. Learners should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Staff must be aware that attendance at school is directly linked to student achievement but is also a key safeguarding trigger, which is why they should be vigilant and rigorous in following protocols.

Permitting absence from school without a good reason is an offence by the parent or carer. Under section 7 of the Education Act 1996, parents/carers and carers are responsible for making sure that their children of compulsory school age receive efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

The school will ensure that every student has access to full time education and will act as early as possible to address patterns of absence.

Purpose

The purpose of this policy is:

- to ensure staff and parents/carers/carers are aware of their responsibilities.
- To advise parents/carers/cares on their duty regarding student absence and relevant practices to report absence
- to advise on practices and protocols in place to monitor, track and resolve student absence from school
- to ensure that the monitor and tracking of student absence and its safeguarding significance is clear.

Points of Note

The policy is part of the Safeguarding suite of policies.

The school will inform the Local Authority of any student being deleted from the admission and attendance registers if they:

- Are being educated from home.
- In-year transfer to another school.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

Key Personnel

Attendance Officer: Mrs R King

The SLT link for attendance: Ms N Hackett

The Principal (Mr J Hodgson) is the only person who can authorise leave in 'exceptional circumstances'.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education Act 2011](#)
- [Equality Act 2010](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(as amended\)](#)
- [DfE \(2019\) 'School Attendance'](#)
- [DfE \(2016\) 'Children Missing Education'](#)
- [DfE \(2019\) 'Keeping Children Safe in Education'](#)

Definitions

The school defines 'absence' as either:

- ✓ Arriving at school after the register has closed.
- ✓ Not attending school for any reason

The school defines 'authorised absence' as:

- ✓ An absence for sickness for which the school has granted leave.
- ✓ Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- ✓ Religious or cultural observances for which the school has granted leave.
- ✓ An absence due to a family emergency

The school defines 'unauthorised absence' as:

- ✓ Parents/carers keeping children away from school unnecessarily or without reason
- ✓ Truancy before or during the school day.
- ✓ Absences which have not been properly explained.
- ✓ Arrival at school after the register has closed.
- ✓ Absence due to shopping, looking after other children or birthdays.
- ✓ Absence due to day trips and holidays in term time which have not been agreed.
- ✓ Leaving school for no reason during the day.

Persistent Absence

The DfE have outlined that the level for persistent absence is 10% and therefore a student who has an attendance percentage of 90% or below will be treated in accordance with our persistent absence wave of intervention. We anticipate that a student will have received several interventions before this point. The school can make referrals to the local authority for a penalty notice or legal proceedings to be issued and the school and the Local Authority are committed to working together to raise attendance levels.

A positive system of rewards which focuses on excellent attendance is used to promote attendance at Hagley High School (see Rewards and Praise Policy).

Training of Staff

- ✓ We recognise that early intervention can prevent undesirable behaviour. As such, members of staff will receive training in identifying potentially at-risk students as part of their inductions and annual refresher training.
- ✓ Teachers and support staff will receive training on this policy as part of their new starter induction.
- ✓ Teachers and support staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

Expectations of Students

- ✓ Ensure that their attendance and punctuality is maintained at the highest level.
- ✓ Arrive at school and all of their lessons on time, equipped and ready to learn.
- ✓ In the event of an absence, learners must remind parents/carers to contact the school by telephone on 01562 883193 to confirm the reason for their absence. Sixth Form should email the Sixth Form Administrator on selcock@hagleyrc.worcs.sch.uk.
- ✓ Learners must follow the correct procedure when arriving late to school after the close of registers by signing in on the electronic signing-in system in reception.
- ✓ Any problems with attendance should be discussed with their Form Tutor or Head of Year.
- ✓ Any student with permission to leave the school during the day must sign out at reception and sign back in again on their return.

Expectations of Parents/Carers

- ✓ Notify the school attendance officer by telephone on 01562 883193 if their child is unwell or unable to attend school for any reason as soon as possible on the first day of any absence but by 9am at the latest.

- ✓ Arrange appointments for their child outside normal school sessions and collect their child from school for any appointment that is unavoidable during school time.
- ✓ If appointments are to be taken in school time every effort should be made to ensure a student is in school by 9.30am or before 9.30am or the appointment is after 1pm.
- ✓ Arrange to collect their child from school whenever the child is deemed unfit to remain during the school day.
- ✓ Will keep requests to remove their child from school during term time to a minimum as the Principal can only authorise leave of absence in exceptional circumstances and if the leave request is granted, the Principal will determine the length of time that the learner can be away from school. However, leave is unlikely to be granted for the purposes of a family holiday.
- ✓ Parents/carers must provide accurate and up-to-date contact details.
- ✓ Parents/carers are responsible for updating the school if the details change.
- ✓ Parents/carers must provide the school with more than one emergency contact number.

Daily Absence Procedures

- ✓ Attendance will be checked by 9.30am and same day contact will be made by the Attendance Officer if the student appears to be absent.
- ✓ All AM registers are to be chased and closed by 9.30am.
- ✓ All PM registers are to be chased and closed by 13.20pm.
- ✓ Absence alerts will be sent to all parents/carers of absent children by 10.00am. This will be in the form of Class Charts announcements/Website Application/Email.
- ✓ From 8am the Attendance Officer is to review absence voicemail and clear all calls.
- ✓ A second day phone call will be made to any child absent where no reason has been provided.
- ✓ If a child is absent for a third consecutive day without notification from home or the school being able to establish contact, then the Attendance Officer will refer their concerns to the safeguarding team but continue to try to establish contact in conjunction with the safeguarding team.

Note: The Office Junior or the Attendance Officer will physically chase up non-closure of AM and PM registers by 9.30/13.20 in the first instance. Where members of staff persistently fail to complete registers then the SLT Link for Attendance/DSL/Deputy DSLs will be informed.

Role of Form Tutors

- ✓ Form Tutors have the responsibility of registering students' attendance at the beginning of the morning session and must close registers within the first 10 minutes of the start of the school day.

- ✓ Absence notes from parents/carers will be checked by Form Tutors for their authenticity and will be passed to the Attendance Officer for filing/action.
- ✓ Form Tutors should liaise with the Head of Year where they have concerns about students who are persistently late for registration or where an absence pattern may be emerging.
- ✓ Monitor and apply intervention (one to one meetings/target setting) for 3 students per half term with attendance concerns at Wave 1. These will centre mostly on students who have broken weeks and fall into the threshold of 93-96% attendance (see Appendix 1).
- ✓ Form tutors must record any attendance intervention in Sims by accessing a student's personal Sims profile, clicking on behaviour management, then initiatives and recording the intervention here.

Role of Heads of Year

- ✓ Heads of Year will be informed where members of their pastoral year team are repeatedly failing to take registers within the first 10 minutes of the day.
- ✓ Responsible for liaising with the Attendance Officer to identify attendance problems and patterns.
- ✓ Responsible for discussing with Form Tutors problems relating to student attendance and intervention to date.
- ✓ The school will ensure that every student has access to full time education and will act as early as possible to address patterns of absence. A list of key students who are vulnerable to poor attendance will be created and monitored by PLT. This will ensure that teaching staff have an awareness of any potential issues.
- ✓ Will undertake proactive intervention with a targeted group of students (maximum 10) each half term that require Wave 2 intervention and meet the threshold between 90-93% (see Appendix 1).
- ✓ Heads of Year must record any attendance intervention in Sims by accessing a student's personal Sims profile, clicking on behaviour management, then initiatives and recording the intervention here.

Expectations of Teaching Staff

- ✓ Registers should be taken by staff within 10 minutes of the lesson starting (periods 1 - 4 inclusive). Students who are absent where they have been previously present (i.e. absent for p3 there they were present for p2) should be immediately reported to the office. The office will then inform the on call SLT, who will search for the student. Appropriate action to be taken with regard internal truancy. (See behaviour policy)
- ✓ To provide work for students to complete in their sanction, where they have been identified as truanting.
- ✓ The designated staff members will take the attendance register at the start of each school day and at the start of each subsequent lesson. This register will record whether students are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

✓ The school will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:

Attendance Codes	
/	Present in the morning
\	Present in the afternoon
L	Late arrival before the register has closed
C	Authorised absence
E	Excluded but no alternative provision made
H	Authorised holiday
I	Illness
M	Medical or dental appointments
R	Religious observance
B	Off-site educational activity
G	Unauthorised holiday
O	Unauthorised absence
U	Arrived after registration closed
N	Reason not yet provided
X	Not required to be in school
S	Study leave
T	Gypsy, Roma and Traveller absence
W	Work experience
V	Educational visit or trip
P	Participating in a supervised sporting activity
J	At an interview with prospective employers or another educational establishment
D	Dual registered – at another educational establishment
Y	Exceptional circumstances
Z	Student not on admission register

Lateness

- ✓ Punctuality is of the utmost importance and parents/cares and students have a responsibility to ensure they are in school and on time each day. Lateness to school disrupts the smooth running of the school day and has a very negative impact on teaching and learning for all students.
- ✓ The school day starts at 9:00am and students should be in their form room at this time.
- ✓ Lateness, without a valid reason, which is at the discretion of the school, will be sanctioned.
- ✓ Students who are unavoidably late due to problems with public or school transport may well not be marked late and this is always at the discretion of the school.
- ✓ The school register closes at 9.45am and any students late to school after this time will be marked as absent for that school session (Code 'U') unless the previous point applies.

Truancy

- ✓ Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence. This includes inappropriate parentally condoned absence, excessive holidays in term time and persistent late arrival at school.
- ✓ Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the Head of Year/SLT will be notified and they will contact the child's parents/carers, in order to assess the reasons behind the child not attending school.
- ✓ The following procedures will be taken in the event of a truancy:
- ✓ Any student who truants from school will make up the hours lost in detention.
- ✓ Any student who truants within the parameters of the school day by deliberately missing or avoiding lessons/in-school events will be sanctioned, and all lost time will be made up in detention.
- ✓ In the event of condoned truancy, a letter will be sent to the parents/carers of the student, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- ✓ If any further truancy occurs, the school will liaise with the local authority and consider issuing a penalty notice. This may be issued where there is overt truancy.

Missing Children

Students in Years 7 to 11 are not permitted to leave the school premises during the school day unless they have permission from the Principal. The following procedures will be taken in the event of a student going missing during the school day:

- ✓ The member of staff who has noticed the missing student will inform the Attendance Officer immediately.
- ✓ The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- ✓ A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by SLT.
- ✓ The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The Hub
 - Any outbuildings
 - The school grounds
- ✓ Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- ✓ If the student has not been found within 60 minutes, then the parents/carers of the student will be notified.
- ✓ The school will attempt to contact parents/carers using the emergency contacts provided.
- ✓ If the parents/carers have had no contact from the student, and the list has been exhausted, then the police will be contacted.
- ✓ The missing student's teacher will fill in an incident form, describing all circumstances leading up to the student going missing.
- ✓ If the missing student has an allocated social worker, is a Looked After Child, or has SEND, then the appropriate personnel will be informed.
- ✓ When the student has been located, a designated member of staff will care for and talk to the student to ensure they are safe and well.
- ✓ The Principal will take the appropriate action to ensure the student understands they must not leave the premises, and sanctions will be issued if deemed necessary.
- ✓ Parents/carers and any other agencies will be informed immediately when the student has been located.
- ✓ The SLT will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- ✓ Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.
- ✓ Prolonged periods of unauthorised absence without contact will be handled in accordance with our Persistent Absence procedure, statutory guidance and the local authority.

- ✓ Pastoral Leadership Team will be involved in any review or amendment to current practice, based upon case studies.

Term-Time Leave

- ✓ Our aim is to prepare students for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- ✓ Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
- ✓ Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account.
- ✓ Requests for leave will not be granted in the following circumstances:
- ✓ During Year 7 when a student is settling into the school, unless exceptional circumstances apply, e.g. the death of a family member.
- ✓ Immediately before and during assessment periods.
- ✓ Any request for holiday during term time.
- ✓ When a student's attendance record shows any unauthorised absence.
- ✓ Where a student's authorised absence record is already above **10%** for any reason.
- ✓ If term time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions such as a penalty notice.

Religious Observances

- ✓ The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- ✓ Parents/carers must inform the school at least 7 days in advance if absences are required for days of religious observance.
- ✓ The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the student's parents/carers belong.
- ✓ Any authorised absence for religious observance will be recorded using the 'R' code and will be approved by the Principal.

Appointments

- ✓ As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- ✓ Where this is not possible, a note and appointment card should be presented to the school.

- ✓ If the appointment requires the student to leave during the school day, the student must be signed out by a parent/carer.
- ✓ Students must attend school before and after the appointment wherever possible.
- ✓ If appointments have to be during school time every effort should be made for the student to be in school by 9:30am or leave school for an appointment after 1pm.

Young Carers

- ✓ The school understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at the school.
- ✓ The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

Exceptional Circumstances

- ✓ When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register. Exceptional circumstances include when a student is unable to attend because:
 - ✓ Transport provided by the school or LA is not available and the student's home is not within walking distance.
 - ✓ There has been widespread disruption to travel services which has prevented the student from attending.
 - ✓ The student is in custody and will be detained for less than four months.
 - ✓ Where severe weather, or disruption to school (e.g: partial closure of one of the school blocks), impacts on the ability of a student or group of students to attend.
- ✓ The use of the 'Y' code is collected in the school census for statistical purposes.

Rewards

- ✓ Good attendance and punctuality will be rewarded in the following ways:
 - ✓ Postcards home
 - ✓ Positive attendance raffles
 - ✓ House points
- ✓ School trips and events are a privilege. Where attendance drops below 90 percent, these privileges may be taken away.
- ✓ Attendance at the Year 11 prom requires 95% in Year 11.
- ✓ Monitoring and Review
 - ✓ The school monitors attendance and punctuality throughout the year.

- ✓ The school's attendance target is 96% each year.
- ✓ Details of our historical absence levels can be found on our website.
- ✓ This policy will be reviewed annually by the Principal, the relevant SLT and the Attendance Officer.
- ✓ Any changes made to the policy will be communicated to all stakeholders.
- ✓ The next scheduled review date for this policy is Autumn 2021.

Appendix 1: Summary of Intervention Waves

Wave	Lead	Attendance Percentage (2 marks are taken each day – AM and PM)
1	Form Tutor	93 - 96% = Room for Improvement
2	Head of Year	90 - 93% = Attendance Watch
3	Attendance Officer	Below 90% = Serious Cause for Concern/Persistent Absence

Appendix 2: Protocol for Waves of Intervention

<p>Wave 1: 93 - 96% Form Tutor</p> <ol style="list-style-type: none"> The Attendance Officer issues data to HOY. They will then allocate the FT 3 students who fall into the 93 - 96% cohort. The FT is responsible for intervention at this stage. This intervention will be an ongoing and a standard part of the Form Tutor role. This will include communication with home. There will be an automated letter (AL1). Depending on the student and their needs, the FT may carry out mentoring during assembly time. As students move out of the group, the HOY may then allocate the FT further students to monitor. <p>If student attendance improves then the tutor will correspond with home, congratulating the student and their improvement. HOY will share successes during year team briefings. If attendance declines, then the student will move to the next wave of intervention.</p>
<p>Wave 2: 90 - 93% HOY - Attendance Watch</p> <p>The HOY will be responsible for managing and monitoring attendance related intervention for a maximum of 10 students per half term as identified from the information provided by the Attendance Officer. The group will be chosen in accordance with absence patterns (a slow decline or levels of absence hovering around this percentage for a significant amount of time).</p> <ol style="list-style-type: none"> HOY to have an initial meeting with student and prepare an intervention plan (see Appendix 1). AL2 to be sent out to parents/carers, outlining the agreed plan. HOY to ensure the agreed plan is uploaded on SIMS linked documents. HOY to monitor for 2 weeks. <p>If attendance improves, the HOY is to communicate this with home (via praise postcard).</p> <p>If attendance declines, the HOY will arrange a meeting with parents/carers where the Attendance Intervention Plan will be updated with time bound actions. Further intervention will be dependent upon the issues raised at the meeting and may require other professional intervention. This will be uploaded on the linked document section of MIS. Where students move from this group, other students may be identified and assigned. This group will be on an official 'Attendance Watch' and any issues preventing an improvement in attendance will be reported to the SLT Lead/DSL.</p>
<p>Wave 3: - 90% Attendance Officer</p> <ol style="list-style-type: none"> Attendance Officer to analyse data and identify target group of students. Attendance Officer to add names to the spreadsheet and log any interventions so far. Attendance Officer to prioritise the cross referencing against the Vulnerable Student list. Create User Defined group in SIMS. Prepare names for half termly S.A.R.M (Student Attendance Review Meeting). AL3 (notification of a S.A.R.M meeting) to be sent to parents/carers. It is expected that the HOY and relevant SLT representative will attend the meeting.

Appendix 3 - AL1: Form Tutor Letter

Dear Parents/Carers

Supporting your child to achieve their potential, in a faith filled environment, is our priority at Hagley. As you are undoubtedly aware, good attendance (where 'good' is 96% and above) is the first step to academic achievement; if students are not here, learning opportunities are missed.

It has been brought to my attention as your child's form tutor that their attendance has dropped below the school (and national) target of 96%.

As a result of this, I will be closely monitoring the attendance of your child for the next <<X>> weeks; where necessary, I will provide mentoring and support to ensure that your child has no pastoral barriers to attendance which are negatively impacting upon their attendance.

If you have any issues you would like to discuss in relation to attendance, then please get in touch via the main school reception or my email.

Thank you in advance for your support.

Yours sincerely

Appendix 4 - AL2: HOY letter.

Dear Parents/Carers

Supporting your child to achieve their potential, in a faith filled environment, is our priority at Hagley. As you are undoubtedly aware, good attendance (where 'good' is 96% and above) is the first step to academic achievement; if students are not here, learning opportunities are missed.

As your child's Head of Year, I monitor attendance across the year group. Unfortunately, your child's attendance is currently between 90 and 93% (significantly below the school target of 96%). As a result of this, I will be closely monitoring their attendance for the next <<X>> weeks. The interventions will be tailored to their needs and may involve mentoring during assembly times; I will send you the agreed actions on a time bound Attendance Plan.

Whilst we hope this has a positive impact, there could be serious consequences to their education if their attendance does not improve and their learning will suffer. Students who do not attend 'regularly' will drop, on average, a whole grades worth of achievement across the year. The school also has to inform the local authority and you may be visited by our Educational Welfare Officer and in extreme cases, fined. However, by working together, we can avoid any punitive consequences.

If you would like to discuss this further, please contact me via the school reception or email.

Yours sincerely

Appendix 5 – AL3: Attendance Officer.

Dear Parents/Carers

Supporting your child to achieve their potential, in a faith filled environment, is our priority at Hagley. As you are undoubtedly aware, good attendance (where 'good' is 96% and above) is the first step to academic achievement; if students are not here, learning opportunities are missed.

As the schools Attendance Officer, I am responsible for monitoring attendance across the school. Unfortunately, your child's attendance has dropped to below 90%, which is significantly below the school target of 96%. We therefore require you to attend a School Attendance Review Meeting with the Head of Year and a Senior Leader. The purpose of this meeting is to agree an Attendance Intervention Plan which will support you in improving your child's attendance. This will be a plan, created together and monitored closely.

Whilst we hope this has a positive impact, there could be serious consequences to their education if their attendance does not improve and their learning will suffer. Students who do not attend 'regularly' will drop, on average, a whole grades worth of achievement across the year. The school also has to inform the local authority and you may be visited by our Educational Welfare Officer and in extreme cases, fined. However, by working together, we can avoid any punitive consequences.

To confirm, or rearrange this meeting, please contact me on attendance@hagleyrc.worcs.sch.uk.

Please note that attendance at this meeting is vital.

Yours sincerely

Mrs R King
Attendance Officer