



St Joseph's RC High School

ATTENDANCE POLICY

Approved by Governors: September

Date for Review: September 2025

Signed Chair of Governors: P

Signed Headteacher: T

Version Control

Current version	Previous version	Summary of changes made
Sept '24	Sept 20	<ul style="list-style-type: none"> • Legislation and guidance added- P2 • 'Via weekly pastoral panel meetings' added P4 • Medical appointment info added P4 • Quote from KCSIE Sept 20 added P5 • Analyse attendance data added P5 • Statement that 10 unauthorised absence marks can receive a fixed penalty notice. • Line added to inform police if a LAC child runs off site. • Section added on Penalty Notices - P8 • COVID19 Insert - P10 • Appendix 3 - attendance codes added P14
Sept 21	Sept 20	<ul style="list-style-type: none"> • Change in Attendance Strategy document- P12- Appendix 1 • Attendance Strategy added P4 • Point 18- Sept '21 added • Point 19- Sept '21 added • Point 19- shielding advice has now ceased for pupils • Point 19- Removal of straight to lesson 1 as am reg reinstated from Sept 21
Sept 22	Sept 21	<ul style="list-style-type: none"> • Added point in Sec1 Aims from 'working together' • 'Working together' added to legislation/guidance in 2. • Added point in Sec 3 Policy from 'working together' • Two points added in Sec 5 Responsibilities from 'working together' • Added point in Sec 9 Holidays in term time from 'working together' • Sec 15 added- pupils with medical conditions

Policy Impact Statement

Policy:

This Policy has been implemented:
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Fully	
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Partially	
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Occasionally	
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Not at all (give reasons why)	
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What revisions need to be made:
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To the Policy?	
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To its implementation?	
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St Joseph's RC School recognises the clear link between the attendance of students and their attainment. The aim of this policy, therefore, is to encourage the highest possible levels of attendance (190 days per year) for individual students within the school. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success. There is clear evidence showing strong between excellent attendance & excellent GCSE results.

In order to achieve this, all members of our school community have an important contribution to make.

1 Aims

- To improve the overall percentage attendance of students at St Joseph's.
- Reduce the number of persistent absentees (below 90% attendance is classed nationally as persistently absent from school). 'The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment'. (Working together to improve school attendance Sept 2022)
- Raise the profile of attendance amongst the school community.
- Ensure the provision of appropriate guidance for parents/carers, students and staff.
- Develop and monitor clear procedures for the maintenance of accurate registers.
- Develop a systematic approach to gathering, analysing and acting upon data.
- Develop a whole school approach to ensure consistency of intervention strategies.

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:

- [Working together to improve school attendance September 2022](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) 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 Policy

- Good attendance is a learned behaviour, and the most effective schools recognise the importance of developing good patterns of attendance from the outset'. [Working together to improve school attendance September 2022](#)
- The Attendance Strategy (Appendix 1) outlines strategies to be used to improve attendance. All staff should ensure that these are followed.
- An appropriate curriculum is essential and will be kept under constant review.

- The need for high quality learning and teaching throughout the school is recognised as being essential to the promotion of good` attendance.
- Students are provided with appropriate support to minimise disaffection with school. This includes multi agency provision as appropriate.
- Students with additional Learning Needs are identified and given support.
- Effective partnerships with parents/carers through regular contact and support is provided; parents/carers are kept informed of students' attendance through first day contact, epraise, interim reports and through individual interviews as appropriate.
- Parents/carers are actively discouraged from taking students away from school during term time for holidays and other purposes.
- A comprehensive system of rewards for good attendance is used (see Behaviour Policy- Rewards and Sanctions and Attendance Strategy).
- Attendance is given a high profile through displays, assemblies, newsletters and social media.

4 Identifying and Tackling Poor Attendance

- Attendance levels and patterns for individuals, form groups, year groups and the whole school are carefully monitored and action taken to address poor attendance at each level via Form Tutors/Head of Year/Pastoral Support Managers (see Attendance Strategy- Appendix 1).
- Long term absentees are provided with appropriate support to enable them to make a positive return to school.
- Early identification of potential poor attendees is part of the school's primary liaison work prior to transition.
- Appropriate strategies are put in place to support students and parents where appropriate via a weekly pastoral panel meeting.

5 Responsibilities:

The school will ensure that:

- Students are registered accurately and efficiently.
- Attendance targets are set for individual students and year groups.
- Attendance and punctuality is regularly reviewed.
- Interventions are put in place to reduce absenteeism.
- Contact parents/carers if we have not heard from them regarding absence.

Students are expected to:

- Attend school regularly.
- Inform staff if there is a problem that may lead to absences.
- Copy up any work missed from time off school.

The Parents/Carers will:

- Ensure good attendance (96% and above)
- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly'. [Working together to improve school attendance September 2022](#)
- Support School with interventions to promote positive attendance.
- Seek medical advice if 'illness' persists.
- Inform the school on **each** day of absence and give specific reasons.
- Discuss planned absences with the school in advance and seek the appropriate leave of absence in good time.
- Contact the school to explain the reason for absence.

- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Full day appointments (unless hospital visits) will not be authorised.

Form Tutors:

- Form Tutors have the responsibility of registering students attendance at the beginning of the morning session. (If SIMS is not working, tutors must complete a paper version and send down to the Main Office).
- Form Tutors will ensure that the registers are completed in accordance with the appropriate regulations.
- Form Tutors have a major role to play in encouraging students to be punctual and to attend school each day and recognising patterns of absenteeism. *“As they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating”*. P5- Keeping Children Safe in Education- Sept 2022.
- Absence notes from parents/carers will be checked by Form Tutors for their authenticity and will be filed.

Head of Year/Pastoral Support Managers- Attendance:

- Schools should treat all pupils and parents with dignity and staff should model respectful relationships to build positive a relationship between home and school that can be the foundation of good attendance’. [Working together to improve school attendance September 2022](#)
- Will liaise closely with Form Tutors in checking that registers are completed accurately and that form tutors have timely, relevant and accurate information to support their pupils with attendance.
- Are responsible for notifying parents/carers of unauthorised absences on those occasions when a student has been absent for three days when no reason has been received from the parents/carers.
- Are responsible for discussing with Form Tutors problems relating to student attendance.
- Conduct parental meetings in person or via the telephone to address the attendance issue of the child and strategies to improve.
- Complete home visits to support positive attendance and to break down barriers.
- Analyse the attendance data weekly and half termly to identify areas/pupils of concern and intervene appropriately.

6 School Day:

- The school day for students begins at 8.25am with the ‘Warning Bell’ — by this time all students should be on the school’s premises and make their way to form.
- At 8.30am when the “Registration Bell” is sounded students should be in form/assembly with form tutors.
- Students entering the school premises after the “Registration Bell” are late for school. These students MUST report to the Main Office School Reception where they must sign in and give reason for late arrival.
- Morning registers will close at 9.15am
- Afternoon registration takes place at 12.00pm during Period 4 with class teacher.
- The school day ends at 2.45pm.

7 Attendance procedures:

- Parents/carers are asked to telephone school at their earliest convenience to notify us of a child's absence. Failure to comply will be recorded as an unauthorised absence.
- Authorised absence, e.g. illness, must be supported by a call/e-mail/letter from the parents/carers explaining the reason for the absence.
- Students who need to leave the premises during the school day will be expected to bring a letter/Phonecall from their parents/carers notifying the Form Tutor/Office/Pastoral Team for the reason who should record this on SIMS at the beginning of the school day.
- Parents who need their child to leave the school premises during the school day and make their own way alone to an appointment **MUST** phone school to acknowledge this to reinforce truancy and safeguarding procedures. Without speaking to a parent, no child will be allowed off school premises.
- Students **MUST** sign out at the Main School Reception when leaving the premises.
- Where parents/carers fail to make contact providing a reason for absence, the School will endeavour to contact them or record as unauthorised absence.

8 Unauthorised Absences:

An absence will be recorded as unauthorised if:

- School has not given approval in advance for a student to be absent.
- School does not accept a given explanation as satisfactory justification for absence.
- Medical evidence requested by school is not forthcoming.
- No explanation of absence is received within two weeks.
- The Governing Body have agreed to adopt the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence.
- Parents/carers will receive a written warning of the possibility of a Penalty Notice as part of the Attendance Strategy (Appendix 1) process once their child has had 6 sessions of unauthorised absence. (2 sessions per day, morning and afternoon registration, therefore, 3 days absent from school, per 2 half terms).
- After 6 sessions of absence each parent/carer will receive a Warning Notice informing them that their child must have no more unauthorised absences. If there is no improvement in attendance and/or punctuality (after the register has closed) it could lead to the issue of a Penalty Notice once 10 sessions are reached.
- Penalty Notices are issued by the Local Authority to the family home. The fine for unauthorised absence currently stands at £60 per parent, per child. Non-payment of the Penalty within the 28 day time limit will trigger the prosecution process under the Provisions of Section 444 of the 1996 Education Act.

9 Holidays in Term Time

The Government has amended key legislation which came into force with effect from 1 September 2013 relating specifically to the authorisation of leave during term time. This decision has been made to encourage schools to take a firmer stance on unnecessary absence and to dispel the myth held by many parents/carers that there is an entitlement to take time off for holidays in term time.

Taking holidays in term time will affect a child's schooling as much as any other absence. We ask all parents/carers not to book holidays during term time. Any savings that parents/carers may make by taking holidays in school time are offset by the cost to their child's education.

'As Headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a holiday'. [Working together to improve school attendance September 2022](#)

If a child is absent from school for a holiday, the absence will be recorded as unauthorised and we are obliged to pass this information on to the Early Intervention Service which may result in a penalty notice being issued.

We hope you will acknowledge and understand the limitations placed on schools in granting any leave in term time. Therefore, we look forward to receiving your support as we continue to maintain the high standards of attendance at St Joseph's.

10 Religious Observance in Term Time

The school will authorise absence that is due to religious observance, but the day must be exclusively set apart for religious observance by the religious body.

The school may only allow one day of authorised absence under these circumstances. All requests for leave due to religious observance must be made in advance and in writing to the Headteacher, Mr T McCabe.

11 Emergency closure, eg, snow days/pandemic

- It is extremely rare for the school to shut for emergencies such as snow. If in doubt parents/carers are advised to tune into Tower FM (107.4 FM), Bolton FM (96.5 FM) or log onto the school's website: www.stjosephsbolton.org.uk or Facebook page.
- Parents/carers are asked not to telephone the school. If parents/carers have not heard otherwise we will expect all students to be in school.
- If school needs to close during the school day then the Procedures during Inclement Weather/Adverse Circumstances will be activated. (see pupil diary).

12 Internal Absence from Lessons:

Children should never be allowed to leave the premises during school time without the permission from a Head of Year/SLT and accompanying phone call from a parent/carer. It is possible that on some occasions a child may leave the premises without the knowledge or permission of a member of staff.

- If a child does not arrive at their lesson the class teacher should immediately email/phone the school office for clarification.
- The office must then check if the child has been sent to First Aid and check reception to see if they have signed out and left the school site officially.
- If they have not signed out officially and are believed to be still on the premises, the available staff should search the school site.
- If the child is not found within a short period of time, the parents/carers should be contacted by the Office/Head of Year/SLT.
- In extreme cases The Local Authority will be notified by the Headteacher that a child is missing.
- If a member of staff finds the child the head teacher must be told at once. Parents/carers, police and other authorities will be notified.
- If the child is Looked After then the police must be notified and social worker.

13 Children who run:

- If a child runs away from school and is in the eye line of adults, the adult should call after the child or try and talk to the child to try and get them to come back. Under no circumstances should a member of staff physically restrain or grab the child, unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g. running onto the road.

- A member of staff should never put themselves at risk in the process and should not attempt to intervene without assistance unless it is an obvious emergency.
- The member of staff should inform the office/SLT who will contact parents/carers.
- The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. These procedures are designed to put into place swift and effective actions to locate any missing child and to notify and involve parents/carers and the authorities at every appropriate point.

14 Attendance – Parental/Carer

Guidance Why regular attendance is

important:

Students who fail to attend regularly experience educational and social disadvantage at school and their future life prospects can be impaired. They can also be at risk of drifting into antisocial and criminal behaviour. Student absence can also disrupt teaching routines so may affect the learning of others in the same learning environment.

To ensure your child reaches his/her full potential it is very important that you make sure your child attends regularly and punctually.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved through close communication between the school, the parent and the child. Once we know that your child is having problems, we will try to resolve them.

What is good attendance?

If your child has an attendance rate below 95% please ensure that everything possible is done to improve it. Unless there are exceptional circumstances anything below 90% is deemed persistently absent by the government and becomes a concern. Students will be closely monitored by the school pastoral team. You may be invited in for a formal meeting with the school. Students whose attendance does not subsequently improve may be referred to the Early Intervention Team for intervention. Attendance can be placed into context in the table below:

Attendance	95%	90%	85%	80%
Number of days lost learning in an academic year	9.5	19	28.5	38
Number of lessons lost learning for a 5 period day	47.5	95	142.5	181

Is 95% attendance good? This means your child has still missed nearly 10 school days in one year. Over five years that would be nearly 50 days, this is almost a school term. Research suggests that '17 missed school days a year equals a drop in a grade in GCSE achievement'- DfE.

15 Pupils with medical conditions or special educational needs and disabilities:

Some pupils may face greater barriers to attendance than their peers. This may include pupils who suffer from long term medical conditions or those who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore our attendance ambition for these pupils will be the same as they are for any other pupil. That said, we will work with parents to improve attendance including working with external providers to obtain appropriate and timely intervention or making reasonable adjustments to a child's timetable.

16 Penalty Notices:

What is a Penalty Notice?

A Penalty Notice is an alternative to prosecution and can be issued when there has been 10 sessions of unauthorised absence (equivalent of 5 days consecutive or otherwise) over two consecutive half terms. A separate Penalty Notice can be issued for each parent per child. You have to pay a fine but you do not have to appear in Court. You also have to make sure that your child's attendance at school improves. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

Is a warning given?

The school will send you a formal letter of warning telling you that a Penalty Notice may be issued. This warning letter will also include details of your child's absences. If you receive a warning letter this is an opportunity for you to work with the school to improve your child's attendance and avoid the need to issue a Penalty Notice.

Your child must have no further unauthorised absences from school from the date of the letter. If your child's unauthorised absence continues and reaches 10 sessions (5 school days) or more, a Penalty Notice will be issued.

There is no limit to the number of times a formal warning may be issued. This depends on each individual case. However, the school is not required to send a warning letter where the absence is due to an unauthorised holiday during term time.

What are the costs?

£60 if you pay within 21 days of receipt of a Penalty Notice or £120 if you pay after this but within 28 days (per parent, per child).

Is there an appeal process?

There is no right of appeal by parents against a Penalty Notice.

What happens if I don't pay?

If you don't pay in full within 28 days, Bolton Council is required to commence proceedings in the Magistrates' Court under Section 444 of the Education Act 1996 for the original offence of failing to ensure the regular attendance of your child. If proven this can attract a range of fines up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences depending on individual circumstances.

Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. A prosecution might be considered for further periods of poor attendance not covered by the Penalty Notice, depending on your circumstances. The Local Authority can also prosecute parents for non-attendance without issuing a Fixed Penalty Notice. If the poor school attendance persists the Local Authority may also consider prosecution under Section 444 (1A) of the Education Act 1996, which can carry a fine of up to £2500 and/or up to three months imprisonment.

What can I do?

Ensure your child attends school regularly and arrives on time. Lateness can be very disruptive for the class and for your child. Make sure your child understands that you do not approve of them missing school. If you suspect your child is not happy in school, you should contact the school as soon as possible. Take an interest in your child's education, ask about their day, praise and encourage achievements at school.

Can I get help if my child is not attending regularly?

If you are experiencing problems with your child's attendance at school, it is really important that you work closely with school to resolve the matter. Alternatively, for further guidance and support you can contact:

Child Employment and Enforcement
Officer Early Intervention Service
2nd Floor, BASE
Marsden Road
Bolton
BL1 2PF
Tel: 01204 338173

Every lesson counts. Improving attendance, raising attainment

17 What to do if my child is absent

- Telephone the School Office before 8.20am on the first day of absence and each day thereafter to inform of absence. (Each day will safeguard against possible truancy).
- If your child is going to be away from school for more than 3 days, please ring again to explain the circumstances and send a written note to the School Office on the third day of absence to tell us what is wrong.
- Send a note to school on your child's return to school, regardless of whether you have already phoned.

18 Monitor and Review:

The Governors of the Standards and Welfare Committee is primarily responsible for monitoring the implementation of this policy.

19 Governor Approval and Review dates:

This policy was reviewed and adopted by the Governing Body in September 2022 and will be reviewed every 3 years.

20 COVID19 Insert:

Returning to school or college is vital for children and young people's education and for their wellbeing. Time out of an education setting is detrimental to cognitive and academic development, particularly for disadvantaged children and young people. This impact can affect both current levels of learning and children and young people's future ability to learn, and therefore, we need to ensure all students can return to St Joseph's in September 2021 following the government guidance.

We will strive to make sure that students, staff and other adults do not come into the setting if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19).

Parents who contact school to state that their child has symptoms will be directed to stay at home and complete a test and to update school on the outcome. If the test is positive, the child must stay at home for 7 days. If it is negative, the child must return to school immediately. Any absence after this confirmation will be classed as unauthorised.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Shielding advice for all adults and children has ceased meaning that all pupils are able to return to school in September. Should a local outbreak of the virus rise in our community, then these children will be given authorisation to shield in line with government guidance.

Where a child is unable to attend school because they are complying with clinical or public health advice, we will immediately offer them access to remote education via e-praise, zoom or Teams.

PM registration will still take place during P4 by class teachers. This will, however, be split due to split lunches of KS3 and KS4. KS4 will have the registration at 12.00pm. KS3 will have the registration at 12.45pm.

St Joseph's Attendance Strategy 2021-22

Attendance Percentage	Lessons Missed	Responsible	Responses	Acknowledgement / Success	Daily Actions	Weekly Actions	Termly Actions	Overview
100% - 98%	4 days 20 lessons	Tutors, PSM	<ol style="list-style-type: none"> 1. Tutors celebrate during tutorial 2. Tutor acknowledgements given (100% weeks) 3. Tutor tracks to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 98% 4. Social media celebration 	<ol style="list-style-type: none"> 1. 100% week acknowledgements 2. Postcards for outstanding attendance 3. 100% termly attendance wall. 4. Full Year group assembly celebration 5. Eligible for reward trip 	<ol style="list-style-type: none"> 1. First day absence text and/or call 2. Home visit for second day if appropriate. 3. Importance of attendance mentoring 4. Celebrate 100% 5. Vulnerable group analysis. 	<ol style="list-style-type: none"> 1. Tutors attendance data rich conversations during tutorial 2. Data rich PowerPoint in assembly from HOY, PSM, AHT 3. Update whole school notice board to acknowledge 100% 4. Update Year Team notice board with attendance overview 5. Celebrate success across school on social media platform. 6. Data analysis between PSM, AHT on outcome and targets. 7. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> 1. success 2. Certificates, 100% attendance & punctuality certificates, form reward 3. PSM info given for Attendance panel meetings 4. Tutor Attendance monitoring 5. Whole school analysis and breakdown of year groups and vulnerable groups. 	Assistant Headteacher
95% - 97.9%	9 days 2 weeks 45 lessons	Tutors and PSM, HOY	<ol style="list-style-type: none"> 1. Tutor tracker to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 95% via mentoring conversation 2. Tutor to contact parents; letters, phone calls 3. Pastoral Support Manger contact parents; letters, phone calls of students who's attendance is at risk of falling below 95% (at risk of below school target letter) 	<ol style="list-style-type: none"> 1. Celebrate on or above school target 2. Acknowledge in planners for 100% weeks 3. Positive note in the planer for parents 4. Full Year group assembly celebration 5. Attendance board 4. Eligible for reward trip 	<ol style="list-style-type: none"> 1. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students. 2. First day calling/text for all below 95% if appropriate 4. Weekly monitoring of track/trace/ self-isolation and dates due back. Internal spreadsheet update. 	<ol style="list-style-type: none"> 1. Tutors attendance data rich conversations during tutorial 2. Data rich PowerPoint in assembly from HOY, PSM, AHT 3. Update whole school notice board to acknowledge 100% 4. Update Year Team notice board with attendance overview 5. Celebrate success across school on social media platform. 6. Data analysis between PSM, AHT on outcome and targets. 7. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> 1. PSM arrange Rewards for pupils, forms, year group 2. Pastoral Support Manager year group certificates, 100% attendance & punctuality certificates, form reward 3. Pastoral Support Manager Attendance panel meetings 4. Tutor Attendance monitoring 5. Whole school analysis and breakdown of year groups and vulnerable groups. 	
92% - 94.9%	15 days 3 weeks 75 lessons	Tutors and PSM, HOY	<ol style="list-style-type: none"> 1. Pastoral Support Manager to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 92% 2. Attendance tracking system 3. Pastoral Team parental Contact; letters and phone calls 4. Attendance Team Home Visits if appropriate-referral to EIT support 5. Attendance Team/Head of Year contact parents of students who's attendance is at risk of falling below 94% 6. Attendance Team medical evidence request 7. Tutor / Pastoral Support Manager daily Attendance Monitors 8. warning letter with intent to fast track to prosecution if attendance drops below 92% 9. Weekly meetings with selected pupils to discuss attendance 	<ol style="list-style-type: none"> 1. Positive note in the planer for parents to acknowledge improvements 2. Acknowledgment letter for reaching 95% - 97.9% group. 	<ol style="list-style-type: none"> 1. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students. 2. First day calling for all 3. Second day home visit for those falling below 95% if appropriate. 4. Attendance mentoring/tracking system conversation acknowledge or sanction 5. Weekly monitoring of track/trace/ self-isolation and dates due back. Internal spreadsheet update. 	<ol style="list-style-type: none"> 1. Tutors attendance data rich conversations during tutorial 2. Head of Year data rich PowerPoint in assembly 3. Update Year Team notice board with attendance overview 4. Parental contact updating a attendance improvements or challenging no improvement 5. Data analysis between PSM, AHT on outcome and targets. 6. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> 1. PSM arrange Rewards for pupils, forms, year group 2. Pastoral Support Manager year group certificates, 100% attendance & punctuality certificates, form reward 3. Pastoral Support Manager Attendance panel meetings 4. Tutor Attendance monitoring 5. Whole school analysis and breakdown of year groups and vulnerable groups. Targeted intervention at selected pupils. 	

St Joseph's Attendance Strategy 2021-22

Attendance Percentage	Lessons Missed	Responsible	Responses	Acknowledgement / Success	Daily Actions	Weekly Actions	Termly Actions	Overview
90% - 91.9%	19 days 4 weeks 95 lessons	Senior Programme Leaders and Educational Welfare Officer	<ol style="list-style-type: none"> Pastoral Support Manager to monitor, celebrate improvement in pupil attendance or address pupils whose attendance is reducing further. Pastoral Support Manager- parental Contact, letters and phone calls – review contract in place Attendance Team Home Visits if appropriate Reduced timetable option possibility Safeguarding Home Visits where appropriate Pastoral Support Manager arrange EIT referral/ child action meeting. Letter with intent to Fast Track to prosecution 	<ol style="list-style-type: none"> Acknowledge in planners for 100% weeks Positive note in the planer for parents to acknowledge improvements Acknowledgment letter for reaching 92% - 94.9% group 	<ol style="list-style-type: none"> CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students including social worker or EIT. First day calling for all Second day home visit if appropriate Attendance mentoring/tracking system conversation acknowledged or sanction % of students sent to SLT Lead Weekly monitoring of track/trace/ self-isolation and dates due back. Internal spreadsheet update. 	<ol style="list-style-type: none"> SLT data rich conversations with parents/carers/pupils SLT data rich PowerPoint in assembly Update whole school notice board to acknowledge 100% Update Year Team notice board with attendance overview Parental contact updating attendance improvements or challenging no improvement Weekly meeting between AHT, PSM regarding next steps of at risk pupils. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> Pastoral Support Manager arrange reward if improvements made. SLT/PSM Attendance panel meetings/ Child Action Meeting Senior Programme Leader Attendance monitoring Educational Welfare Officer contact with home to all students at under 92% to discuss school target and link to underachievement. Whole school analysis and breakdown of year groups and vulnerable groups. Targeted intervention at selected pupils. 	
90% Below	29 days 6 weeks 145 lessons	AHT/ HOY/ PSM Officer	<ol style="list-style-type: none"> Pastoral Support Manager to monitor, celebrate improvement in pupil attendance or address pupils whose attendance is reducing further. Pastoral Support Manager- parental Contact, letters and phone calls – review contract in place Attendance Team Home Visits if appropriate Reduced timetable option possibility Safeguarding Home Visits where appropriate Pastoral Support Manager arrange EIT referral/ child action meeting. Letter with intent to Fast Track to prosecution Medical evidence sought SLT support with caseload 	<ol style="list-style-type: none"> Acknowledge in planners for 100% weeks Positive note in the planer for parents to acknowledge improvements Acknowledgment letter for improving attendance above 90% 				



Appendix 2

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised Absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised Absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day