



Attendance and Punctuality Policy

This Policy will be reviewed on an annual basis at the Quality of Education Committee Meeting:-

Policy approved by Governors on:	04/10/2022 03/10/2023
Signed	Chair
Signed	Headteacher
Date to be reviewed:	October 2024

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Introduction

This policy should be taken and used as part of St Edmund Arrowsmith's Catholic High School's overall strategy and implemented within the context of our Mission Statement and Instrument of Government aims. St Edmund Arrowsmith recognises the clear link between the attendance and attainment of students.

The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for students within our School to support learning and achievement. The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment. To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should aim to attend every day that the school is open.

We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. As a school we define regular attendance as 97% or above. St Edmund Arrowsmith Catholic High School believes teachers, parents, carers, students and all members of our school community have an important contribution in improving attendance and punctuality ensuring students attend to achieve.

Excellent attendance and punctuality are key factors both in learning and raising achievement as well as being important for lifelong learning. For our students to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day unless the reason for the absence is unavoidable. It is therefore critical that parents and carers ensure their child attends school every day, on time.

The table below demonstrates the amount of lessons missed when absent from school:-

Percentage attendance	Number of days absence	Learning missed	Lessons missed over 5 years
100%	0 days	0 lessons	0
97%	6 days	30 lessons	150 lessons
95%	9.5 days	48 lessons	240 lessons
93%	13 days	65 lessons	325 lessons
90%	19 days	95 lessons	475 lessons

These absences directly impact on progress '*... pupils with no absence are 2.2 times more likely to achieve 5+ GCSEs 9-4 or equivalent and 2.8 times more likely to achieve 5+ GCSEs 9-4 or equivalent including English and mathematics, than pupils missing 15-20% of Key Stage 4 lessons.*'

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Maximise the overall percentage of student attendance and punctuality at St Edmund Arrowsmith Catholic High School
- Reduce the number of students who are persistently absent and raise the profile of attendance and punctuality amongst the whole school community
- Provide support advice and guidance for parents, students and staff.
- Develop clear procedures for the maintenance of accurate registration for students.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:-

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. Roles and Responsibilities

Attendance is everyone's responsibility, all members of staff, parent/carers and students. To help us all focus on this, St Edmund Arrowsmith Catholic High School will ensure:-

- Appropriate interventions are in place to deter poor punctuality.
- An appropriate curriculum is provided and will be reviewed regularly
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Students are provided with appropriate support to minimise disaffection from school. This includes St Edmund Arrowsmith Catholic High School support and multi-agency provision as appropriate.
- Students with SEND, Disadvantaged, Looked After students and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of students' attendance and punctuality through first day response, progress reports, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular student incentives.
- Attendance and punctuality is regularly discussed with students in form time and at assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff ensure these are followed.

The Governing Board will:-

- Promote the importance of school attendance and punctuality across the school's policies and ethos
- Make sure school leaders in charge of attendance and punctuality fulfil expectations and statutory duties
- Receive termly reports on attendance and punctuality
- Regularly review and challenge attendance and punctuality data.
- Set realistic and challenging attendance and punctuality targets
- Monitoring attendance figures for the whole school

The Headteacher

- Implementation of this policy at the school
- Monitoring school-level absence and punctuality data and reporting it to governors
- Supporting staff with monitoring the attendance and punctuality of individual pupils
- Monitoring the impact of any implemented attendance and punctuality strategies
- Issuing fixed-penalty notices, where necessary

The Designated Senior Leader responsible for Attendance and Punctuality

The designated senior leader is responsible for:-

- Leading on the improvement of attendance and punctuality across the school. This will include analysing current and future data to create a clear vision and series of specific strategies to encourage the full attendance of all pupils.
- Evaluating and monitoring expectations and processes by liaising closely with the Attendance Officer, Directors of Learning and pastoral hub.
- Having an oversight of data attendance figures and sharing such data with all relevant stakeholders.
- Ensuring appropriate individual support is given to pupils and families, including those in vulnerable groups, to minimize absence from school. This will include accessing St Edmund Arrowsmith internal support and that of external agencies.
- Promoting a positive relationship with parents/carers
- Overseeing the arrangement of all calls and meetings with parents to discuss attendance issues.
- Overseeing the rewarding of pupils for excellent attendance through regular school incentives.
- The designated senior leader responsible for attendance is Ann Morgan/Annemarie Doolan and can be contacted via 01942 728651

The Attendance Officer

The school Attendance Officer is responsible for:

- To input and monitor attendance daily. This will necessitate contact with pupils, parents and developing good working relationships with outside agencies.
- To be responsible for the attendance record keeping systems and processes associated with Arbor
- To ensure all registers are updated, including Fire registers in a timely manner.
- To be responsible for ensuring texts are despatched to parents, notifying them of unreported absences from school via Arbor.
- To liaise with the EWO with referrals of persistent absenteeism below 90% across the key stages. This may include home visits or meetings in school with parents/carers. (See appendix)
- To celebrate and reward attendance across the school by liaising with DoL of relevant year group (See Appendix 2)
- To lead in the development, implementation and monitoring of systems relating to attendance. (See Appendix 3)
- To organise the compilation, analysis and reporting of attendance and exclusion statistics and deal with all related correspondence and communication. This will include responding to requests for statistical information from SLT, the DfE and local authority.
- To liaise with partner primary schools, where appropriate, and other relevant bodies to gather pupil information relating to attendance, to ensure a smooth transition between KS2 and KS3.
- To attend external meetings on behalf of the school supporting students and parents.
- To liaise with the Local Authority and other outside agencies as appropriate to ensure integrated working
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc in order to be able to offer informed advice to parents, school staff and others.

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- To liaise with the pastoral Deputy Headteacher, designated SLT Attendance Lead and Assistant Headteacher for context groups, in relation to the attendance and welfare of individuals and core vulnerable groups of students
 - To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection
 - Foster positive working relationships with pupils and their parents/carers

Director of Learning

Oversee the attendance and punctuality of all pupils in their year group:-

- Liaise weekly with the Attendance and Punctuality Improvement Officer and SLT link to secure improvements in attendance and punctuality
- Promote a culture where pupils/families understand the importance of attendance at school.
- Oversee the registration process and ensure that registers are completed accurately
- Instil in pupils a sense of personal responsibility for attending school every day and on time
- Foster positive working relationships with pupils in their Year group and their parents/carers
- Analyse attendance and punctuality data to identify patterns and causes of absence and lateness. Findings should then be followed up with an action plan.
- Where appropriate work in close cooperation with external agencies to secure improvements in attendance and punctuality
- Work with Attendance Officer to ensure identified pupils and their parents/carers receive appropriate guidance and support

Form Teachers

Form tutors (FTs) will:-

- Ensure the register for morning registration is taken accurately on Arbor in accordance with Pupil Registration Regulations.
- Impress upon pupils and their parents/carers the importance and value of regular attendance and excellent punctuality.
- Ensure pupils are fully aware of the attendance and punctuality procedures operating in school
- Monitor attendance within their form group and intervene with individual pupils whose attendance and punctuality is a cause for concern
- Liaise with Director of Learning/Attendance Officer to follow up any unauthorised absence
- Liaise with Director of Learning, SLT and the Attendance Officer regarding attendance and punctuality issues

Subject Teachers

The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance. An appropriate curriculum is provided and will be reviewed regularly.

- Class teachers are responsible for recording attendance on a daily basis in each lesson, and submitting this information to the school office by the end of the session.
- Class teachers are responsible for alerting the pastoral hub to pupils who may be missing from their lesson.
- Responsible for sanctioning pupils who may arrive late to lesson with an appropriate reason.

Administrative Staff

Administrative staff will:-

- Support the Attendance Officer in ensuring all morning and afternoon registers have been completed accurately
- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Attendance Officer in order to provide them with more detailed support on attendance
- Assist the Attendance Officer/Directors of Learning in ensuring pupils follow correct procedures when arriving after 8.35am and leaving before 3.05pm
- Report attendance and punctuality concerns/issues to the relevant Form tutor/Director of Learning/Attendance Officer

Parents/Carers

Parents/Carers are expected to:-

- Make sure their child leaves home in time for school.
- Ensure their child attends school regularly.
- Instil the value of education and encourage regular attendance and excellent punctuality
- Take a positive interest in their child's learning and reinforce the importance of regular attendance in fulfilling potential
- Support the school's policies and procedures regarding attendance and punctuality
- Arrange medical and other appointments, wherever possible, outside school hours
- Inform the school at the earliest opportunity if their child is experiencing difficulties that could affect their attendance and punctuality
- Avoid taking their child on holiday during term time
- Complete a leave of absence (LOA) request form should there be an occasion when their child is absent from school for any reason other than illness/appointment.
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

This table displays the timings of the school day. A register will be taken in all of the teacher-led sessions. Pupils should be in their designated teaching zone as expected from the timings below:-

Registration	Pupils arrive at school for 8.35am . Registration will begin at 8.40am Registration will end at 8.55am
Lesson 1	Begins at 8.55am and ends at 9.55am
Lesson 2	Begins at 9.55am and ends at 10.55am
Break	10.55am – 11.10am
Lesson 3	Begins at 11.10am and ends at 12.10pm
Lesson 4	Begins at 12.10pm and ends at 1.10pm
Lunch	1.10pm – 2.00pm
Lesson 5	2.05pm and ends at 3.05pm

- Attend regularly unless they are ill or have an authorised absence – they should aim to achieve 100% attendance
- Arrive on time for morning registration and all lessons, ready to learn with all necessary equipment
- Make a determined effort to catch-up on any work missed due to absence
- Discuss with a member of staff any problems that may affect their attendance and punctuality
- Cooperate fully with staff whenever sanctions are given relating to attendance and punctuality
- Report to Reception if arriving or leaving at any time during the school day (after 8.35am & before 3.05pm)

4. Recording Attendance

Attendance register

- We will keep an attendance register and place all pupils onto this register.
- We will take our attendance register at the start of the first session of each school day (approximately 8.40am) and once during the second session (2.05pm). It will mark whether every pupil is:-
 1. Present
 2. Attending an approved off-site educational activity
 3. Absent
 4. Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:-
 1. The original entry
 2. The amended entry
 3. The reason for the amendment
 4. The date on which the amendment was made
 5. The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:-

1. Whether the absence is authorised or not
2. The nature of the activity if a pupil is attending an approved educational activity
3. The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Class registers will also be taken at the beginning of every lesson.

5. Attendance and Punctuality Procedures

Procedures to be followed by parents/carers/pupils when absent from school or requesting absence from school.

Planned absence: Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

This is the agreed procedure:-

- Parents should notify school via letter/email or Arbor, alerting them to the upcoming appointment.
- On the morning of the appointment, pupils should go to the Attendance Office and request a permission slip to leave school.
- They should carry this permission slip with them until the agreed time to leave school.
- Pupils should show this permission slip to the relevant class teacher and then leave class.
- Pupils should then go to reception and sign out.

However, we encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Planned long-term absence

Approval for term-time absence: The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, in accordance with any leave of absence request form, accessible via website or Attendance Officer.

The Headteacher may require evidence to support any request for leave of absence.

Unplanned absence: If your child is ill parents/carers should:-

- Inform the school on the first day of absence and before 9.30am if their child is unable to attend and give an indication as to their likely return.
- Contact school through the Attendance function on Arbor.
- If this function is unavailable, parents/carers should email reception.
- Provide a satisfactory explanation for the child's absence from school
- If a text message is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.

In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided)

Procedures which school will follow if an unplanned absence arises: If a student is absent school will:

- Telephone or text Parent/Carer on the first day of absence if we have not heard from them by 9.30 am.
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Missing from education

1-3 days

- If there are safeguarding concerns contact will be made with the family as soon as possible via appropriate external agencies
- If parents/carers do not make contact with school when their child is absent from school, school will continue to text/phone the family dwelling on a daily basis.

3 + days.

If no response is received after three days unauthorised absence, school will organise a home visit.

- If a student's absences are increasing and school is not aware of a good reason the parent/carer will be invited to meet an appropriate member of staff in school.
- If absences persist a representative of the school will discuss actions with the Education Welfare Officer. See Appendix 3.

Persistent absence

Persistent absence is defined as any child whose cumulative attendance is 90% or below at any point in the school year. This level of absence has the potential to hinder the progress of pupils and so school will issue sanctions accordingly.

St Edmund Arrowsmith may use Penalty Notices at the discretion of the Headteacher. However, this will only take place following a series of supportive interventions to help improve the child's attendance. (Appendix 3)

Lateness and Punctuality

A pupil who arrives late:-

- Before the register has closed but before lesson 1 will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels.

- Termly data reviews all display attendance data for individual pupils.

6. Strategies for promoting attendance

- Profiling attendance in year group assemblies and promoting the importance of attending school..
- All form tutors will discuss the importance of attendance and punctuality in registration.
- Providing rewards for excellent attendance and punctuality.
- Producing weekly attendance and punctuality analysis of attendance and punctuality patterns for the whole school.
- Close monitoring of pupils with attendance and punctuality issues.
- Providing guidance and support to parents/carers
- Providing early intervention for pupils/parents and carers.
- Sharing pupils' individual attendance data with parents/carers termly.

7. Attendance Monitoring

Staged Action Planning

The Attendance Officer WILL monitor attendance daily but will meet with the Pastoral Hub weekly to discuss attendance and other pastoral issues. The Attendance Officer will share attendance data for previous week and discuss issues. The DoL will share findings with year team via onenote.

Stage One (In School)

A pupil has been identified with concerns regarding his/her attendance at school. (**Attendance figure below 95%**). The Attendance Officer will share information with the Director of Learning at the weekly pastoral hub meeting. This information will then be shared with Form Tutor who will in turn highlight concern with pupil and parent. Form tutors should speak directly to the child about reasons for absence to ensure appropriate support can be provided.

The pupil's attendance and punctuality will be monitored.

Stage Two (Consultation)

The pupil's attendance continues to be of concern. (**Attendance rate below 90%**) The pupil's name is entered onto a "List of concern" for discussion between nominated members of school staff and Attendance Officer at planned liaison meetings. An action plan is then created.

Attendance Officer will liaise closely with family. Pupils may be referred to Inclusion Team or if a pupil is Pupil Premium, they will be assigned to relevant key stage LDL.

Parents/carers will be invited into school to discuss attendance issues. Pupil's attendance will be closely monitored.

Stage Three (Referrals)

Attendance continues to be a concern. Attendance Officer will liaise with EWO and arrange for home visits. A further Action Plan will then be formalised.

Referrals to external agencies may be required.
Close monitoring of pupils will continue.

It is paramount that positive relationships are maintained between school and home but if attendance does not improve, then school will begin the Fixed Penalty process.

7 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:-

- The number of unauthorised absences occurring within a rolling academic year
 - One-off instances of irregular attendance, such as holidays taken in term time without permission
 - Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

9. Links with other Policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy

Appendix 1: Attendance Codes

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

Appendix 2 - Rewarding Good Attendance

1. Weekly praise for form group with the highest attendance rate.
2. Half-termly prize given to form class with highest attendance rate and recognition in year group Rewards Assembly.
3. Termly postcards/email of praise sent to pupils with 100% attendance.
4. Certificate presented to pupils at the End Of Year Awards' Assembly who have 100% attendance rate.
5. Beat the Queue pass for improved attenders.
6. Celebration Breakfast with MDU.

Appendix 3

PENALTY NOTICES

This is the approach school will take following a series of actions to improve attendance

A letter reflecting the school's expectations regarding attendance sent to all parents of pupils.

Arbor raises an attendance concern for a pupil
The concern will be raised because a child's attendance is below 90%.

Are absences authorised?

YES

NO

If attendance is above 50%, are absences
I coded?
Send medical letter. This letter to parents will
request medical evidence.

Send EPN warning letter to parents and inform LAO.

If evidence is not produced, change code from I
to O.

Monitor for two weeks.

EPN Warning sent to parents.

Invite parents into school to discuss attendance issue
with EWO and AO.

Monitor for two weeks.

Monitor for two weeks.

If improvement is shown, congratulate parent
and child.
If **no improvement** is shown, invite parents into
school for meeting with AO and EWO.

If there still no improvement, inform LAO and prepare
for referral to Enforcement.

Monitor for two weeks.

If there are still no improvements, inform LAO to
prepare for referral to Enforcement.