



# HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

## Attendance Policy

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<b>Post holder responsible</b>	Assistant Principal: Attendance
<b>Director / LGB Chairperson</b>	Mr G Taylor Smith



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Attendance Policy has been approved and adopted by Hagley Catholic High School Governing Body on Tuesday 4<sup>th</sup> June 2024 and will be reviewed in July 2025.**

**Signed by LGB representative for Hagley Catholic High School:**

*G Taylor-Smith*

**Signed by Principal:**

*J Hodgson*



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## Vision and Purpose

Hagley Catholic High School has a clear Attendance vision for all learners. We will work together, as a community of parents/carers/teachers and students to promote attendance and will work consistently towards a goal that is 3% above the national average.

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. Research suggests that lost learning time equates to Learners should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Staff and families must be aware that attendance at school is linked to student achievement but is also a key safeguarding trigger, which is why they should be vigilant and rigorous in following protocols.

To improve school attendance, we recognise that building positive relationships with parents/carers is vital; it is only through clear lines of communication and an understanding of each individual context that progress can be made and we accept that this can take time. Poor attendance can be symptomatic of a variety of issues and Emotional Based School Avoidance (EBSA) is on the rise.

The school will ensure that every student has access to full time education and will act as early as possible to address unacceptable levels of absence. As a school, we recognise that patterns of attendance for all students have been disrupted because of the pandemic. Never has there been a more pressing time to reinforce the expectations we have for 'good' (96-100%) student attendance at school and will work closely with parents/carers, students and stakeholders to realise this.

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.

Whilst every student has a right to a full-time education and high attendance expectations are set for all students, we recognise that certain students and student cohorts have specific needs that cause barriers to attendance. We will consider the individual needs of each student and their families in implementing this policy, thereby adhering to our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

The school will take all opportunities to promote good attendance including regular communication with parents/carers; attendance as a regular agenda item for pastoral meetings; assemblies and appropriate rewards including trips, certificates, house points and shopping vouchers.

We will seek the opinions of parents/carers and students as we evaluate and refine our processes and we will:

The purpose of this policy is:

- ✓ To ensure staff and parents/carers/carers are aware of their responsibilities.
- ✓ To advise parents/carers/carers 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.

- ✓ To ensure 'good-outstanding' school attendance remains a part of the ethos and culture of the school.

### 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.

The school track and monitor all types of transfer, from transition to in-year transfers, to ensure the process adheres to the 5-day window as specified by the DfE (Department for Education). This file is managed by the Safeguarding and Inclusion Officer.

### Summary of Changes

From the 19th August 2024, new guidance from the DfE will become statutory. This means that in addition to our ongoing commitment to working with and supporting families, we will also adopt the following measures (in appropriate circumstances):

- ✓ Put formal support in place in the form of an Attendance Contract, or an Education Supervision Order. This will be in conjunction with the local authority.
- ✓ Issue Notices to Improve and/or Penalty Notices where support would not be appropriate or has not been successfully engaged with and is unlikely to change behaviour.
- ✓ Intensify support through statutory children's social care where there are safeguarding concerns, particularly where absence becomes 'severe' (below 50%)
- ✓ Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a Community or Parenting Order where the parent is convicted to secure engagement with support.
- ✓ Inform the local authority where a student absence reaches or exceeds 15 days.
- ✓ Fine for non-attendance due to family holidays: from August 2024, the fine administered by Worcestershire County Council for school absences will be £80 if paid within 21 days, or £160 if paid within 28 days.
- ✓ Revisions have been made to attendance codes: The government has also created additional "C" absence codes. While C will be for "exceptional circumstances", C1 will be for absence for a regulated performance or employment abroad. C2 will be for pupils on part-time timetables.
- ✓ A new code Q will be for pupils "unable to attend the school because of a lack of access arrangements".
- ✓ The current code Y will be split up, as follows:

Y1: Absence due to transport normally provided not being available

Y2: Widespread disruption to travel

Y3: Part of the school is closed

Y4: Unexpected whole school closure (different from code # for planned closures)

Y5: For pupils in the criminal justice system

Y6: Absence due to public health guidance or law

Y7: Any other unavoidable cause

**Guiding Principles as recommended by the DFE:**

**Expect**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school

**Monitor**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

**Listen and Understand**

When a pattern is spotted, discuss with pupils and parents to listen and understand barriers to attendance and agree how all partners can work together to resolve them

**Facilitate Support**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

**Formalise Support**

Where absence persists and voluntary support is not working or not being engaged with, patterns should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through an attendance contract or education supervision order.

**Enforce**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## Key Personnel

Attendance Officer: Mrs P Griffin (attendance\_hchs@emmausmac.com)

The SLT (Senior Leadership Team) link for attendance: Ms N Hackett (nhackett@emmausmac.com)

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

We work with Worcestershire Education Engagement Team (01905 844 440)

## 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'](#)
- [School attendance parents responsibility measures: statutory guidance](#)
- [Working together to improve school attendance \(publishing.service.gov.uk\)](#)
- [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)
- [Working together to improve school attendance \(publishing.service.gov.uk\)](#)
- [Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](#)

## Definitions

In accordance with Keeping Children Safe in Education 2023, we recognise that the term 'Missing from education' has been replaced with 'Absent from education'.

'Persistent Absence' means absence of 10% or more.

'Severely Absent' means an absence of 50% or more.

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.

### How absence impact access to education:

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks
95%	9 days	18 Sessions	2 weeks
90%	19 days	38 Sessions	4 weeks
85%	29 days	58 Sessions	6 weeks
80%	38 days	72 Sessions	8 weeks
75%	48 days	96 Sessions	10 weeks
70%	57 days	114 Sessions	11.5 weeks
65%	67 days	134 Sessions	13.5 weeks

### Barriers to attendance

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 procedures and the student will be closely monitored by a middle or Senior leader and the Attendance Officer.

We anticipate that a student will have received several supportive interventions before reaching the persistent absence threshold which may include meetings with parents; mentoring; academic review; therapeutic support; referrals for external or internal early help. This list is not exhaustive, and we will aim to tailor our approach where practicable, to the needs of the individual child.

Where persistent absence does not decrease, or a student has unauthorised absences, the school is legally entitled to make referrals to the local authority for a penalty notice or legal proceedings to be issued. The school and the Local Authority are committed to working together to raise attendance levels. This could take the form of Parenting Contracts, Education Supervision Orders, prosecution, Parenting Orders, or fixed penalty notices (as decided by the nature of the case)

We also recognise the growth in Emotional Based School Avoidance (EBSA) and Severe Absence (those students missing 50% or more) and acknowledge that a variety of safeguarding related issues may impact upon high absence. Poor mental health, concerns around bullying, peer relationships and challenging home lives all influence a student’s ability and desire to attend. We will address each unique situation as such and work with students and their families to facilitate happy and productive returns to school.

### Interventions/Return to School strategies



Examples of return to school strategies include short term reduced timetables, changes to the curriculum, therapeutic intervention and mentoring. We will also seek to work productively with the local authority where they can offer advice, guidance and support. All strategies will be personalised, time bound and monitored. All changes in the timetable will be reported to the local authority and be proportionately scaled depending upon the level of absence. We recognise that 'success' for some students may be measured in micro improvements if missing or severely absent and this will also be celebrated.

### **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.
- ✓ Middle and senior leaders will receive regular information regarding absence levels in their year group/cohort and will work with SLT and the Attendance Officer to address this.
- ✓ Staff who are form tutors will recognise the important role they have in being an initial point of contact for students and parents/carers.

### **Expectations of Students**

- ✓ Ensure that their attendance and punctuality is maintained at the highest level.
- ✓ Arrive at school at all 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 or [attendance\\_hchs@emmausmac.com](mailto:attendance_hchs@emmausmac.com) to confirm the reason for their absence. Sixth Form should email the Sixth Form Administrator on [selcock@emmausmac.com](mailto:selcock@emmausmac.com)
- ✓ 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**

- ✓ Support the ethos that school attendance is of paramount importance.
- ✓ 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 and on the morning of every additional day.
- ✓ 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.
- ✓ We expect parents/carers to fully cooperate with the attendance processes in place. A range of legal interventions may be put into place once all other avenues have been exhausted.

These include:

- ✓ [Parenting contracts](#)
- ✓ [Education Supervision Orders](#)
- ✓ [Attendance Prosecution](#)
- ✓ [Parenting orders](#)
- ✓ [Fixed penalty notices](#)

### Daily Absence Procedures

- ✓ From 8am the Attendance Officer is to review absence voicemail and clear all calls.
- ✓ Attendance will be checked by 10.30am and same day contact will be made by the Attendance Officer if the student appears to be absent. Calls to the parents/carers of students deemed 'vulnerable' will be prioritised.
- ✓ All AM registers are to be chased and closed by 10.30am; all PM registers are to be chased and closed by 13.30pm.
- ✓ The Attendance Officer will monitor correct registering of students daily. Where members of staff persistently fail to complete registers then the SLT Link for Attendance/DSL/Deputy DSLs (Designated Safeguarding Leads) will be informed.
- ✓ Absence alerts will be sent to all parents/carers of absent children by 11.00. This will be in an electronic format.

A second day phone call will be made to any absent child 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. A third day non-contact well-being home visit will take place where we deem the student to be vulnerable.

### 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 as directed by the HOY.
- ✓ Form tutors must record any attendance intervention in Arbor.

#### **Role of Heads of Year:**

- ✓ 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 including any persistent failure to take the register on time.
- ✓ 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 targeted group students .
- ✓ Heads of Year must record any attendance intervention in Arbor and monitoring documents provided by the Attendance Lead.

#### **Expectations of 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. Absences should have been pre-populated by the Attendance Officer and under no circumstances should teachers overwrite this, unless the student has been marked Absent but is present (this may occur where students have been to appointments and have returned early)
- ✓ Where students are absent from their lessons for any reason (Mass band; Chaplaincy; in school appointments; the Medical room etc) then the member of staff responsible for this must ensure the register is taken correctly and the student is accounted for.

- ✓ 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

Attendance Codes	
/	Present in the morning
\	Present in the afternoon
L	Late arrival before the register has closed
C	Authorised absence
C1	Absence for a regulated performance or employment abroad
C2	Pupils on part time timetables
E	Suspended/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
Y1	Absence due to transport normally provided not being available
Y2	Widespread disruption to travel
Y3	Part of the school is closed
Y4	Unexpected whole school closure (different from code # for planned closures)
Y5	For pupils in the criminal justice system
Y6	Absence due to public health guidance or law
Y7	Any other unavoidable cause.
Z	Student not on admission register
Q	Unable to attend due to lack of access arrangements.

### 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 negative impact on teaching and learning for all students.

- ✓ The school day starts at 8.50am and students should be in line up (or wet areas, weather dependent) at this time.
- ✓ Lateness, without a valid reason, which is at the discretion of the school, will be sanctioned the same day and students will make up time lost.
- ✓ 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 10.00am and any students late to school after this time will be marked as absent for that school session (Code 'O') 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, 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, 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 some circumstances, the school can 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 (Special Educational Needs and or Disabilities), 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 considered.

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 must 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**

Rewarding students who have consistently excellent attendance and those students with significantly improved attendance deserve to be recognised and celebrated. This may take the following forms: praise postcards; positive attendance raffles; house points; attendance certificates; any other appropriate initiative sanctioned by the Principal.

### **Monitoring and Review**

- ✓ The strategic lead for Attendance will provide 'Attendance Health Checks' to SLT and LGB throughout the year.
- ✓ Attendance data is summarised termly for the pastoral team to select their next cohort of intervention from.
- ✓ Attendance is a static agenda item on our Pastoral Leadership Team meeting schedule
- ✓ Attendance data is used to identify safeguarding triggers.
- ✓ The Attendance Officer has a list of 'vulnerable students' she uses to prioritise daily contact in the event of absences.

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 2023.



### Appendix 1: Summary of Intervention Waves

\*The school reserves the right to modify the waves in response to the changing attendance landscape\*

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

### Appendix 2: Protocol for Waves of Intervention

<p><b>Wave 1: 93 - 96% Form Tutor</b></p> <p>1. The Attendance Officer issues data to HOY. They will then allocate the FT students who fall into the 93 - 96% cohort.</p> <p>2. 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.</p> <p>3. As students move out of the group, the HOY may then allocate the FT further students to monitor. 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><b>Wave 2: 90 - 93% HOY - Attendance Watch</b></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"> <li>HOY to have an initial meeting with student and prepare an intervention plan (see Appendix 1).</li> <li>AL2 to be sent out to parents/carers, outlining the agreed plan.</li> <li>HOY to ensure the agreed plan is uploaded on Arbor.</li> <li>HOY to monitor for 2 weeks.</li> </ol> <p>If attendance <b>improves</b>, the HOY is to communicate this with home.</p> <p>If attendance <b>declines</b>, 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><b>Wave 3: - 90% Attendance Officer (HOY/SLT support)</b></p> <ol style="list-style-type: none"> <li>Attendance Officer to analyse data and identify target group of students.</li> <li>Attendance Officer to add names to the spreadsheet and log any interventions so far.</li> </ol>

3. Attendance Officer to prioritise the cross referencing against the Vulnerable Student list.
4. Create User Defined group in Arbor.
5. Prepare names for half termly S.A.R.M (Student Attendance Review Meeting).
6. 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, or any other appropriate mechanism we believe will positively support your child.

Whilst we hope this has a positive impact, there could be profound 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 must 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 profound 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 must 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\\_hchs@emmausmac.com](mailto:attendance_hchs@emmausmac.com).

Please note that attendance at this meeting is vital.

Yours sincerely

Attendance Officer

