



# All Saints Catholic Collegiate

## Attendance Policy

## POLICY

This policy has been adopted on behalf of all five academies in the All Saints Catholic Collegiate (ASCC)

**St. Augustine's Catholic Academy**

**St. Gregory's Catholic Academy**

**St. Maria Goretti Catholic Academy**

**Our Lady's Catholic Academy**

**St. Thomas More Catholic Academy**

### **Approval and review**

Committee to approve policy	ASCC CLMS
Date of Board / Academy Committee Approval	01/10/2024
Chair of Board / Academy Representative	Mrs A Middleton Hill
Signature	
Head teacher	Mr M Rayner
Signature	
Policy review period	12 months
Date of policy review	November 2023

### *Mission Statement*

*United in faith, love and learning,  
we place Christ at the centre of all that we do;  
to inspire all members of our community  
to reach their God-given potential*



**Contents:**

<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Changes</b>	<b>Reason for Alterations</b>
November 2023	November 2023		New policy
October 2024	October 2024		Updated Government Guidance

## **A Policy for Attendance**

All pupils attending any academy within All Saints Catholic Collegiate (ASCC) are strongly encouraged to maintain consistently good attendance.

( school name) is committed to supporting and promoting good attendance of all pupils.

We aim to:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and implement effective day to day processes to follow-up absence.
- Reduce to a minimum, the number of authorised and unauthorised absence.
- Identify and reduce to a minimum the number of pupils who are persistently or severely absent.
- Regularly monitor and analyse attendance data to identify pupils or cohorts that require support with attendance, and implement appropriate, effective strategies
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the MAC, local authorities, and other partners when absence is at risk of becoming persistent or severe and/or in order to pro-actively identify patterns or trends which may lead to reductions in absence.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

St Thomas More Catholic Academy has a named Senior Attendance Champion, Miss K Nuttall, who works closely with the MAC Education Welfare Manager (EWM), in partnership with parents/carers, in promoting and encouraging 100 percent attendance and punctuality for all pupils. Attendance retains a high profile and information is shared with all staff sharing responsibility for learners. Professional development is scheduled so that staff maintain knowledge and clarity about the systems and accountabilities for all relating to registration, attendance and punctuality.

### **Education Welfare Manager**

ASCC Education Welfare Manager (EWM) holds responsibility for monitoring attendance and punctuality in each academy. Fundamental to the role is providing support and advice for school staff, pupils and parents/carers, and producing summary reports for the senior executive principal and board of directors.

### **Policy and Practice**

This policy applies to all pupils from Early Years Foundation Stage to key stages 1-5.

(school) aims to maintain good attendance and punctuality by implementing a policy within which staff, children, parents/carers and the Education Welfare Manager (EWM) can work in partnership. The school maintains attendance records and initiates quick and early intervention when a potential barrier to attendance and/or pattern or trend in absence is identified. It is crucial that children develop the habit of regular and punctual attendance in preparation for future life. Staff encourage and acknowledge good

attendance and punctuality, and liaise with colleagues proactively, parents/carers and other agencies, when appropriate. Good attendance and punctuality are rewarded and school leaders, led by Miss Nuttal, use a range of rewards to acknowledge positive attendance and punctuality, eg. letters to parents/carers, class and/or individual rewards.

## **Registration**

There are four broad classifications in the attendance register:

**Present:** - Pupil on the school premises at the time of registration.

**Attending A Place Other Than The School:** - Pupil is engaged in an approved supervised activity off site.

**Authorised absence:** - Pupil has the authority of the school to be absent, either given in advance or afterwards.

**Unauthorised absence:** - No explanation received or unacceptable reason given, this includes no medical evidence being provided.

### 2.2 Symbols Used:

/	Present
K	Attending Education Provision Arranged By The Local Authority
P	Participating In A Sporting Activity
W	Work Experience
B	Attending Any Other Approved Educational Activity
C1	Leave Of Absence For The Purpose Of Participating In A Regulated Performance Or Undertaking Regulated Employment Abroad
J1	Leave Of Absence For The Purpose Of Attending An Interview For Employment Or For Admission To Another Educational Institution
S	Leave Of Absence For The Purpose Of Studying For A Public Examination
C2	Leave Of Absence For A Compulsory School Age Pupil Subject To A Part-Time Timetable
D	Dual Registered At Another School -
C	Leave Of Absence For Exceptional Circumstances
T	Parent Travelling For Occupational Purposes
E	Suspended Or Permanently Excluded
Q	Unable To Attend The School Because Of A Lack Of Access Arrangements
Y1	Unable To Attend Due To Transport Normally Provided Not Being Available
Y2	Unable To Attend Due To Widespread Disruption To Travel
Y3	Unable To Attend Due To Part Of The School Premises Being Closed
Y4	Unable To Attend Due To Whole School Site Being Unexpectedly Closed
Y5	Unable To Attend As Pupil Is IN Criminal Justice Detention
Y6	Unable To Attend In Accordance With Public Health Guidance Or Law
Y7	Unable To Attend Because Of Any Other Unavoidable Cause
G	Holiday Not Granted By The School
N	Reason For Absence Not Yet Established
I	Illness (NOT medical or dental etc. appointments)
L	Late (before registers closed)
M	Medical/Dental Appointments
O	Absent In Other Or Unknown Circumstances
R	Religious Observance
V	Educational Visit

### **Lateness is recorded as:**

- L if a pupil arrives before the register closes (insert individual school time that this would equate within 30 minutes of the register being opened)  
or
- U if a pupil arrives after the register closes (insert individual school time that this would equate to 30 minutes after the register opened). Parents/carers must be aware that a U code constitutes unauthorised absence and will affect your child's attendance record

## **First Day Contact**

DfE guidelines on school attendance stress that the single most effective initiative designed to improve rates of attendance is the implementation of first day response to pupil absence. Parents/carers are expected to sign the Home School Agreement and support the school's policy on attendance, by:

- contacting the school on the first day of absence
- establishing the reason for absence at an early stage,
- preventing unauthorised absence,
- informing the school of any potential difficulties with attendance, and access support from the attendance team.

### **The school operates a first day contact policy as follows.**

Parents/carers are expected to contact school no later than 9.30a.m. or leave a message via voicemail. In the event of no contact being made, parents/carers are telephoned by a member of the attendance team.

The outcome of the conversation is recorded on sims. If there is no reply, or the school is unable to make contact, a home visit will take place. Should there be no reasonable explanation for absence, this will be categorised as 'unauthorised.' Where patterns of absence occur, absence may be classed as 'unauthorised' unless medical evidence is provided.

## **Monitoring Pupil Attendance**

Registers are reviewed daily to ensure that attendance problems are addressed promptly, including:

- persistent or unexplained absences
- continual broken weeks
- patterns of non-attendance on specific days
- % attendance below the school average (see prospectus)
- repeated medical absences and patterns of illness
- persistent lateness

It is school policy to communicate promptly with families and work with children and families to provide appropriate support to improve a child's attendance.

Persistent absences, or sudden changes to attendance, will trigger a response from the school attendance team. Parents/carers will be contacted to meet with relevant staff, and could include the Education Welfare Manager, to discuss attendance.

Class teachers and form tutors also have a responsibility to support the school's policy, by monitoring attendance and forward any concerns, directly to the attendance team.

If the school remain concerned regarding a pupil's welfare or attendance, a home visit and/or further attendance actions may be completed by the school. Should absences remain unexplained or give cause for welfare concern, school will communicate with relevant partner agencies to safeguard the wellbeing of

pupils. Should absences persist, this may result in a referral to the local authority for possible statutory intervention.

If attendance remains low and no valid reason is given, parents/carers are required to attend an attendance clinic with the Education Welfare Manager and members of the attendance team.

### **Persistent Absence**

From September 2015, the Government defines any child with attendance below 90% as a 'persistent absentee'. The school attendance team has developed rigorous procedures for monitoring lateness and absence.

Procedures are as follows:

- If a pupil is identified as having frequent absence recorded, parents/carers will be informed and be requested to make an appointment with the Education Welfare Manager/attendance team to discuss the circumstances
- If attendance falls below 97 a letter will be sent informing parents/carers that their child's attendance is being monitored.
- If attendance falls below 97% parents/carers may be invited into school for an attendance clinic with a member of the attendance team /EWM
- Should families be reluctant to access support, and/or the pupil attendance continues to cause concern, there will be a formal referral to, the local authority for possible statutory intervention.

Support to families will be offered through the school and agencies with an overall aim of securing regular attendance. When necessary, the Education Welfare Manager will pursue a referral to the local authority for statutory action. This could include / result in a Penalty Notice (fine) being issued, should absence persist. Penalty notices are issued to parents:

- as an alternative to prosecution where parents have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided.
- Where parents have allowed their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion.
- In response to absence due to a holiday not granted by school.

### **Illness and Medical Condition**

The school discourages medical/dental appointments during school time.

Where absence is causing concern, the school may inform parents/carers that medical evidence is required in order for absence to be authorised.

### **Holiday Requests**

**In line with government policy, the school will not authorise holidays to be taken during term time. Following the City Council's new Code of Conduct any unauthorised term time holiday could lead to a fine(s) from the LA. The Headteacher and governing body hold responsibility for implementing this policy and informing the LA of circumstances which could result in the imposing of a fine(s).**

**Please note, persistent pupil absence may be classed as a legal offence and could result in legal proceedings.**

**Prolonged periods of continuous absence may result in a child losing his/her place in the school.**

### **Religious Festivals**

As a Catholic school, we acknowledge requests for the celebration of the religious festival of Eid.

In accordance with local authority guidance, the school may approve 1 day of absence for Eid.

1 day permitted for Eid.

**No further days will be approved and will be recorded as unauthorised**

### **Acknowledging Good Attendance**

The school promotes a range of positive strategies to promote and reward good attendance.

Weekly trophies are awarded to the classes for best attendance of the week. Staff constantly praise and offer positive encouragement to children who are regularly punctual and have good attendance.

Gold certificates are awarded to pupils each term, for good attendance

All pupils achieving 100% attendance will be rewarded with a certificate at the termly celebration assembly

The school's overall attendance figure is shared with parents/carers and recorded onto the newsletter

Attendance/punctuality is highlighted and/or acknowledged during parents evening, in particular when discussing gaps in individual pupil progress and attainment

Improved attendance is similarly recognised and communicated to parents/carers

### **Monitoring and Reporting on Attendance**

Senior leaders, led by Miss Nuttall, monitor punctuality and attendance on a weekly basis.

Late arrival is recorded, including the date, time and reason for being late.

The Education Welfare Manager monitors lateness and attendance in all academies.

### **Information for Parents/carers**

Information for parents/carers is provided in a leaflet called 'Attendance Matters' which is issued annually. Copies are available in other languages, either in the main entrance, or on request. This is also shared at induction of all new pupils to the school.