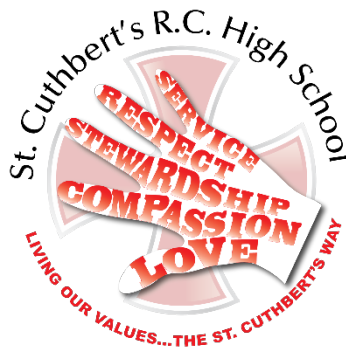




St. Cuthbert's
Roman Catholic High School

WHOLE SCHOOL POLICY & PROCEDURES

ATTENDANCE POLICY



Mission Statement

*'The Lord God requires of us that we should help others whenever we can,
always make the right choices and be the best that we can be in everything that we do'.*

Policy: Attendance Policy		
Type: Statutory	Website: Yes	Author: Mr M Lockett
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1. AIMS

Regular school attendance is essential if students are to achieve their full potential.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

St Cuthbert's RC High School believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. St Cuthbert's RC High School values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. SCHOOL PROCEDURES

3.1 Attendance Register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 2 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students must arrive in school by **8.20am** on each school day.

The register for the first session will be taken at **8.25am** and will be kept open until **8.45am**. The register for the second session will be taken at **11.35am** and will be kept open until **11.50am**.

3.2 Unplanned Absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

- Absence can only be authorised by the Head teacher and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.
- Please be aware that when a parent/carer telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.
- Where possible calls re absences should be made **before 8.25am stating the reason(s) for the absence** & an approximate date of return
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require parents to obtain medical evidence from their doctor's surgery. The school's attendance officer will log instances of absence & lateness.

3.3. Medical appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day. Parents must show the appointment card to school. If a student is absent for a full day to attend a medical appointment the student will incur half a day unauthorised absence unless medical evidence is provided.

Other Authorised Circumstances

This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.

3.4 Lateness & Punctuality

Period 1 begins at 8.25am; students are expected to be on site from 8.20am. Students arriving after this time will be marked as present but arriving late (L). The register will close at 8.45am and students arriving after the close of register will be recorded as late.

This will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, students must immediately report to the Attendance Office or Pastoral Office to ensure that we can be responsible for them whilst they are in school. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided; for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the student has arrived late without justifiable cause. Behavioural sanctions will be implemented if a student fails to follow the signing in procedures.

Students who are consistently late are disrupting not only their own education but also that of the other students. Lateness is considered to be an equally serious absence. Parents, guardians or carers of students who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem with the Attendance Officer, the Assistant head i/c of attendance, EWO, the Head of Year and where necessary the Head teacher.

3.5 Following up Absence

Students' attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

The Attendance Officer will provide relevant colleagues with regular attendance data for each student within their form group/year group. The list will be presented in numerical descending order with the highest attenders at the top; every student will be colour coded as indicated below:

<p style="text-align: center;"><u>GREEN students with attendance between</u> <u>100% and 97%</u></p> <p style="text-align: center;"><u>AMBER students with attendance between</u> <u>96% and 93%</u></p> <p style="text-align: center;"><u>RED students with attendance 93% - 91% (*at risk</u> <u>of becoming PA)</u></p> <p style="text-align: center;"><u>PURPLE below 90% (PA)</u></p>

An arrow next to the student's name will indicate if their attendance has improved, stayed the same or deteriorated.

The Senior Leadership Team will receive a complete set of data.

Heads of Year will receive a complete set of data for their year groups and form groups Form Tutors will receive data on their form.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

St Cuthbert's RC High School will share attendance data with the Department for Education and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998

St Cuthbert's RC High School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and / or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

St Cuthbert's RC High School also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children. The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Learning mentors
- SELECT interventions (Peer mentors, friendship groups)
- PSHE
- Reward/5 P system
- Punctuality report
- Fast track process
- Additional learning support
- Referrals to support agencies
- Early help assessments
- Reintegration support packages
- Time limited part time time-tables
- Family learning
- Parenting contracts

Support offered to families will be child centred and planned in discussion and agreement with both parents and students. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, St Cuthbert's RC High School will consider the use of legal sanctions.

3.6 Reporting to Parents

Parents are able to view their child's attendance, at any time, via the Class Charts App which will show attendance percentage & any lateness.

St. Cuthbert's RC High School will report to parents twice a year which will include their child's attendance. Attendance will also be discussed with their child's Form Tutor at their progress review appointment.

4. AUTHORISED & UNAUTHORISED ABSENCE

4.1 Granting permission for term-time absence

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as an event that was not anticipated/planned and was out of a family's control, such as a bereavement.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. **Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Head teacher. All requests for leave of absence will be responded to in writing.**

Valid reasons for **authorised absence** include:

Religious Observance

St Cuthbert's RC High School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration, by written request by the parent, for authorised absence. Such absence will be authorised up to a maximum of two days annually.

Study Leave

Study leave may be granted for Year 11 students approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

Traveller Absence

It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

When in or around Rochdale, if a family can reasonably travel back to their Base School then the expectation is that their child will attend full-time. St Cuthbert's RC High School will be regarded as the base school if it is the school where the child normally attends when they are not travelling.

However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the student's school place will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

St Cuthbert's RC High School can only effectively operate as the child's base school if it is engaged in ongoing dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return date.

St Cuthbert's RC High School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any student and appropriate statutory action may be undertaken.

4.2 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Head teacher. Examples of unsatisfactory explanations include:

- A student's/family member's birthday
 - Shopping for uniform
 - Having their hair cut
 - Closure of a sibling's school for INSET or other purposes
 - "Couldn't get up"
 - Illness where the child is considered well enough to attend school
 - Family holidays
 - Student refusal to attend school
- The Head teacher may unauthorise a student's absence if:
- a parent/carer has not provided any or enough information
 - The reason(s) that are given do not fall within those categories defined by the Education Act 1996 as legally permissible
 - The reason(s) given would not normally involve an absence of that length.
 - There is doubt that the information has come from a parent/carer or from someone unauthorised to act on their behalf.
 - Your child's attendance is below 95%

4.3 Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2013, students can be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between schools and the new school confirms attendance and the child's electronic file is exchanged
- Student withdrawn to be educated outside the school system
- Failure to return from an extended holiday after the school has tried to locate the student and made collaborative enquiries alongside the Local Authorities Children Missing Education Team
- A medical condition prevents attendance and return to the school before ending compulsory school-age

- In custody for more than four months (in discussion with the Youth Justice Service)
- 20 days continuous unauthorised absence and both the school and the Local Authority have tried to locate the student.
- Left the school but not known where he/she has gone after both the school and the Local Authority have tried to locate the student.

St Cuthbert's RC High School will follow Rochdale Borough Council's Children Missing Education protocol when a student's whereabouts is unknown.

All schools must inform their local authority of any student who is going to be removed from the admission register where the student:

- has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
- has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The Local Authority must be notified when a school is to remove a student from its register for any of the five grounds above. This should be done as soon as these grounds for removal from the register are met, and in any event no later than removing the student's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education and follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform the Local Authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the Local Authority.

4.4 Alternative Provision

Where an alternative provision is providing education for a child of compulsory school age, the alternative provision shall work collaboratively with the appropriate Local Authority and school, in order to share information about the attendance and/or absences of that child as the Local Authority deems necessary, as set out in departmental advice- [Enrolment of 14 to 16 year olds in full time further education](#). The child will be 'B' coded on the day they attend the alternative provision as the school remains the main provider & ultimately responsible for the child. The alternative provision should also inform the relevant local authority & school immediately if that child is removed from roll so that the local authority can as part of their duty identify children of compulsory school age who are missing education.

4.5 Students who absence themselves during the school day

Where students absence themselves from school following registration, they may be exposing themselves to potential risk.

The subject teacher **must** inform the attendance officer/on call that the student has not arrived to their lesson.

A member of the Senior Leadership or Pastoral team on call will be informed to look for the student on the school's premises. If the student is not located a call should be made to the parent/guardian that the student is not where they should be.

If it is known that the student has left the school premises the parent/guardian will be informed of this. If necessary, the school will inform the police of such an absence if, it is believed they are at risk of harm or harming themselves. If the student also has an allocated worker, they will be informed of this absence & the DSL (designated safeguarding lead) will log this information. The advice below will be acted upon:

Advice when reporting a student's absence to the Police: The new 'Association of Police Officers' definition (2013) of a missing person is:

Missing: 'Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another.'

Absent:

'A person not at a place where they are expected or required to be.'

At the point of the initial report, it is necessary for the call taker to determine whether the person is missing or absent.

If the Police are notified of a child's absence, the details will be recorded, and Police will agree review times and any on-going actions with the child's family or carer. Any safeguarding concerns should be reported to Children's Social Care by the Police. If the child does not return and is not located as expected, or the risk increases, the parent/carer should notify the Police and report the child as 'Missing'.

Upon notification of a missing child, the Police will attend to take a Missing Person Report, conduct a house search and commence initial enquiries. If the child is not located as a result of those initial enquiries, the Police Officer will create a Missing Person Occurrence Record on the Police computer system and a formal investigation will commence. Other agencies will be expected to work co-operatively with the Police during the investigation.

The Police will prioritise all incidents of children categorised as 'Missing' from home as Medium or High risk. A 'High risk' missing child incident would be one where:

- The risk posed is immediate and there are substantial grounds for believing the child is in danger through their own vulnerability; or
- The child may have been the victim of a serious crime; or
- The risk posed is immediate and there are substantial grounds for believing the public is in danger.

High risk cases will trigger the immediate deployment of Police resources. A member of the senior management team or similar command level will be involved in the examination of initial enquiry lines and approval of appropriate staffing levels. Such cases should lead to the appointment of an Investigating Officer and possibly a Senior Investigating Officer and a Police Search Advisor. There should be a media strategy and/or close contact with outside agencies. The UK Missing Persons Bureau, CEOP and Local Authority Children's Services should be notified of the missing child.

Medium risk cases will trigger an active and measured response by the Police and other agencies in order to trace the missing person, including a proactive investigation and search to locate the missing child as soon as possible. Police will liaise with other agencies as appropriate to ensure adequate support for the family is in place.

Where the school is made aware that the student has returned to school or they are arrived at home or another address and are safe and well then the Police should be notified and the incident logged in the student's records at school.

A follow up meeting will take place within school to try and help understand the reasons for the post-registration absenteeism; particularly where patterns are emerging and/or this is becoming persistent. This should include the views of the student, their parent/carer and any professional involved with the child or family. A Single Assessment should always be considered for students with unmet needs who may require support from other services or it may be necessary to make a referral to social care.

5. LEGAL SANCTIONS

The Local Authority Education Welfare Officer (EWO) strives to support schools, parents and students with the aim of ensuring and promoting good attendance and punctuality. However, the Local Authority also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that: "If a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school, the parents are guilty of an offence." Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

5.1 Fixed Penalty Notice

Can be issued, when requested by the headteacher, as long as the following criteria apply:

At least 10 sessions (equivalent to five school days) of unauthorised absence by the student during the current school term, or 20 sessions (ten school days) in the previous 4 months. Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15-day period, further unauthorised absence will trigger the issue of a notice without warning.

No more than two Penalty Notices will be issued per student per academic year.

In exceptional circumstances the Local Authority reserves the right to: issue a Penalty Notice for a first offence or issue a Penalty Notice without warning

A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be used in accordance with Rochdale Borough Council's Penalty Notice Protocol.

Parenting Contracts (Anti-Social Behaviour Act 2003)

A Parenting Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target.

Prosecution - Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

6. STRATEGIES FOR PROMOTING ATTENDANCE

St Cuthbert's RC High School promotes good attendance & being punctual to school & lessons through its rewards system; positive Ps are issued for being punctual to class & 100% attendance each week automatically awards positive points.

Attendance is also celebrated in assemblies & end of term rewards assemblies, with both form classes & individual students gaining certificates, badges, trophies & celebration breakfasts.

Regular communication with parents stresses the importance of good attendance in relation to personal development & academic achievement. The school identifies any issues early & communicates this with parents/carer to prevent further deterioration in attendance.

St Cuthbert's RC High School has a number of key staff parents can raise any attendance concerns with to prevent any prolonged absence. These staff are based within the pastoral/safeguarding team.

7. ATTENDANCE MONITORING

The attendance officer monitors student absence on a daily basis & compiles a weekly report.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a student's absence goes beyond 5 days we will contact the parents to discuss the reasons for this.

If after contacting parents a student's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

St Cuthbert's RC High School collates the attendance data weekly to ensure the whole school attendance figure & persistent absentees figure is monitored closely. The data is broken down into

key groups such as male, female, SEN E/K, EAL & disadvantaged as well as year group so any trends/cause of concern can be easily identified. This data helps the school to identify students who are at risk of becoming persistently absent (PA) from school. The school will action appropriate interventions & support to ensure a child has good attendance.

8. ROLES & RESPONSIBILITIES

St Cuthbert's RC High School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree school attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Introduce/promote a rewards system that incentivizes high levels of student attendance, or an improvement in student attendance
- Ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource

- Return school attendance data to the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff
- Develop a multi-agency response to improve attendance and support students and their families
- Document interventions use the standard required should legal proceedings be instigated

The Attendance Officer will:

- Communicate a daily list of absent students to SLT (Pastoral) and HOY by 9.30am.
- Report attendance data weekly to SLT & HOY
- Contact the parents/carers of students who are absent. This will include both telephone calls, texts and home visits.
- Prioritise any communication home (phone calls/texts) in terms of students' welfare needs, liaising with the Pastoral and Safeguarding team where necessary.
- Meet weekly with HOYs about each year groups attendance & discuss any students of concern
- Lead and action the 'Fast Track' monitoring system with HOYs
- Lead (including the use of HOY/Pastoral staff) on continual home visits, targeting between 15-20 visits per week where necessary.
- Request to see your child if a home visit is carried out. If the child is not seen at the property this information may be passed to the Safeguarding Officer
- Initiate First Day calling procedures from 9am. This will include initial texts home, followed up with phone calls in order of pre-arranged priority dependent upon students welfare needs.
- Coordinate and communicate whole school Punctuality detentions alongside the relevant HOY.
- Hold Attendance and Punctuality Panels for Students who are causing concern (with the Educational Welfare Officer)
- Complete appropriate & timely referrals to the EWO/CME team, when necessary
- Send letters each half term to those parents/carers whose child's attendance has fallen below 95% or for any child with an unexplained/unauthorised absence
- Keep accurate records of contact and interventions used.
- Fortnightly meetings with the Senior Leadership Team whereby data, students with an attendance concern and vulnerable students will be discussed.
- Hold half termly meetings whereby every student's attendance and punctuality will be assessed.
- Develop transition work including contact with feeder schools and the collection of the new intake year 7 attendance certificates for early identification of students with poor attendance records or who are vulnerable.
- Complete a full analysis of the school's attendance each term whereby vulnerable groups will be analysed and action plans will be put together to identify ways to improve attendance.

The Heads of Year will:

- Attend the weekly meetings with the attendance officer to review Year Group attendance data and liaise with Form Tutors regularly with regard to issues arising.
- Ensure they and Form Tutors follow the attendance procedures and complete any returns acting on a request/needs basis.
- Promote the importance and need for excellent attendance weekly through assemblies and the form-tutor programme.
- Celebrate excellent and exemplary student attendance weekly, half-termly and termly through pre-arranged incentives and rewards programmes.
- Liaise with the Attendance Officer to coordinate any student punctuality detentions.
- Regularly monitor their year group's fast-track document and communicate with students or parents/carers accordingly.
- Collate, review and action any issues from attendance/punctuality data on the Year group as appropriate on a weekly basis.
- Work alongside the Attendance Officer to conduct home-visits where required.
- Keep an up to date list of "students of concern" within their year group that is updated fortnightly and passed to Form Tutors for immediate action
- Contact parents in response to concerns about attendance and punctuality on a needs basis and to help establish individual attendance action plans in line with college procedures with the help of the Attendance Officer/EWO.
- Sanction unauthorised absences with a range of responses, in line with current behaviour policy, depending on circumstances.

The Form Tutors will:

- Accurately record attendance and punctuality in all form periods using Classcharts
- Monitor individual's student attendance and punctuality by checking and signing planners weekly.
- Mentor students and advise if attendance and punctuality give cause for concern, placing students on report, if necessary.
- Act on any college-based issues which may affect attendance punctuality (whilst maintaining confidentiality amongst students and staff concerning reasons for absence).
- Recognise and encourage good attendance and punctuality within the form group in-line with the schools's behaviour and rewards procedures.
- Communicate exemplary attendance with parents/carers via Classcharts.
- Promote high levels of attendance and punctuality at every opportunity.

In addition, St Cuthbert's RC High School:

Request that parents will:

- Ensure that their child regularly and punctually attends school, fulfilling their legal responsibility.
- Contact the school before 8.25am for any foreseen absence relating to their child and inform them of the reason why and an expected date of return. Follow this up with a note where necessary (including medical appointments).
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Talk to their child about school and education, taking a positive interest in their child's attendance and educational progress.

- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations relating to exemplar attendance.
- Ask the school for help if their child is experiencing difficulties.
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head teacher in good time.

Request that students will:

- attend school on all possible occasions or to bring a note from home explaining any cause of absence.
- arrive on time and appropriately prepared to start school at 8.20am or to bring a note from home explaining lateness.
- arrive punctually for each lesson. Staff delaying a student must provide a note explaining the delay.

9. MONITORING ARRANGEMENTS

This policy will be reviewed annually by the **Assistant Head Pastoral**. At every review, the policy will be shared with the governing board.

10. LINKS WITH OTHER POLICIES

This policy is linked to:

Child Protection and Safeguarding Policy

Anti-bullying Policy

Behaviour Policy

SEND Policy

This policy also takes into account the Human Rights Act 1996, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

Appendix 1: Whole School Responsibility for Attendance

Attendance is the responsibility of all in our school. Students are expected to know their weekly attendance and describe which colour of band they are currently in. This dialogue will take place on a weekly basis with the for form tutor who provides the weekly attendance updates during form time (on a designated day).

The attendance bands are as follows:

<p><u>GREEN students with attendance between 100% and 97%</u></p> <p><u>AMBER students with attendance between 96% and 93%</u></p> <p><u>RED students with attendance 93% - 91% (*at risk of becoming PA)</u></p> <p><u>PURPLE below 90% (PA)</u></p>

The responsibility of students and staff is outlined below so that students are being monitored, supported, sanctioned or rewarding depending on their attendance.

Form tutor to monitor and praise
Rewards in assemblies
Letter of thanks to parents for 100% attendance

Form Tutor Intervention. Speak to student and discuss reasons for absence.
Head of Year to work with attendance officer and contact parents.
Students will be discussed with SLT at fortnightly attendance meetings.

Attendance Officer Tracking and Interventions (HoY Support)
Parental Meetings

Attendance Officer Tracking and Interventions (HoY Support)
EWO, Rochdale LA,
External Agencies

APPENDIX 2: REGISTERS

All staff are responsible and have a legal obligation to register students AM (Period 1) and PM (Period 4). If registers are not taken, staff will be required to complete missing registers in retrospect and be responsible for the accuracy of the data.

Form tutors must take an electronic register on Classcharts by 8.35am. Class teachers must take a register in each lesson they teach. These should be completed within the first 10 minutes of the lesson. If for any reason the computer system is not working, it is the responsibility of that teacher to either:

- Send for a paper copy of the register from the Attendance Officer and to complete it and return it immediately or
- To complete their own paper register, clearly marked with the date, period and group name and send it to the Attendance Officer
- Safeguarding is non-negotiable in school. Not taking a register is a breach of Safeguarding procedures.
- Staff who regularly fail to take a register or who incorrectly record attendance will be requested to attend a meeting with the Assistant Head Pastoral to discuss the importance of this legal document.

Mark	Meaning	Additional details
/	Present	To be marked present if in attendance during the time an am or pm register is open or if a student is on an approved school visit during the times when they would normally be registered
A	Exam	Present
B	Educated Off Site	Approved education activity
C	Authorised absence	Any absence authorised by the school for exceptional circumstance e.g. a funeral
D	Dual registration (i.e. student attending other educational establishment)	Approved education activity
E	Excluded	Any student (up to 5 days) who is excluded with no alternative provision put in place
F	Family holiday	Granted by the Head teacher in exceptional circumstances up to a maximum of 10 days per year.
G	Unauthorised family holiday	When a student is on holiday without permission or stays longer than was agreed. Unauthorised absence
H	Holiday (agreed)	Authorised absence

I	Illness (not medical or dental appointments)	Absence for illness other than a medical appointment
J	Interview	Approved education activity
K	DEN	Present
L	Late (before register closed)	Present
M	Medical appointment	Authorised absence
N	No reason for absence yet provided	Unauthorised absence
O	Absent without authorisation	Unauthorised absence
P	Sporting activity	Approved education activity
Q	BSU	Present
R	Religious observance	Authorised absence
S	Study Leave	Authorised absence * This code is under review with schools & Rochdale Borough Council
T	Traveller absence	If a traveller family have informed school that for business purposes they are travelling and the student is with them Authorised absence
U	Late (after register closed)	Unauthorised absence
V	Educational trip	A trip off site including residential trips Approved education activity
W	Work experience	For any work related and authorised activity Approved education activity
X	Not required in school	Non-compulsory attendance e.g. Year 11 after the last Friday in June
Y	Enforced closure	e.g. Closure of site (or part of it), school transport is not available, local or national emergency
Z	Not on register	The student is on a register but their start date is later
#	Planned school closure	Training days and other planned events not involving students