**BROWNEDGE ST MARYS CATHOLIC HIGH SCHOOL**

****

ATTENDANCE AND PUNCTUALITY POLICY

Approved by Governors (Name): Date:

(Committee):

Signature of Head Teacher/Chair of Governors: Date:

Date of next review:

Policy devised by A Higham Date June 2019

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**Whole School Attendance Policy**

**Rationale:**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

In line with the schools’ mission statement, Brownedge St Mary’s Catholic High School will encourage good attendance for all pupils, by offering an environment in which pupils feel safe, valued and part of the school community.

Aims

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.

Rights, Roles and Responsibilities

We have a procedural framework which defines agreed roles and responsibilities for

* Parents and carers
* Pupils
* School staff
* Governors

to complement this policy, and identify how we will deliver our aims in respect of regular and punctual attendance.

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

Leave in term time

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**.

All applications for leave must be made, only in **EXCEPTIONAL** circumstances in advance, by the parent of residence using the 'Request for leave of absence' form from the school office. Requests will only be authorised if the circumstances surrounding the request are considered to be **exceptional**. We may ask for evidence, for example a letter from the hospital, employer, ask to see the flight ticket email which shows the dates of the holiday and booking etc.
 Procedures are available from the school and on the school website but it is important that you understand that leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be **exceptional**.

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 as your child needs 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’s attendance rate is already below 97% or will fall to or below that level as a result 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 a Penalty Notice.

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)

Religious Absence

The school may authorise one day 'leave' (i.e. the day set aside by the Religious Body of which the parent is a member). Parents must request this leave in advance.

Use of Penalty Notices

Brownedge St Mary’s Catholic High School will request Lancashire Local Authority to issue a Penalty notice 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 secure a reason for the absence, unauthorised holidays, persistent lateness after the registers have closed without success.
* If a penalty notice 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 £1,500 per parent.

Persistent Absenteeism PA:

A pupil becomes a ‘persistent absentee’ when they miss 10% (ie 90%) or more of their schooling across the school year **for whatever reason** . Absence codes of O, G and U (failure to register before 9.30) will count in these figures. Absence at this level is doing considerable damage to any child’s educational prospects and we need parents' fullest support and co-operation to tackle this.

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 are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor, use of circle time, 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.

Partnership Working

Brownedge St Mary’s Catholic High School will work with the support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance.

Monitoring, Analysis, Action Planning

Brownedge St Mary’s Catholic High School will adopt systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future Action Planning and target setting in respect of whole school attendance matters.

Review of Whole School Attendance Policy

The governors of Brownedge St Mary’s Catholic High School will review this policy along with the associated procedural framework at least annually.

Whole School Attendance Policy Procedural Framework

# Current Status

Brownedge St Mary’s Catholic High School is constantly working to achieve regular and good attendance by all its pupils. Now the school is using appropriate national guidelines for setting overall attendance targets.

# **Responsibilities**

Good attendance at school is the responsibility of parents, pupils and school staff, with local authority support as needed. Brownedge St Mary’s operates a policy of working in partnership to improve attendance.

# It is the responsibility of Parents & Carers to

* Ensure children attend regularly, and punctually
* Contact school on 1st day of absence before 9.30
* For continued absence, school should be contacted everyday
* Send a note to the form tutor on return from absence, explaining the reason for the absence
* Avoid leave in term time
* Attend meetings if concerns of attendance are identified
* Participate in Attendance Panel Meetings where appropriate, and if the parent is unavailable for the meeting to go ahead anyway with the pupil, Governor (acting on behalf of the pupil), Attendance lead and Attendance Officer.
* Support the school in agreed interventions/action plans

# It is the responsibility of Pupils to

* Acknowledge the appropriate behaviour needed out of school e.g. early bedtimes to allow punctual attendance
* Attend school/registration punctually
* Adhere to appropriate systems for late registration

# It is the responsibility of the Assistant Head Teacher to:

* Take the lead in ensuring attendance has a high profile within the school
* Ensure there are designated staff with day-to-day responsibility for attendance matters
* Ensure adequate time is allocated to discharge these responsibilities
* Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance

# It is the responsibility of all Staff to:

* Provide a welcoming atmosphere for children
* 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 Governors to:

* Adopt a policy on attendance and review the policy annually
* Agree targets for attendance for the school
* Be aware of attendance issues through its committee structure

It is the responsibility of the Local Authority to:

## Issue Penalty notices on behalf of the school in line with the local authority code of conduct and the school’s policy and this procedural framework

* Initiate the use of School Attendance Orders and Education Supervision Orders.
* Prosecute parents in line with school and local authority procedures

## Procedures

# Registration

* The registration periods for Brownedge St Mary’s Catholic High School are:

8.50am – 9.05am for the morning session

2.55-3.05 for the afternoon session

* Pupils who arrive late for the morning session MUST sign in with either the member of staff on late duty if before 9.05 in the dining room or at main reception. **If a pupil arrives after 9.30 without a reason a U code is given.**
* If a pupil needs to sign out of school during a session, they must bring a note from their parent indicating the reason. The reception staff will then record the date and time of their leaving.
* When the pupil returns to school (if appropriate) they should once again report to reception, where the time will be recorded
* If a child is ill and unable to come to school, parents should ring the school and speak to a member of the office staff or leave a message on the school system
* The office staff will record the messages on an absence appointment sheet and pass this to the Attendance Officer so that the absence can be recorded on PARS
* On their return to school, the pupil must bring a note from home indicating the reason for the absence, and giving the dates of the absence. This should be given to the form tutor who will use it to complete the absence return sheet.
* Only the attendance officer is authorised to amend absence codes
* 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
* Pupils who are involved in other activities during registration should be marked absent by the form tutor. The attendance officer will then amend absence codes by checking with a list provided by the appropriate member of the teaching staff
* The Attendance officer in consultation with the Assistant head teacher is responsible for checking consistency of use of symbols, and acceptable reasons for absence across the whole school
* An absence will be recorded as unauthorised where there has been no contact or where a parent/carer has failed to give a reasonable explanation for the absence. Pupils with poor attendance (≤90%) will be asked to produce evidence of appointments with doctors, hospitals, dentists etc to authorise any absences.

**Roles within school.**

# Attendance Officer

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

* Operation of the PARS 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 Head.
* the monitoring and recording attendance of pupils who are receiving education elsewhere
* the review of registers and to identify trends of absence
* monitoring lateness as per pupil late procedures
* collating whole school attendance data for analysis by the assistant head teacher (and others 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
* The training of admin staff on the use of the PARS system for recording and monitoring attendance
* submitting attendance data to the Local Authority and the DfE

Assistant Head Teacher

Is responsible for:

* the overall implementation and monitoring of the Attendance Policy
* sharing 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
* 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
* requesting Penalty Notices in line with this policy and the Local Authority guidelines
* Pupil attendance trackers and Attendance passport for targeted pupils
* Panel decision, meetings and follow ups

## Strategies for promoting/improving attendance

Brownedge St Mary’s Catholic High School is clear that good attendance and behaviour is vital for success in school. As such the school uses a variety of strategies to promote good attendance. These include:

* Regular attendance is promoted with parents in school literature e.g. letters home, school prospectus.
* The attendance officer regularly monitors the attendance of pupils who are below the target level of attendance. Absences are communicated to the head of house and the Assistant Head.
* Rewards are given to pupils and groups with excellent attendance, e.g. certificates, non-uniform days and vouchers.
* Whole school targets for attendance are agreed with the School Improvement Partner. This impact upon the monitoring of year groups, forms and individual 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. Most integration programmes will involve meetings with the pupil, parents and whatever other agencies are needed:

* Following exclusion, this will usually be managed by the head of year and the associated link member of the senior leadership team.
* 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 with the head teacher or deputy.

**Part-Time Timetable**

There are reasons where a part-time timetable is agreed as a reintegration strategy following periods of extended illness, extended absence et al. Where this is to be considered, each case will be agreed on an individual basis and the terms of the part-time attendance agreed in advance with the pupil, parent or carer and a member of the SLT. Pupils must sign in and out on the record of attendance sheet kept in reception.

# Penalty Notices

Brownedge St Mary’s Catholic High School will request Lancashire Local Authority to issue a Penalty notice 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 secure a reason for the absence, unauthorised holidays, persistent lateness after the registers have closed without success.
* If a penalty notice 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 £1,500 per parent.

# Removal from Roll

*The school may only remove pupils from roll in accordance with the criteria set out in Regulation 9 of The Education (Pupil Registration) (England) Regulations 2006.*

If a child moves from the area, and school has had written notification from the parent or guardian, the child will be removed from roll. In such cases a referral to the CME team should also be made.

If a pupil fails to attend school, and it appears, following attempts to contact home, that the pupil has left the area then the school will refer the pupil to the appropriate service (After 20 days of failure to attend school the pupil may be removed from the school roll) otherwise:

* Pupils who may have gone missing will be identified by the Attendance Officer.
* If a pupil is identified as missing then the Assistant Head will refer such pupils to Lancashire Local Authority.
* The Attendance Officer is responsible for completing the Common Transfer Form under the s2s system once a pupil has been traced elsewhere. In the absence of a destination school the CTF should be posted when the pupil transfers to an independent school, moves abroad or when they transfer to Elective Home Education. The CTF should be posted when it is unknown whether pupils have been put on roll at another school. In all cases the CME team should be notified.
* If a pupil’s whereabouts cannot be established then the school will seek the support of the LA in locating the pupil.
* The attendance officer will notify the Authority that a pupil has been removed from roll to be educated otherwise than at school (as required by Regulation 13 (3) of the above regulations) in accordance with accepted Lancashire protocols.

## Systems for dealing with attendance issues

# School based systems for dealing with lateness

Punctuality is a measure of how seriously education is considered by pupils. Daily registration is a legal requirement that helps ensure the school is a safe working environment. The school procedure for late arrivals for registration or lessons which add up to more than 10 minutes in a week, this time will be made up at a whole school punctuality detention on a Friday night after school. The formal close of morning registration is 9.30. Pupils who arrive late for a morning session MUST sign in (NOTE) If a pupil arrives after 9.30 without a valid reason will be given a U code. Penalty notices for persistent lateness is defined as 12 unauthorised absences (U) over any 6 week period.

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 a penalty notice or prosecution.

Parents will be sent warning letters when a pupil approaches the threshold (see appendix)

# School based systems for dealing with absences

Form tutors and heads of house are responsible for registering the pupils at the morning and afternoon sessions. Pupils are rewarded for good attendance with positive behaviour points, reward trips, prize draws etc. The Attendance Lead/Attendance officer will identify the attendance tracker pupils at the end of a term and contact parents to inform them that their child will be monitored by their form tutors on a weekly basis.

## Monitoring, Analysis, Evaluation and Action Planning

Whole school attendance is monitored by the attendance officer and the Assistant Head Teacher. A calendar of panel decision, panel meetings with pupils and parents and panel follow up meetings involving attendance staff are scheduled 15 times a year

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 each Autumn Term. Year group data is also used by heads of year when writing their development plans early in the Spring 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.

PP1

Dear Parent/Carer

**Re: Poor Punctuality**

It has been brought to my attention that the punctuality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not acceptable. Since the beginning of this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ term they have been issued with \_\_\_\_\_\_\_\_\_\_\_ punctuality detentions. This detention is given if a pupil is late to school or lessons by more than 10 minutes in a week period.

At Brownedge, we have the highest aspirations for your child: we know that every lesson counts towards your child achieving their potential. I am sure you are aware that being late adds up to loss of learning – PUNCTUALITY COUNTS. Lateness also disturbs other children’s learning and the smooth running of the lesson. If children are 5 minutes late every day that adds up to over **3 days** of learning over a year, 15 minutes late every day is the same as being absent for **2 weeks** each year.

There are very serious legal consequences for parents and carers when children are persistently late. If your child continues to have a high level of lateness you will receive a warning letter. After this, continued lateness could result in the issue of a Penalty Notice (a £60-£120 fine) or a summons to the Magistrates’ Court.

If this lateness persists and your child appears again on the punctuality detention then they will serve a 2 hour detention after school in addition to their newly accrued punctuality detention.

Please support school by discussing your child’s poor punctuality with them. Give your child the best possible chance to succeed – ensure they arrive on time to school and lessons each day.

Yours sincerely

Mrs N Oddie

Deputy Headteacher

PP2

Dear Parent/Carer

**Re: Persistent Punctuality**

For the second time this term it has been brought to my attention that the punctuality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not acceptable. Since the beginning this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ term they have been issued with \_\_\_\_\_\_\_\_\_\_\_ punctuality detentions.

As I have previously discussed with you there are very serious legal consequences for parents and carers when children are persistently late. If your child continues this level of lateness it could result in the issue of a Penalty Notice (a £60-£120 fine) or a summons to the Magistrates’ Court.

As this is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ occurrence that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been issued with a punctuality detention it is now necessary for them to serve a 2 hour detention after school in addition to their newly accrued punctuality detention. This detention will take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours sincerely

Mrs N Oddie

Deputy Headteacher

PP3

Dear Parent/Carer

**Re: Persistent Poor Punctuality**

**I am writing to inform you that your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is persistently late for school. Between date and date he/she was late on \_\_\_\_ occasions and missed \_\_\_\_ hours of education.**

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher, compromising everyone’s education.

**Further lateness/unauthorised absences may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under section 444(1) or section 444(1A) of the Education Act 1996. An unauthorised late is marked as a ‘U’ in the register and is considered an unauthorised absence due to lateness.**

As this is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ occurrence that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been issued with a punctuality detention it is now necessary for them to serve 2 days in the Benedict Room. This detention will take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Meanwhile, if anything can be done to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ getting to school on time, please do not hesitate to contact me.

Yours sincerely

Mrs N Oddie

Deputy Headteacher

PP4

Dear Parent/Carer

**Re: Persistent Poor Punctuality**

**I am writing to inform you that your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is persistently late for school. Between date and date he/she was late on \_\_\_\_ occasions and missed \_\_\_\_ hours of education.**

**As previously highlighted further lateness/unauthorised absences may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under section 444(1) or section 444(1A) of the Education Act 1996. An unauthorised late is marked as a ‘U’ in the register and is considered an unauthorised absence due to lateness.**

Your child is to serve a further 2 days in the Benedict Room. Notification of these dates will be sent out separately. In order to discuss this situation please attend a meeting with the Headteacher on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to draw up a Punctuality Contract and to discuss the next steps in reducing your children’s persistent lateness.

Yours sincerely

Mrs N Oddie

Deputy Headteacher