

BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL



BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL *'Let your light shine'*

Attendance and Punctuality Policy

Approved by Full Governing Body

Date: November 2025

Signature of Head Teacher/Chair of Governors: Mrs D Monaghan

Date: November 2025

Policy amended by: M Crusham

Review Date: November 2027

MISSION STATEMENT

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to: -

- create an environment of welcome, love and respect for each member of our learning family.
- develop the unique gifts and talents of all, striving for excellence in everything we do.
- live out our commitment to love, service, and justice in the local and global community.
- nurture the journey of faith and discovery for all.
- celebrate and reflect on the love of God, which is at the heart of all we are.

1. Introduction

Rationale

Brownedge St Mary's is committed to creating a learning environment where all pupils feel valued and welcomed where they feel safe and secure. We aim for an environment which enables and encourages all members of the community to reach out for excellence.

For our pupils to gain the greatest benefit from their education and become successful citizens in the future, it is essential that they attend school regularly and on time. Pupils should be in school on time, every day the school is open unless the reason for the absence is unavoidable. Pupils who are absent from school miss important teaching and learning opportunities which leave them vulnerable to falling behind both socially and academically. Regular attendance and excellent punctuality are essential life skills and there is extensive evidence which demonstrates a strong correlation between excellent attendance and academic success.

At Brownedge St Mary's, we recognise that the most important factor in promoting good attendance is the development of positive engagement in school and learning. We recognise the crucial role which parents/carers hold in supporting their child's learning and in continually encouraging them to attend school as frequently as possible. As a school we are committed to working in partnership with parents/carers to ensure all pupils achieve excellent attendance and punctuality.

We consistently work towards a goal of 100%/390 sessions attendance for all children. Every opportunity is made to promote the importance of this to all stakeholders, the importance of regular and punctual attendance to school.

The school is committed to an early-intervention, support-first approach to attendance, ensuring that any concerns are addressed promptly and collaboratively before legal action is considered. We recognise that attendance is everyone's responsibility within the school community, and we work collectively to promote consistent and positive attendance habits. Good attendance is essential to safeguarding, pupil welfare, and academic progress, and therefore remains a central priority. Attendance is compulsory for all enrolled pupils, except in circumstances that are deemed exceptional in line with statutory guidance.

Aim of the Policy

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers, and governors.
- Further develop positive and consistent communication between home and school
- Set targets to improve individual pupil and whole school attendance levels.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates, and outings/events.

2. Rights, Roles, and Responsibilities

We have a procedural framework to complement this policy and identify how we will deliver our aims in respect of regular and punctual attendance which defines agreed roles and responsibilities for:

- Parents and carers- Ensure regular attendance, avoid term-time holidays, provide medical evidence for illness.
- Pupils
- School staff- Monitor attendance daily, follow up on absences, maintain accurate registers.
- Attendance Champion- A senior leader responsible for driving attendance strategy.
- Governors- Oversight and challenge on attendance performance.
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This procedural framework will include guidance on

- Registration
- What constitutes unauthorised absence?
- Consistent use of symbols for authorised absence
- Leave of absence
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence.
- Criteria and systems for referral to other agencies and services
- Systems for reintegrating pupils who have been absent.
- Systems for monitoring whole school attendance and Action Planning
- Appropriate alternative curricular arrangement
- Home Visits

1. **It is the responsibility of Parents & Carers to**

Legal definition of 'parent' in relation to attendance:

The law requires that all 'parents' are held responsible for their child's attendance. This definition can include any person who has care for the child. Section 576 of the Education Act 1996 states that: Meaning of 'parent' (1) In this Act, unless the context otherwise requires, 'parent', in relation to a child or young person, includes any person – (a) Who is not a parent of his but who has parental responsibility for him, or (b) Who cares for him.

Thus, the definition of 'parent' means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and / or care for a child or young person and / or those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents and carers have a legal duty to ensure that their children attend school regularly if they are of compulsory school age and registered at a school (see the appendix for details of how the law applies to school attendance and how "parent" is defined in law).

- Ensure children attend regularly, punctually, appropriately dressed and with all necessary equipment.
- Instill the value of education and encourage regular attendance and excellent punctuality.
- Inform the school if your child is going to be late, prior to them arriving.
- Contact school on 1st day of absence before 8.30am.
- Provide a satisfactory explanation of their child's absence.
- For continued absence, school should be contacted every day.
- Avoid leave in term time.

- Complete a leave of absence request form should there be an occasion whereby their child will be absent from school other than illness.
- Attend meetings if concerns of attendance are identified.
- Participate in Attendance Panel Meetings where appropriate, and if the parent is unavailable allow the meeting to proceed with the pupil, Governor (acting on behalf of the pupil), Attendance lead and Attendance Officer.
- **Keep to any attendance contracts that they make with the school and/or local authority.**
- Support the school in agreed interventions/action plans.
- Arrange medical and other appointments, where possible outside of school hours
- Inform the school of any difficulties their child is facing which could hinder their attendance and punctuality.
- Notify the school of any changes regarding parent/carer contact details.

It is the responsibility of Pupils to:

- Acknowledge the appropriate behaviour needed out of school e.g., early bedtimes to allow punctual attendance.
- Attend regularly unless they are ill or have an authorised absence- pupils should aim for a minimum of 97% attendance- no more than 12 missed sessions.
- Attend school/registration punctually.
- Adhere to appropriate systems for late registration, sign in on late arrival and carry out appropriate sanctions.
- Make efforts to catch up with any work missed due to absence.
- Discuss with school staff any barriers which may affect their attendance and punctuality.

It is the responsibility of all Staff to:

- **Provide a welcoming atmosphere for pupils and a safe learning environment, particularly for those returning to school following a period of absence.**
- **Be aware of factors that can contribute to poor attendance and punctuality.**
- **Recognise that absence is a symptom of other issues impacting a pupil's welfare and can be a warning sign of safeguarding concerns.**
- **Adhere to the procedures in place within school to promote good attendance and punctuality.**
- **Complete attendance registers in accordance with the legislation and under the direction of the Headteacher.**
- **Raise any concerns about attendance with the School Attendance Champion and/or Headteacher.**
 - Provide a safe learning environment.
 - Ensure an appropriate and responsive curriculum.
 - Provide a sympathetic response to any pupils' concerns.
 - To be aware of factors that can contribute to non-attendance.
 - To be aware of the part all staff can play in ensuring attendance is seen as important for all pupils.
 - To see pupils' attendance as the responsibility of all staff, even if the co-ordination and management of attendance are designated responsibilities of specified staff.
 - To participate in training regarding school systems and procedures

It is the responsibility of the Attendance Officer

The Attendance Officer reports to the Assistant Headteacher on matters of attendance and punctuality. Specific responsibilities include:

- Operation of the Talaxy system for recording attendance
- Operating the school's first day contact system by calling parents/carers directly on the first day of a child's absence where no note or telephone call has been received from home.
- Contacting parents following unexplained absences as per pupil absence procedures
- Co-ordinating Governor's Attendance Panel Meetings
- Making home visits (with another colleague on occasions) as requested by the

Assistant Headteacher

- Monitoring and recording attendance of pupils who are receiving education elsewhere.
- The review of registers and identify trends of absence.
- Monitoring lateness as per pupil late procedures
- Collating whole school attendance data for analysis by the Assistant Headteacher (and other stakeholders as appropriate e.g., heads of year) this includes:
 - Patterns of broken weeks by individual pupils
 - Patterns of absence for individual pupils
 - Misuse or inconsistent use of absence codes across the school
 - Trends in reasons for absence
- Training of administration staff on the use of the Talaxy system for recording and monitoring attendance
 - Submitting attendance data to the Local Authority and the DfE

It is the responsibility of the Assistant Head Teacher/School Attendance Champion to:

- Implementation and monitoring of the Attendance Policy.
- Share information about the policy and related attendance matters with governors.
- The communication and training of school teaching staff in procedures and protocols, including use of correct codes for absence recording and their role in meeting targets for attendance.
- Take the lead in ensuring attendance has a high profile within the school.
- Setting a clear vision for improving and maintaining good attendance.
- Have a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establish and maintain effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.
- Regularly communicating pupil attendance and punctuality levels to parents/carers.
- Ensure there are designated staff with day-to-day responsibility for attendance matters.
- Inform Head of Houses of pupils who have unsatisfactory attendance and action interventions.
- Liaising with the Attendance Officer and Heads of House with issues of concern about attendance.
- Liaising with the Assistant Head Teacher in charge of Inclusion with issues that may need additional support.
- Liaising with the safeguarding team.
- Requesting Legal intervention in line with this policy and the Local Authority guidelines.
- Pupil attendance trackers and attendance passports for targeted pupils.
- Panel decisions, meetings and follow-ups.

It is the responsibility of Governors to:

- Adopt a policy on attendance and review the policy annually.
- Ensuring compliance with The School Attendance (Pupil Registration) (England) Regulations 2024 and other legislations, regulations and guidance. See appendix 'School Attendance and The Law'.
- Setting high expectations of all school leaders, staff, pupils and parents / carers Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and sharing the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance and keeps them informed regarding specific pupils where appropriate.

- Making sure the school has high aspirations for all pupils but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
 - Agree targets for attendance for the school.
 - Be aware of attendance issues through its committee structure.
 - Hold the school to account and quality assure policies, procedures and practices.

It is the responsibility of the Local Authority to:

School Attendance Support Team

Each school has a named contact in the School Attendance Support Team who can advise schools on attendance related matters, and with whom Targeting Support Meetings will be held. For mainstream nursery, primary and secondary schools this will be a School Attendance Support Worker (SASW); for special schools, short stay schools and pupil referral units (PRUs) this will be a School Attendance Consultant (SAC).

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions when parents/carers fail to ensure their children attend regularly, the School Attendance Legal Team undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The Children Missing Education Team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

- Initiate the use of School Attendance Orders and Education Supervision Orders.
- Provide access to support agencies and networks and intervene when appropriate.

3. Types of Absence

The table below illustrates the impact absence can have on percentage attendance, sessions missed and lost lesson learning. This will be used by staff and issued to pupils, parents, carers and governors.

Attendance Statistics				
% Attendance for on School Year	Equals Days Absent	Approximate Number of Weeks Absent	Lesson Missed	Sessions Missed
97%	6 Days	1 Week 1 day	30 Lessons	12 Sessions
95%	9 Days	2 Weeks	50 Lessons	18 Sessions
90%	19 Days	4 Weeks	100 Lessons	38 Sessions
85%	28 Days	6 Weeks	150 Lessons	56 Sessions
80%	38 Days	8 Weeks	200 Lessons	76 Sessions
75%	47 Days	10 Weeks	250 Lessons	94 Sessions
70%	57 Days	11.5 Weeks	288 Lessons	114 Sessions
65%	65 Days	13.5 Weeks	338 Lessons	130 Sessions

Authorised Absence

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable. If a pupil continues to have unauthorised absences, the school may refer to LCC Pupil Attendance Support Team or request legal interventions from the School Attendance Legal Team. Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily.
- Day trips and holidays in term time which have not been agreed by the head teacher.
- Truancy during the school day.
- Absences which are not explained satisfactorily.
- Children who arrive at school after the register has closed.
- Days off for shopping, birthdays or looking after other children.
- Day trips and other leave in term time which have not been agreed by the Head teacher.
- Days that exceed the amount of leave agreed by the head teacher.

It is the Head teacher's responsibility to decide if an absence is authorised or unauthorised and, if there is any uncertainty relating to an absence, school may request further confirmation from parents / carers before an absence is authorised.

For absence due to illness, this may be in the form of:

- Sight of an appointment for your GP or for the hospital, clinic, etc.
- Sight of prescribed medication or prescription for medication.
- Sight of medical notes/records.
- A letter from a medical professional such as a specialist or consultant.

Parents/carers should not ask their doctor (GP) to provide "sick notes" to excuse absence. Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work with parents/carers (and external agencies as appropriate) to understand and address the reasons behind absence.

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Absence requested during Term Time

After illness, the taking of holidays during term time is the largest cause of absence from schools in England. Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education and a

possible prosecution fine if your holiday is not approved. **There is no automatic entitlement in law to take leave during school time.**

The Head teacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Head teacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave A temporary, time-limited part-time timetable (short term).
- Exceptional circumstances.

A leave of absence is granted at the Head teachers' discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable. They are personal circumstances that are out of the control of the parents /carers / pupil. Examples of exceptional circumstances include: -

- The death of a close relative.
- Attendance at a funeral.
- Respite care of a child looked after by the Local Authority.
- A housing crisis which prevents attendance.

Exceptional circumstances must be short term, arise unexpectedly, and be beyond your control. Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or student reception. The Head teacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the one day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) /carer(s) belong(s). If necessary, the school will seek advice from the parent's/carer's religious body to confirm whether the day is set apart.
- Parents /carers travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration) Attending provision arranged by the local authority.

- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

Where the licence specifies the dates that the child is to be away from school, the head teacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the head teacher to authorise the leave request.

Any absence authorised for the child to take part in a performance will be recorded as code C.

Parents wishing to apply for a performance licence should go to the [Lancashire County Council Child performance licences webpage](#).

In considering the request we will also look at various factors such as:

- The timing of the request:
 - When a pupil is just starting the school, absences should be avoided as this is a very important transition period for your child. They need to settle into their new environment as quickly as possible.
 - Pupils should not be absent where possible both immediately before and during assessment periods e.g., GCSE or any other public examinations.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil has missed 12 sessions and is already below 97% or will fall to or below that level because of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as legal intervention. This may be a fixed penalty fine of up to £160 per parent per child. Fines are issued by the local authority, not by the school.

In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date. Readmission cannot be guaranteed. The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10%/38 sessions (i.e., below 90%) or more of their schooling across the school year **for whatever reason**. Absence codes of O, G and U (failure to register before 9.00am) will count in these figures. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' full support and co-operation to tackle this. The school ensures that support is given to pupils at risk of persistent absence in conjunction with external authorities where necessary.

We monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be given priority consideration, and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral and attendance systems, and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents will be offered support to improve the pupils' attendance. This may include allocation of additional support through a Mentor, home visits, individual incentive programmes, parenting

contracts and participation in group activities around raising attendance. All PA cases are also automatically made known to the Local Authority School Attendance Team. As a school, we support pupils whose poor attendance is due to mental health concerns. We use LCCs guidance document, Emotional Based School Avoidance document to identify and remove barriers to school attendance.

Severe absenteeism:

A pupil becomes a 'severe absentee' when they miss 50% or more sessions (i.e., their attendance is below 50%) of their schooling across the school year for whatever reason. Absence codes of O, G and U (**failure to register before 9.00am**) will count in these figures. Absence at this level is doing significant damage to any child's social and educational prospects and we need parents' full support and co-operation to tackle this. The school ensures that support is given to pupils at risk of severe and persistent absence in conjunction with external authorities where necessary.

4. School Attendance Procedures and Systems for dealing with attendance concerns

Registration

- The registration periods for Brownedge St Mary's Catholic High School are:
 - 8.30am – 8.55am for the morning session
 - 2.50pm – 3.00pm for the afternoon session
- Pupils who arrive late for the morning session **MUST** sign in at pupil reception. **If a pupil arrives after 9.00am without a reason a U code is given. The pupil will receive an after-school detention consisting of the total minutes late PLUS 30 MINUTES SANCTION. This will be run WEEKLY on a Monday after school. Parents will be notified via Firefly.**
- If a pupil needs to sign out of school during a session, they must bring a note from their parents indicating the reason. The attendance team will then record the date and time of their departure.
- When the pupil returns to school (if appropriate) they should once again report to the pupil reception, where the time will be recorded.
- If a child is ill and unable to attend school, parents should ring the school and speak to a member of the office staff or leave a message on the school system. If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit. Please note that such home visits may be unannounced.
- Home visits may be commissioned by the school where there are concerns regarding a pupil's absence.
- An absence will be recorded as unauthorised where there has been no contact from a parent/carer or where a parent/carer has failed to give a reasonable explanation for the absence. Pupils with poor attendance ($\leq 90\%$ /38 missed sessions) will be asked to produce evidence of appointments with doctors, hospitals, dentists etc. to authorise any absences.
- The attendance officer liaises with other establishments to ensure that the attendance of dual registered pupils, and pupils on work experience or other Approved Educational Activities is recorded accurately.

Punctuality

Punctuality is a measure of how serious education is considered by pupils. Daily registration is a legal requirement that helps ensure the school is a safe working environment. The law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

Late-to-school sanction system

Pupils who arrive late to school will be sanctioned. The number of minutes late pupils accrue within a weekly period will be calculated. Any pupils who have accrued more than 10 minutes late to school within a week will receive an after-school detention served on a Monday. Further offences will lead to pupils progressing through the late-to-school punctuality sanction system (as stated below).

The length of the after-school detention awarded for late to school will be 30 minutes plus the number of minutes late for that week. For example, if a pupil is late for school for a total of 15 minutes throughout the school week, they will serve 30 minutes plus their 15 minutes of lateness, totaling 45 minutes. This will be held on the following Monday. The stepped process for repeat offences is as follows.

P1 - Standard email home via Firefly and standard detention.

P2 - Standard email home via Firefly and standard detention.

P3 - Form Tutors will contact home via a telephone call or email and send a letter. Pupils to serve the standard detention.

P4 – Heads of House will contact home via a telephone call or email. Heads of House will invite parents in for a meeting, and complete an EBSA where appropriate, setting actions as relevant. The standard detention will be served.

P5 – SLT will contact home via telephone call or email. SLT will meet with parents and pupils. An ESBA will be completed as appropriate or reviewed from P4, along with any actions if appropriate. Pupils will be placed in the POD for one day. Home visits by the attendance team will be conducted to prevent further punctuality concerns.

P6- SLT will contact home via telephone call or email. Pupils will be placed in the POD for one day and a Governor panel meeting with parents and pupils will be completed.

An offence is appearing on the punctuality late to school list each week. Each offence moves pupils through P1-P6

The formal closure of morning registration is 9.00am. If a pupil arrives after 9.00am without a valid reason, they will be given a U code.

Late to lesson sanction system

Pupils who arrive late to lessons will be sanctioned. Staff will record the number of minutes.

late on Talaxy. The number of minutes late pupils accrue within each day will be calculated. Any pupils who have accrued more than 6 minutes late to lesson for that day, will be sanctioned through an after-school detention served daily.

The length of the sanction will be 30 minutes plus the number of minutes late for that day. For example, if a pupil is late for a total of 15 minutes throughout the school day, they will serve 30 minutes plus their 15 minutes of lateness, totaling 45 minutes. This will be held daily.

Parents will be alerted for all punctuality sanctions through the school Firefly system.

Under rules set out by the Government 'Schools don't have to give parents notice of after-school detentions or tell them why a detention has been given' available at:

<https://www.gov.uk/school-disciplineexclusions>

Under section 7 of the Education Act 1996, a parent is responsible for ensuring that their child of compulsory school age (5-16) receives sufficient and suitable education, either by regular school attendance or other arrangements. This means that the parent of a child registered at a school has a legal duty to ensure the child's regular attendance. Failure to fulfil this duty is an offence under section 444(1) or section 444(1A) of the Education Act 1996 and could result in legal intervention or prosecution. Legal intervention for persistent lateness is defined as 12 unauthorised absences (U) over any 6-week period.

Attendance concerns

Parents are expected to contact school at an early stage and to work with us in resolving any attendance problems together; this is nearly always successful. However, if concerns persist, school will use the following procedures and interventions, as required, to support parents in improving their child's attendance and/or punctuality.

- Telephone calls and/or letters to make parents aware of school's concern about their child's attendance.

- Invitation to meetings to discuss concerns with our attendance lead and/or head teacher.
- Use parenting contracts to identify barriers to regular attendance, ways to overcome these and agree targets for improvement. These are carried out in conjunction with Our Governor Attendance Lead
- Use incentive and reward schemes for individual pupils, if appropriate.
- Use of the Early Help Assessment (EHA) process and/or referral to other agencies and services.
- Request support from the local authority Pupil Attendance Support Team.
- For unauthorised absences, request legal interventions by the local authority, such as penalty notices, prosecution or other attendance-related court orders.

Pupils with medical needs who have difficulty attending school.

Government guidance on supporting pupils at school with medical conditions emphasises the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment.

When education is to be provided at an alternative location. When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will work with the family to ensure that a smooth reintegration is achieved.

Brownedge St Mary's follows Lancashire County Council's Section 19 duty under the Education Act 1996, which requires the local authority to provide "suitable education at school or otherwise than at school" for pupils of compulsory school age who, due to illness, exclusion, or other reasons, may not otherwise receive an appropriate education. In line with the Lancashire Attendance Handbook, Brownedge St Mary's works collaboratively with the Attendance Team and other relevant services to assess absence patterns and, where necessary, to commission an Education Other Than at School (EOTAS) package on a Section 19 basis. Such provision is carefully tailored to the pupil's age, ability, and needs, with regular reviews of attendance, progress, and outcomes to support reintegration or ongoing education off-site. We will notify the LA and consider section 19 if a pupil misses 15+ days (consecutively or cumulative) due to medical reasons. For this referral to proceed, parents or carers are expected to provide supporting medical evidence.

Children Missing Education

When pupils are absent, it is an expectation that parents contact school on the **first day** of their child's absence and **each** subsequent day. Any pupil missing from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation.

- The attendance manager will make contact with parents when no reason for absence is given.
- If the attendance manager is unable to make contact with parents and the child is absent after three days, a home visit will be made.
- If there is no response during the home visit, a note will be posted through the door requesting parents make contact with the school as soon as possible. At this point the attendance manager will liaise with the lead DSL in school.
- All contacts on the pupil's school record will be contacted to establish the pupil's whereabouts.
- When this results in establishing the pupil has left the area, contact will be made with the CME team in the new authority (if we are unable to ascertain details of the new school) or the new school if we are informed of one.
- After these enquiries are made, if there is still no information regarding the pupil's whereabouts, a referral will be made to the Lancashire CME team via an online form provided by the authority.

- The CME team will then advise when the pupil can be removed from the school roll.

5. Strategies for promoting/improving attendance and punctuality.

Brownedge St Mary’s Catholic High School is clear that good attendance and behaviour is essential for success in school.

We follow the Lancashire County Council (LCC) Graduated Attendance Support Pathway to provide structured support for students, as outlined below:

Universal Pathway Attendance: >92%	Improvement Pathway Attendance: 71–92%	Targeted Pathway Attendance: 51–70%	Intensive Support Pathway Attendance: <50%
<ul style="list-style-type: none"> • School-led attendance initiatives & local networks • School mailbox/helpline & Attendance Teams Channel • Attendance checklist & toolkit • Virtual school for LAC/PLAC, Equality & Diversity teams • Adaptive teaching & screening, Ordinarily Available Provision Toolkit 	<ul style="list-style-type: none"> • Universal measures + LA letters & attendance panels • Joint home visits & attendance contracts/action plans • Late Gates / early help / SEN support / EHCNA • School Nurse, Mental Health Support, internal AP, EBSA & trauma-informed approaches 	<ul style="list-style-type: none"> • Universal & Improvement measures + CFW intensive support, CAMHS, part-time AP • Children & Youth Justice • 3rd sector support 	<ul style="list-style-type: none"> • All previous measures + Children’s Social Care / MASH, Educational Neglect pathway, Prosecution / Parenting Orders, Education Supervision Orders

As such the school uses a variety of strategies to promote good attendance and punctuality. These include:

- Regular attendance and punctuality are promoted with parents in school literature e.g., letters home, school prospectus.
- Include attendance in whole-school culture and communications.
- The importance of school attendance and punctuality is regularly communicated with form tutors who distribute this message to pupils. This communication focuses not only on percentages figures, but sessions and lessons missed.
- Attendance and punctuality are promoted at parent events such as Year 6 Induction Evenings and year group Information Evenings.
- The Attendance Officer regularly monitors the attendance of pupils who are below the target level of attendance. Absences are communicated to the Head of Houses and the Assistant Headteacher.
- Rewards are given to pupils and groups with excellent attendance and punctuality, e.g., certificates, early leaving lunch passes, queue jump passes, non-uniform days, chocolate/sweets, and vouchers.
- Praise and celebrate good attendance- Attendance and punctuality is promoted through rewarding pupils weekly with positive reward points. These points contribute to the admission to the rewards trip held each term.
- Admission to rewards trips require pupils to have met the specified attendance and punctuality targets each term.
- Whole school targets for attendance and punctuality are agreed with the School Improvement Partner. This impacts upon the monitoring of specific groups of pupils, year groups, forms, and individual pupils.
- Early intervention at 5–10 days of absence for vulnerable pupils.

Strategies for reintegration

For pupils who have had an extended absence for whatever reason, arrangements will be made to reintegrate them into school on an individual basis. EBSA's will be completed to identify and remove barriers. Most integration programmes will involve meetings with the pupils, parents and whatever other agencies are needed:

- Following exclusion, this will usually be managed by the Deputy Headteacher in charge of behaviour or the Head of House
- Following an extended illness (including school refusal) or medical reason the integration will be managed by the SEND in consultation with the Head of House.
- Following extended periods of truancy this will usually be managed by the Head of House alongside the Deputy Headteacher responsible for behaviour/pastoral.

6. Monitoring, Analysis, Evaluation and Action Planning

The school is committed to monitoring and improving student attendance. This includes sharing live attendance data with the local authority to ensure timely support where needed. In addition, regular analysis of attendance data is conducted to identify patterns, trends, and vulnerable cohorts, enabling targeted interventions to support students and promote consistent attendance.

Whole school attendance is monitored by the Attendance Officer and the Assistant Head Teacher/Attendance Champion. Good attendance by individuals and groups is rewarded on a regular basis and a high priority is given to good attendance through the celebration assemblies at the end of each term. The data obtained informs action planning at whole school level during the processes of evaluating and rewriting the school improvement plan for each Autumn Term. Year group data is also used by Heads of House when writing their improvement plans in the Autumn Term, which will include specific targets as needed. Key events, such as reviewing policies and procedures, are carried out as part of the ongoing meetings cycle of senior leaders and governors.

All data requested by outside bodies, e.g., the Local Authority and DfE, are returned within deadlines by the Senior Team.

7. Legislation and guidance

- Educational neglect protocol.

Use of Legal intervention

Brownedge St Mary's Catholic High School will request Lancashire Local Authority to pursue legal intervention in line with the Lancashire County Council Guidelines:

- When a pupil has had a minimum of 10 half day sessions lost to unauthorised absence in any term.
- When all school procedures have been followed to establish a reason for the absence—including unauthorised holidays and persistent lateness after registers have closed—without success, the School Attendance Support Checklist provides the supporting evidence
- If support offered is refused by parents/carers

If a legal intervention is unsuccessful in improving the attendance of a pupil, then the school will consider further action such as prosecution under section 444(a) of the 1996 education act. If found guilty, this attracts a maximum fine of £2,500 per parent.

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this policy but is not exhaustive.

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)