



**Central Lancaster
High School**

Attendance Policy

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Attendance Policy

CENTRAL LANCASTER HIGH SCHOOL

Central Lancaster High School recognises the clear link between the attendance, punctuality and attainment of its pupils. The aim of this policy is to encourage the highest level of attendance for individual students, particular groups (including those who are vulnerable) and the school as a whole.

We recognise that promoting good attendance and punctuality prepares young people for the expectations of working life.

This policy contains strategies used to improve the attendance and also outlines the roles and expectation of all stakeholders in achieving excellent attendance.

Guiding principles:

- To improve the overall percentage of attendance of pupils at our school, with an expected target of 97%.
- To raise the profile of attendance and make it a priority for staff, pupils, parents/carers and the Governing Body.
- To ensure that there is a provision of appropriate guidance and support for parents/carers, pupils and staff.
- To develop and monitor clear procedures for maintaining accurate registers.
- To develop a systematic approach to collating, analysing and acting upon attendance data in order to target attendance related issues.
- To provide a framework within which all staff can work to provide a consistent approach to raising levels of attendance by using and working with relevant agencies as appropriate.
- To provide a safe, caring and compassionate environment where every pupil can access all opportunities offered to them.
- To work with pupils and their families to ensure good attendance and punctuality to school.
- To have regard to the Disability Discrimination Act 1995 and make reasonable adjustments for young people when required.

Creating a culture of 'good attendance' at Central Lancaster High School:

- Central Lancaster High School will have a solution-focused approach to overcoming barriers and improving attendance.
- Letters/postcards/emails/text messages/form time materials/weekly newsletter to parents will communicate the importance of good attendance and celebrating successes every fortnight and at the end of every half term.
- Website updates will include a clear link to the Attendance Policy, procedures and expectations.

- School assemblies and form time powerpoints will have slides that include a focus on attendance; form/year/house attendance figures, weekly/ half termly/ termly/ annually.
- Rewards for forms and individuals for good attendance will include:
 - Letter home- 100% attendance for half term.
 - Praise postcards/emails/phone calls- for pupils with improved attendance.
 - Gifts and voucher awards in half termly and weekly assemblies.
 - Positive posters- to promote good attendance in each form room and around school.
- Attendance will be a standing agenda item on all pastoral meetings.
- The Attendance Officer meets weekly with the Head of School to ensure that we are doing all we can to support the good attendance of all CLHS pupils.

Expectations of parents and carers:

- To ensure that their child attends school on the days that it is open, dressed in full uniform, equipped to learn and on time (by 8.40am).
- To avoid keeping their child absent from school for any reason other than illness or other authorised absence.
- To arrange family holidays and activities outside of term time to limit impact on child's progress.
- To contact the school by 09.00am on the first day of any absence from school, giving clear reasons for their child's absence by:
 - *phone 01524 32636 (option 1 to report an absence)
 - *email attendance@lancasterhigh.lancs.sch.uk
 - *text **07943 107 504**
 - *report via the 'Attendance Report' option on our website
 If no indication of a return to school date is given, parents/carers should contact the school on each day of absence.
- Provide a letter/medical letter where appropriate, on their child's return to school that explains their child's absence.
- Parents/carers are ultimately responsible for their child attending the school regularly (Education Act 1996).
- Attend meetings at the school to discuss concerns regarding attendance to school.
- To inform the school without delay, if they have concerns about any aspect of their child's education and school life, that they feel is hampering their attendance.

Expectations of pupils:

- To attend school on the days that it open, dressed in full uniform, equipped to learn and on time (8.40am)
- To avoid being absent from school for any reason other than illness or other authorised absence.
- To catch-up on any missed work whilst they have been absent from school, as arranged with their class teacher and available on ClassCharts.
- To inform their House Tutor if they have any worries about any aspect

of their education and school life, that they feel may hamper their attendance.

Expectations on staff:

Attendance Officer:

Responsible for following the systems of intervention, monitoring Persistent Absent (PA) pupils and keeping attendance intervention tracking up to date. Weekly meetings with the Head of School to analyse year group data, individual data and attendance plans, also to monitor impact of attendance plans.

Key tasks completed in conjunction with Heads of Year/SLT:

- Ensure that late pupils are met at reception and issued with a late card, providing an explanation to their period 1 teacher.
- Form-time and P1. Check and chase morning form time registers; recording lates, taking calls/ messages for absent pupils. Prioritising those most vulnerable (CIN, CP, LAC, FSM/ PP).
- Period 2. First day contact via text. Follow up calls for non-response/ unsatisfactory reasons for absence during this period.
- Raise any concerns about vulnerable pupils absent from school with the DSL and inform appropriate agencies.
- Period 3. Conduct home visits encouraging pupils to attend school for the afternoon session and bringing into school where appropriate.
- Period 4. Check and chase PM registers.
- Ensure that the school's official attendance registers are compliant and in line with legal requirements. Any anomalies are reported to the LM in the first instance during the working day.
- Monitoring of PA against targets and administration of stage letter, panel meetings.
- Make arrangements to ensure that parents/carers who may wish to withdraw their child from attending the school, are contacted with the potential consequences explained. Make formal records on CPOMs.
- Provide weekly, monthly, half termly, termly, annual data on attendance for the Head of School.
- Provide fortnightly data for pupils in stage 1-4 groups for monitoring by key stakeholders.
- Ensure that stages of intervention are followed rigorously and outcomes are recorded accurately and in a timely fashion, to be ready for discussion with the Head of School in weekly line management meetings.
- Work closely with the parents/ carers of targeted pupils, forging positive and constructive relationships in order to engage parents/ carers and provide support that results in a return to school at the earliest opportunity.
- Keep in weekly contact with long term absentees, accurately recording outcomes of communication on CPOMs. Liaise with the House Tutor/ Head of Year/ SSOs to ensure that effective reintegration strategies are used.
- Identify pupils groups/individuals and cohorts and support House Tutor/Head of Year/SSOs in working with these groups to bring down Persistent Absence
- Prepare detailed and accurate cases for referral through the Early Help

Assessment as discussed with the Head of School. Attendance Officer to act as the Lead Professional in these cases. AO to liaise with the Court Officer to initiate proceedings and to follow identified protocol.

Heads of Year:

- Using weekly, half termly and termly attendance data provided by the AO, monitor the attendance of pupils within the Year, taking note of patterns amongst pupils from particular groups, identifying and overcoming barriers.
- Take appropriate steps such as meeting with pupils/parents/SSOs/agencies to support pupils and parents/ carers to reverse the trend of absence, identifying and implementing relevant pastoral support, closely and accurately monitoring and measuring impact of support against attendance data.
- Liaise with AO to ensure that attendance systems are being followed and monitored rigorously.
- Liaise with the AO to ensure that parents/ carers of pupils with poor attendance are receiving appropriate levels of support and challenge.
- Lead House Tutors to create a positive culture of promoting and celebrating good attendance and punctuality.
- Share attendance/ punctuality data and information through fortnightly tutor briefings and weekly communication. Delegate actions to House Tutors; discussion with pupil, contact with parent, issue of report card, set targets for attendance/ punctuality, praise where improvements are made.
- Screen stage 2-4 attendance letters issued by Attendance Officer.
- Monitor and mentor pupils in the stage 3 intervention group who have been identified as those with poor/ deteriorating levels of attendance. Agree short term targets, and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups.
- Meet with Year Teams with attendance and punctuality being a standing agenda item.
- Foster a positive attitude to school attendance within the year group through assemblies, form-time PowerPoints, House notice boards and constant reinforcements with pupils.
- Liaise with parents/ carers on matter relating to the child's attendance, including supporting the AO in organising panel meetings for pupils at risk of being poor attendees. Then partake in follow- up review meetings, recording outcomes.
- Support AO on complex cases and attend and/ or provide relevant information for EHA referrals and TAF meeting.
- When leading reintegration meetings, set appropriate targets as part of reintegration process.
- Implement sanctions, in line with the schools behaviour policy where there have been instances of truancy, lates etc-
 - Late to school= 20min lunch time detention
 - Internal truancy= EXIT & 20 minute after school detention, P8 suspension on third truancy in a half term.
 - External = If a pupil has left the school site during the school day this will result in an IMPACT or a P8 suspension, reintegration meeting with parent and behaviour monitoring card for monitoring

attendance

House Tutors:

- Ensure that registers are taken accurately within first 3 minutes of form time and that registers are maintained.
- Mark lates accurately, issuing lates for registration through ClassCharts and clearly communicating the sanction with the pupil.
- Encourage good attendance through constant reinforcement of individual and class targets during form time. Offer encouragement and creating a competitive environment where pupils want to be the 'best attending form' in the year/ school.
- Liaise with the Head of Year and AO as early as possible where there may be issues of attendance with individual pupils, groups within the form, or the whole form.
- Monitor and mentor pupils in the stage 1 and 2 intervention groups who have been identified as those with improving/deteriorating levels of attendance. Agree short term targets, and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups.
- Deliver form time materials with enthusiasm. Create a safe and welcoming environment for all pupils. Forge positive relationships with all pupils within the form, creating a sense of belonging.
- Provide appropriate pastoral support to individual pupils as directed by Heads of Year.
- Contact parents/ carers where absences have remained unexplained and to promote and celebrate good/improved attendance.

Pupil Support Officer and Behaviour Mentors

- Support AO/HoY with pupils identified as PA or in danger of becoming PA.
- Maintain an awareness of the attendance of any pupils on an active caseload.
- Liaise with AO, parents and pupils to identify, discuss and remove barriers to learning.
- Liaise with and engage outside agencies in order to support pupils whose barriers to learning prevent them from attending regularly. Where necessary arranging and co-ordinating meetings with agencies and families.
- Ensure good attendance and punctuality are supported and fostered within any conversations with pupils
- Support with daily home visits encouraging school attendance

Class Teachers:

- Take accurate register within first 3 minutes of the lesson during 'Do Now' activity.

- Email oncall@ if child's absence is not explained on sims and the child is not present in their lesson.
- Mark any pupil that is late and note the minutes of lateness. Use ClassCharts to issue a P3.
- Plan and deliver lessons that are adapted to meet the needs of the class and individuals. Engage learners by providing suitable challenge, conducting assessments and providing timely feedback.
- Implement the school's behaviour policy, creating a safe, orderly and purposeful environment where all pupils feel valued and have a sense of belonging.
- Implement rewards and penalties consistently and fairly. Develop a mutually respectful professional relationship with all pupils.
- Where a pupil has been absent, ensure that work that is missed is caught up by providing class notes/ handouts, and/or photocopy another pupil's work to be stuck into the absent child's book.
- Acknowledge and appropriately celebrate a return from absence to further provide a sense of belonging to the class.
- Proactively liaise with the pupil's House Tutor or Head of Year if there are any concerns.

Curriculum Leaders:

- Develop Schemes of Learning and assessment that allow all pupils to access their curriculum.
- Support class teachers in implementing the rewards and sanctions consistently and fairly.
- Quality assure Teaching and Learning, and absence catch-up work through learning walks, work scrutiny and pupil voice.
- Support class teachers in ensuring any work missed through absence is caught up.
- Monitor the progress of pupils who have/ have had attendance issues.

Careers Coordinator:

- Raise aspirations of all pupils who are identified by Heads of Year/Careers Lead and include in all one-to-one interviews, referencing each pupil's attendance record, the importance of good punctuality and good attendance in the school for all Post-16 pathways.

Attendance Line Manager:

- To lead on whole school attendance and directly line manage the Attendance Officer.
- Weekly meetings with AO and monitor daily/ weekly actions.
- Meet with HoY/SOs to discuss most vulnerable pupils (PA) and those at risk of PA, and coordinate interventions alongside other pastoral issues.
- Have full knowledge and understanding of all complex cases.
- Present attendance data to SLT and governors when requested.
- Continually review the attendance policy and procedures.

Executive Headteacher:

- To make judgment on holidays and special absence requests.
- To meet weekly with the Head of School to have robust discussions on whole school/ year/groups/ individual attendance data and review the provision to support 'good' attendance.

SLT:

- To be aware of those on vulnerable list and who are PA (persistently absent) whilst on-call.
- Ensure pupils are punctual to timetabled lessons whilst on-call.
- To be involved in departmental QA and focus on interventions for PA pupils.
- Continually review curriculum provision to ensure that pathways are appropriate and accessible to meeting the needs of all pupils.

Thresholds and interventions:

Dependent on attendance figures (by session) pupils will be divided into 4 subgroups requiring 3 distinct waves of intervention. Each subgroup is identified on an attendance spreadsheet with interventions clearly flagged.

Percentage	Stage	Intervention
95.1-97%	1	House Tutors celebrate pupil success at stage 1 with an Attendance postcard sent home to families, this is logged on ClassCharts. House Tutors email parents/carers of pupils where a decline in attendance has taken place. This communication takes place fortnightly. Pupils will be set targets to improve attendance up to the expectation of 97% and any pastoral support required will be identified and implemented.
95-90.1%	2	All pupils whose attendance falls below 95-90.1% will receive a stage 2 letter. This letter will clearly state that all further absences will be unauthorised unless accompanied with medical evidence. Continued pastoral support will be given and attendance monitored, once attendance meets the expected target of 97%, no further action will be taken. House Tutors promote improved attendance for pupils identified as stage 2 by the Attendance Officer. House Tutors have daily conversations with pupils to encourage positive attendance and engagement with school.

90-50.1%	3	<p>Pupils whose attendance falls below 90% will receive a stage 3 letter and will be invited in for an attendance meeting with the Head of Year. All further absences will be unauthorized unless evidence is produced to explain the absence.</p> <p>Pupils below 90% will receive day one home visits where possible, and where there are unsatisfactory reason for absence or they are identified as vulnerable (CIN, CP, SEND, FSM/PP etc). This will be recorded on Cpoms.</p> <p>Heads of Year work with pupils identified as stage 3 by the Attendance Officer. Heads of Year meet weekly with their stage 3 pupils to develop a positive culture of attendance, over come barriers to attendance and work with pupils and families to promote good attendance.</p>
Below 50%	4	<p>Pupils whose attendance falls below 50% will be invited in for an attendance panel meeting with the AO. The aim of the meeting is to create an Attendance Support Plan for each pupil and to create clear targets for improved attendance with appropriate internal and external support included where necessary. Support from the Local Authority Attendance Team may be requested at the panel meeting.</p> <p>Pupils in stage 4 attendance category receive regular home visits from the pastoral team, they are prioritised where they are identified as vulnerable. This will be recorded on Cpoms. Reduced timetables may be used to support the child back into school following a long period of absence.</p>

All letters will be quality assured by the Attendance Officer and Head of School to ensure they are sent to families appropriately inline with known reasons for pupil absences.

Following a stage 4 letter and an attendance panel, all absences will continue to be unauthorised. First day contact and home visits will continue for subsequent absences. Pupils at wave 3 will continue to receive pastoral support, monitored until attendance reaches 97% or above, where no further action will be taken. Dependent on complexity of need, the EHA process may be started and TAFs held with the AO as the Lead Professional. Engagement with external agencies will be sought. If there is no improvement and attendance reaches 80% there will be a referral for a fixed penalty notice to be issued following the collation of evidence gathered by the AO.

Punctuality:

- The pupil gates and entrances will be closed at 8.40am after which pupils must enter the school via the main entrance.
- Any pupils arriving after 8.40am will be met at the school entrance by a member of staff and will be issued with a 20-minute lunch time detention for the day of the late arrival unless there is a known reason for lateness. For example, SEMH needs/parental communication involving an appointment.
- Repeated lateness will be reported to parents/ carers. Repeated lateness after the register has closed may be dealt with in the same way as absence.

Parents/ carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court.

Leave of absence:

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents/ carers are able to demonstrate exceptional circumstances:

- Parents/ carers are strongly discouraged from taking their children on holiday during term time. All requests for leave of absence will be declined unless parents can evidence exceptional circumstances which is at the discretion of the Executive Headteacher.
- Requests for holiday leave during exam times will not be authorised under any circumstances.
- Parents/ carers must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website. Applications must be made at least 2 school weeks in advance.
- If a pupil fails to return from an agreed period of absence, investigations will be made by staff (telephone calls/ home visits by the AO and possibly other agency).
- If the school's investigations fail to make contact with the parents/ carers and/or pupil, the case will be referred to the Children Missing in Education (CME) team, who may, after further investigation, inform the school that the pupil may be removed from roll.
- Penalty Notices will be used in cases where an application for the leave of absence is refused and the pupil is subsequently absent during the dates originally requested. Parents will be warned of potential consequences when an application for leave is denied.

Authorised/ unauthorised absences:

Authorised absence is where the school has given permission for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/ carers may not authorise absences only the school can do this.

Parents/ carers should immediately contact the school giving clear reasons for absence by

*phone 01524 32636 (option 1 to report an absence)

*email attendance@lancasterhigh.lancs.sch.uk

*text **07943 107 504**

*report via the 'Attendance Report' option on our website

. This should be followed up by a note on the child's return.

Absence may be authorised for such reasons as:

- Illness
- Unavoidable medical/ dental appointments
- Exceptional family circumstances e.g bereavement
- Days of religious observance
- Study leave involvement in a public performance
- Elite athlete activities

Absence will not be authorised for such reasons:

- Looking after brothers/ sisters/ unwell parents/ carers
- Birthdays
- Family holidays where permission has not been granted (please note that family holidays during term time will not normally be approved)
- Special occasions, where the school does not agree that the absence should be granted.

Medical/ dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to the school before the appointment, sign out and return to the school after the appointment.

Confirmation of all appointments by way of appointment card, letter or appointment slip must be provided for any absence to be authorised. If medical appointments are to be attended at the start of the day, causing the pupil to arrive late to school, confirmation of the appointment (as above) must be provided, or a late detention will be issued.

Following an explanation from parents/ carers regarding a pupil's absence, the school will decide whether or not it accepts the explanation and authorise/ unauthorise accordingly.

Children Missing in Education

The school's Attendance Officer will notify Lancashire's Children Missing Education Team when pupils have missed 10 consecutive school days without permission (or sooner if school are aware that the pupil is not going to return e.g. moved out of area) via the CME referral form.

The school's Attendance Officer will complete CME9 removal from roll and/or provide Lancashire (offroll@lancashire.gov.uk) with the relevant details where a pupil has been removed from roll and a start at a new school has been confirmed or where the CME Team has advised the school that removal from roll is authorised.

Penalty Notices:

Section 23 of the Anti-Social Behaviour Act 2003 brought into force Sections 444A and 444B of the Education Act 1996, which empower designated LA Officers to issue Penalty Notices in cases of unauthorised absence from school.

The LA has prime responsibility for developing the Code of Conduct (protocol) within which all partners named in the Act will operate. Circumstances in which a Penalty Notice may be issued include:

- Parentally condoned absence
- Unauthorised leave of absence in term time
- Unwarranted delayed return from an extended leave of absence (without school agreement)
- Persistent late arrival after the register has closed.
- A minimum evidential requirement of fourteen (14x half days) sessions lost to authorised absence by any pupil across 2 terms during the school year and/or ten (10 x half days) school sessions lost in the current term may also trigger the process. This is not an exhaustive list and each case will be considered individually.
- A Section 444 Prosecution will be considered when:
- A pupil's attendance is less than 65%
- There has been a lack of response to PNs- such as two already used in an academic year.

Attendance Codes, Descriptions & Meanings:

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (not Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence and/or Covid related absence	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session