



Bishop
Hogarth

Catholic Education Trust

ATTENDANCE POLICY



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ATTENDANCE POLICY

1. Statement of Intent

The English Martyrs Catholic School and Sixth Form College is committed to providing a full and effective education for all its students to ensure they achieve their potential in all that they do.

We recognise the importance of good school attendance and research clearly demonstrates the link between regular attendance and educational progress and attainment.

The School will support students to ensure they access the best education that we can offer and will work in partnership with parents/carers in ensuring they are aware of their legal responsibilities regarding their child's education and support their child to achieve their maximum possible attendance, ensuring any problems are identified and acted on promptly.

Regular attendance is a prerequisite to a good education and therefore a priority for the School.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The English Martyrs Catholic School & Sixth Form College's Attendance Officer is Tracey Barratt and can be contacted via tbarratt@ems.bhcet.org.uk. Staff, parents and pupils will be expected to contact the Attendance Officer for queries or concerns about attendance.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- Keeping children safe in education
- Parental responsibility measures for behaviour and attendance
- DfE (2022) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Positive Emotional and Well-being Policy
- Children with Health Needs Who Cannot Attend School Policy

3. Expectations

A student's progress is severely hampered if they do not regularly attend school.

98-100%	Expected
95-97%	Satisfactory
95%-90%	A cause for concern – at risk of becoming persistently absent
Below 90%	Persistently absent
Below 80%	Severe / Chronic absence

To illustrate:

- 90% attendance is an average of one day out of school per fortnight over a school year.
- 90% attendance over 5 years at secondary school is half a school year missed.
- 80% attendance over 5 years at secondary school is the same as one whole school year missed.

4. Roles and Responsibilities

Directors will:

- Provide policy guidance to Local Governing Committees.
- Regularly review attendance data, discuss and challenge trends including benchmarking with comparator schools within the Trust, Local Authority area, region and nationwide.
- Identify common issues and barriers to good attendance
- Share effective practice and expertise on attendance management and improvement across schools.
- For schools struggling with their attendance instruct that they develop a comprehensive attendance action plan to improve attendance and to appoint a School Improvement Lead to offer support and challenge

Local Governing Committees will:

- Monitor the implementation of this policy and all relevant procedures across the school.
- Promote the importance of good attendance through the school's ethos and policies.
- Arrange attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Attend Attendance Case Conferences and other attendance meetings when required
- Agree attendance targets
- regularly review attendance data, discuss and challenge trends and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most. These may include pupils with a social worker, are from a background or ethnicity where attendance has been historically low, have a long-term medical condition, special educational needs or a disability, or are eligible for free school meals.
- Governors will set areas for improvement to establish and maintain the best levels of attendance for all students. To assist with this, the Headteacher will report to Governors termly on attendance related issues.
- Ensure school leaders fulfil expectations and statutory responsibilities
- Identify a designated Governor for Attendance.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the Attendance Officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Make the necessary statutory data returns and such other requests to their respective local authority
- Allow their respective local authority access to the register and to support joint working with other schools, trusts and their local authority.

The Attendance Officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

We expect that all students will:

- Attend school regularly
- Arrive on time, appropriately dressed in school uniform and prepared for the school day
- Through our effective guidance system, report any problems which could impact on their attendance or punctuality
- Follow school rules

We expect all parents to:

- Ensure their child attends every day.
- Ensure that their child arrives to school wearing school uniform with the correct equipment fully prepared for the school day
- Provide the school with up to date homework and at least 2 emergency contact numbers and inform the school if their details change
- Inform school in confidence of any problem which might impact on their child's attendance or punctuality
- Be aware that it is their responsibility to inform school of the reason for their child's absence. They should contact school on the first day of absence before 8:30am when their child is unable to attend
- Provide medical evidence if requested by school
- Only request leave of absence in exceptional circumstances and do so in advance.
- arrange all holidays during the thirteen weeks of school holidays and not during term time
- Book any medical appointments around the school day where possible.
- Support our school's procedures in promoting outstanding attendance for all and attend appropriate meetings in school to discuss their child's attendance
- Work in partnership with the school, emphasising to their children the importance of respecting policies and procedures

Parents/carers can expect that school will:

- Provide the highest quality of education
- Promote and encourage excellent attendance and punctuality
- Raise awareness of the importance of excellent attendance with parents, around school and within the local community
- Maintain an effective electronic registration system
- Regularly monitor attendance and use data to identify emerging patterns of absence
- Closely monitor the attendance of identified vulnerable groups of students
- Address the causes of non-attendance
- Work with parents, the Local Authority, schools across the Trust and external agencies to improve attendance
- Make every reasonable effort to contact the parent/carer when a child fails to attend school and the school has not been notified of the reason for the absence
- Provide work during a period of authorised absence, or on a student's return
- Support students upon return to school after a period of absence
- Include attendance data in appropriate school reports
- Act promptly and confidentially when notified of a problem which could impact on attendance or punctuality
- Apply the behaviour policy and sanctions in the case of late to school, late to lesson and truancy.
- Comply with safeguarding regulations

A summary table of responsibilities for attendance has been produced by the Department for Education: [Summary Table of Responsibilities for Attendance](#). The document summarises the different responsibilities of parents, schools, Directors & Governors and local authorities when supporting different cohorts of pupils including those who are persistently and severely absent.

5. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

The school day starts at 8:45am and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:40am. Pupils will have a morning break at 11:00am, which will last until 11:20am, and a lunch break at 12:20pm, which will last until 1:10pm – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked at 8:45am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:15am. Pupils will receive a mark of absence if they do not attend school before this time. **NOTE this should be the same for every session, and depending on the structure of the school day, not longer than either 30 minutes after the sessions begins, or the length of the form time or the first lesson in which registration takes place**
- The afternoon register will be marked at 1:10pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:40pm. Pupils will receive a mark of absence if they are not present

Class teachers will also take informal registers at the start of each lesson period to ensure that pupils are attending all timetabled lessons. These registers will be analysed alongside formal registers.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Students who are late to school, late to lesson or truant will receive sanctions in line with the behaviour policy.

6. Recognition of Good and Improved Attendance

The English Martyrs Catholic School and Sixth Form College recognises the importance of praise and reward for both good and improved attendance. All students are encouraged to realise the importance of good attendance and punctuality to enable them to achieve their full potential at school and their life goals. There is a monitoring system which incorporates rewards and consequences for students and they must have excellent attendance and punctuality to be considered to take part in school trips etc.

7. Absence procedures

When a student has had a lengthy absence from their education, whether authorised or unauthorised appropriate support will be given to help him/her catch up on any work that they have missed.

Secondary students will attend a meeting with a member of staff to discuss the absence and work that they have missed.

The English Martyrs Catholic School and Sixth Form College recognises that occasionally a student may be absent due to a medical condition, illness and/or ongoing additional needs. The School has an excellent pastoral and SEN support system and regular meetings ensure that these students are provided with the appropriate targeted support to minimise the disruption to their education.

Authorised

Authorised absence means that the School has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification.

Only the Headteacher can approve absence - not parents/carers. The school is not obliged to accept a parental note or other form of notification as a valid reason for absence and further evidence may be requested. If, after investigation doubt remains about the explanation offered, or where no explanation is given, the absence will be treated as unauthorised.

Should a student feel unwell in school, the student must follow the School's procedure and inform the relevant member of staff if they feel too poorly to remain in school. If appropriate, school will call home to notify parents/carers and to inform them if the child needs to be collected.

Unauthorised

Unauthorised absence is when the School is not satisfied with the reasons given for the absence.

Where parents condone unjustified absence the School will commence attendance procedures at an early stage and this may lead to a referral to the Local Authority for a Penalty Notice Fine or Statutory Procedures for non-school attendance.

To avoid unauthorised absence, it is the responsibility of parents/carers to inform school of the reason for their child's absence. Contact should be made with the school on the first day of absence before 8:30am when a child is unable to attend. They will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

If the school does not receive notification of an absence by the close of the morning register a phone call will be made to parent/carers as soon as practicable on the first day to inform them of the absence. If no response is received a phone call will be made to the other named contacts held by the school. If no response is received following this then a home visit may be made at the discretion of the school to ascertain the whereabouts of a student who has failed to attend. If no reason is provided for a student's absence the absence will be marked as unauthorised.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than three school days in a row, or more than ten school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Where attendance drops below 95% the intervention pathway at **Appendix 1** will be followed to support pupils and their families to improve attendance including referral to local authority School Attendance Support Team.

A consistent approach to correspondence, supporting documentation and resources to help track and review improvement in attendance is utilised by the Trust. These are included at **Appendix 2 & 3** (held as separate documents in the Trust Policy area of Microsoft Teams) contains supporting documentation, resources and template letters.

8. The Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year – for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register:

- (a) the full name of the parent with whom the pupil will live,
- (b) the new address, and
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register:

- (a) the name of the other school, and
- (b) the date of when the pupil first attended, or is due to start attending, that school.

Full details on the keeping of the Admission Register (including the deletion of names) can be found in section 7 of Working Together to Improve School Attendance.

9. Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

10. Marking of Registers

Schools must follow Department for Education guidance when marking the Register:

[Working together to improve school attendance](#)

There is a legal requirement upon schools to keep an accurate attendance register at the beginning of each morning and afternoon session to mark students present or absent. This is also part of the safeguarding procedures.

There is also a requirement that attendance records must show whether an absence of a student of compulsory school age is authorised or unauthorised.

The School has a computerised registration system in place which incorporates a lesson monitor. Taking of registers is an integral part of the school day. Particular attention is paid to accurate use of codes. The falsification of attendance registers by any member of staff may result in disciplinary action.

Periodic checks of registers in schools will be undertaken by the Trust where deemed necessary. The local authority may also request access to the Register.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- [New] S = Study leave
- T = Gypsy, Roma and Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to be in school (this code should only be used by EYFS and sixth form settings)
- Y = Exceptional circumstances
- Z = Pupil not on admission register

Note: **All absent codes highlighted in red will impact on student's attendance percentage.**

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

11. Medical Appointments

The School recognises that occasionally medical appointments during the school day are unavoidable. However, students are expected to return to school immediately following an

appointment and medical evidence may be requested. The vast majority of medical appointments do not require a full day, or even a full session of absence. In line with safeguarding regulations, students are required to sign in and out of school when they arrive or leave during the school day.

12. Requests for absence in term-time

Permission from the Head Teacher must be sought for all absences that occur during term-time. A 'request for leave of absence form' (**Template 8**) must be completed in advance of the absence (available from the school office). Only the Head Teacher can decide if the absence is to be authorised or unauthorised. (**Template 9 or Template 10**)

Under current regulations, schools cannot authorise any holidays taken in term time unless there are exceptional circumstances. School will require evidence of exceptional circumstances, which should be attached to the 'request for leave of absence form' and the judgement about what is exceptional will be made by the Headteacher.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised. Taking a holiday in term may lead to:

- A Penalty Notice requiring the payment of a penalty of up to **£120**, failure to pay the penalty due will result in prosecution before Teesside Magistrates Court
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment**.

Holidays taken in term time can have a very negative impact on a child's education, as well as school's attendance statistics and examination results. Research has shown that a 10% drop in attendance (equivalent to 19 ½ days in a school year) can mean a one grade drop at GCSE.

For absences that are due to sporting or other educational activities which have not been organised by school, evidence of the event must accompany the 'request for leave of absence' form.

13. Punctuality

Punctuality is extremely important. All students are required to arrive punctually for registration at 8:45am in the morning and 1:10pm in the afternoon.

If a student arrives for school after the close of registration at 9:00am the session can be recorded as 'U' mark on the registration certificate which is an unauthorised absence and will impact on their overall attendance.

We also expect students to arrive punctually to lessons. Students who arrive late to lessons not only affect their own learning but also seriously disrupt the learning of others in the class. The school has strict disciplinary procedures for dealing with persistent lateness and detentions are given for lateness. Rewards for excellent punctuality are also given.

14. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the school during the day must sign out and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher is notified, and they (or nominated member of staff) will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.
- Internal truancy is sanctioned.

15. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's form tutor will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

16. Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the local authority which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the local authority who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the local authority issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the local authority; and
- For not more than five hours on any such day.

Where a licence has been granted by the local authority and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the local authority, it is at the discretion of the Headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 95 percent. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

17. Religious observance

Parents are required to submit a written request in advance of an absence for religious observance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

18. **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

19. **SEND and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the local authority if a pupil is likely to be away from the school for more than 15 school days.
- Provide the local authority with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

20. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. Children's Services.

The school will ensure that there are at least two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Attendance Officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Attendance Officer will work with the Headteacher and any relevant school staff, e.g. the DSL, SENCO, pastoral lead to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Attendance Officer will liaise with any relevant external agencies or authorities, e.g. Children's Service's or the local authority School Attendance Support Team, and will encourage parents to access support that they may need.

21. Persistent Absenteeism (PA)

The Department for Education deems that if a student's attendance drops below 90% they become known as a Persistent Absentee, regardless of the reason for the absence and irrespective of whether the absence is authorised or unauthorised. Absence at this level is doing considerable damage to any student's educational prospects and parent/carer's full support and co-operation is required to avoid this.

All absences are monitored thoroughly and any case seen to have reached the Persistent Absence level or becoming at risk of reaching it is given priority. Continued persistent absence may lead to a referral to the Local Authority for statutory procedures.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Looked After Children (LAC)
- Young carers
- Pupils who are eligible for Free School Meals (FSM)
- Pupils with English as an Additional Language (EAL)

- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.
- 1:1 discussion with pupil
- Internal Centre Support within school
- Language barrier support
- Early Help Assessment
- Referral to targeted support agencies
- Attendance Focus Group/Attendance Panel
- Part-time timetable provision – short measured timescale
- Referral for local authority intervention

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

22. Legal Intervention

Regular and punctual attendance of students at school is both a legal requirement (Section 7 of the Education Act 1996) and essential for students to maximise the opportunities available to them to reach their full potential. It is parent(s)/carers responsibility to ensure their child/ren receive(s) efficient full-time education that is suitable to their child's age, aptitude and to any special educational needs the child may have.

Education-related penalty notices were introduced by the Anti-social Behaviour Act 2003 which amended section 444 of the Education Act 1996 to allow parents to be issued with a penalty where they failed to ensure their child of compulsory school age (5-16) and school registered, regular attendance.

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect the Attendance Officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the local authority to put a Parenting Contract or an Education Supervision Order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a fixed penalty notice in line with the local authority code of conduct.

[Stockton Penalty Notice Code of Conduct](#)

[Durham Penalty Notice Code of Conduct](#)

[Darlington Penalty Code of Conduct](#)

Contact Hartlepool Education Welfare Services

Where attendance still does not improve following a fixed penalty notice, the school will work with the local authority to take forward attendance prosecution as a last resort.

To further underpin the principle of support first and improve the consistency of approach for pupils and parents across the country, subject to Parliament, the Secretary of State intends to introduce a national framework to replace individual codes of conduct ahead of the 2023-24 academic year. Until then, each local authority's Code must continue to set out the situations where a fixed penalty notice is appropriate.

23. Monitoring and analysing absence

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The Trust's Data Manager will provide data to schools covering punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA and pupils who are PA

The Trust Data Manager will supply this information to secondary schools on a weekly basis and primary schools on a monthly basis.

The Attendance Officer will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Attendance

Officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Committee will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local, regional and national level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The Board of Directors will ensure staff from different schools within the Trust regularly share expertise and collaborate on interventions.

24. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

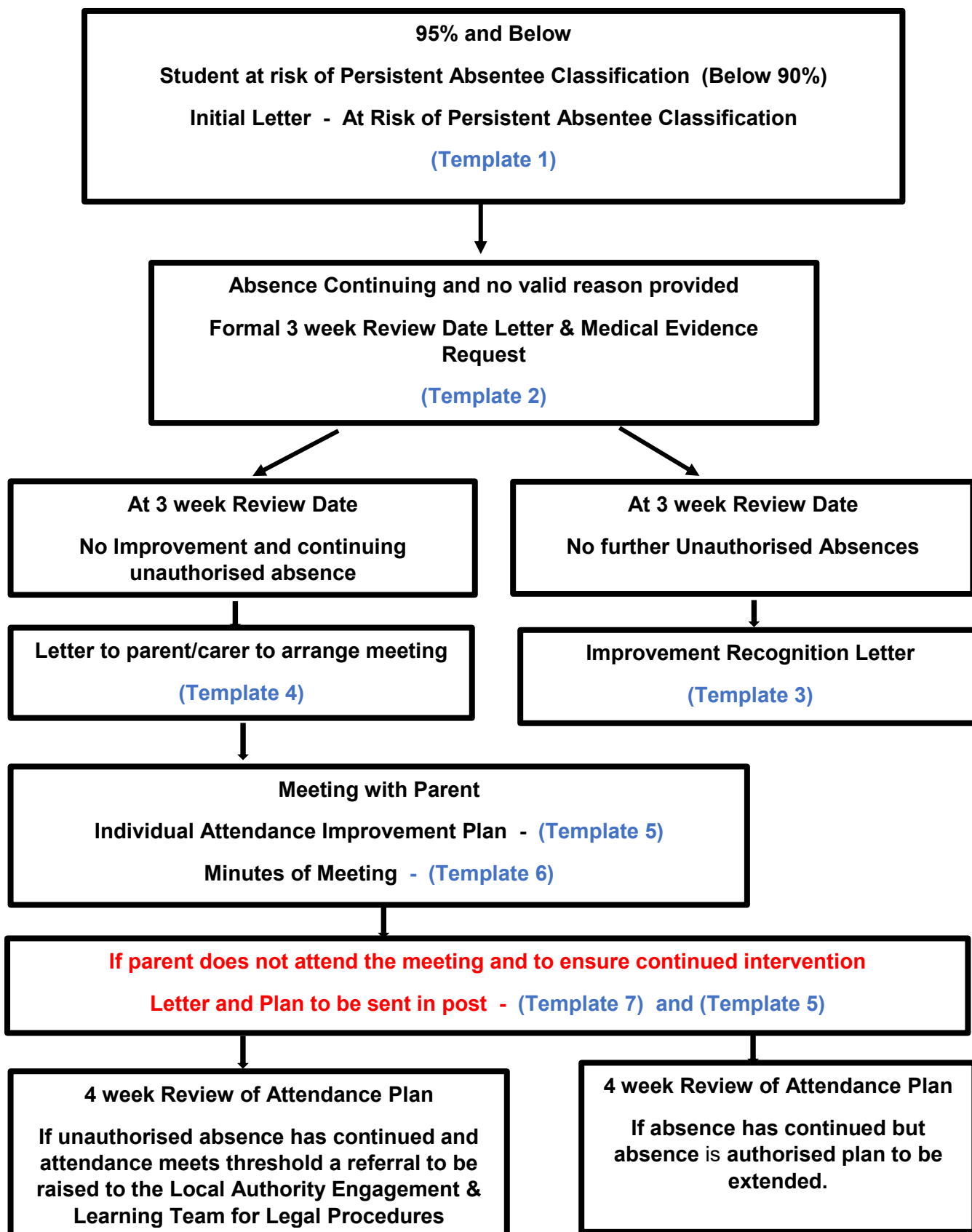
The Attendance Officer and other staff with specific attendance functions in their role will complete enhanced attendance training – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome commonly seen barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

25. Monitoring and review

This policy will be reviewed every 3 years by the headteacher. Any changes made to this policy will be communicated to all relevant stakeholders.

Throughout Process Consider & Engage Support Required by Student/Family



If during 4-week Attendance Plan period multiple unauthorised absences are continuing then consideration should be given to referring to the LA earlier



Date:

<<Salutation>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<Salutation>>

Re: <<Forename>> <<Surname>> <<reg>>

The Government now categorises pupils whose attendance is **90% or less** as Persistent Absentees (PA). Your child's attendance is currently <<PercentageAttendance>>% which puts <<him>> at risk of becoming a Persistent Absentee. Pupils in this category are missing a significant amount of their education and research shows that they are at great risk of achieving lower grades than those with higher levels of attendance at school.

It is the legal responsibility of the child's parent or carer to ensure the child accesses their education on a daily basis.

Where a pupil's attendance is below **90%** - it is the equivalent of missing **19 days** of school which is nearly **4 weeks** per year.
Where a pupil's attendance is below **80%** - it is the equivalent of missing **38 days** of school which is nearly **8 weeks** per year.
If your child's yearly attendance averages 80% then over 5 school years this would result in them missing **1 whole school year**.

If your child is struggling to attend due to additional needs such as anxiety, depression or an ongoing health care problem please contact Mrs White (SENDCo) to request a SEND support plan. We are keen to support parents and students with attendance and make reasonable adjustments to support you and your child. Early intervention is a key process to avoiding poor school attendance and we are keen to support.

If you have any questions or need support please contact School Reception on 01429 273790.

Yours sincerely

Mr G McLintock
Assistant Headteacher





Template 2

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

Concerns have been raised regarding <<Forename>>'s <<reg>> attendance which is currently <<PercentageAttendance>> % See enclosed registration certificate.

Please be aware that school can no longer authorise absences without medical evidence being provided, for example a copy of a prescription, a GP appointment card or prescribed medication.

<<Forename>>'s attendance will be monitored over the next week and reviewed week commencing 05.09.22. If unauthorised absences have continued to be recorded you will be invited to a meeting to discuss what support can be put in place to help your child attend school every day.

Although school will do everything to support and encourage good school attendance it is your legal duty as a parent/carer to ensure that your child attends school.

If your child is struggling to attend due to additional needs such as anxiety, depression or an ongoing health care problem please contact Mrs White (SENDCo) to request a SEND support plan. We are keen to support parents and students with attendance and make reasonable adjustments to support you and your child.

Early intervention is a key process to avoiding poor school attendance and we are keen to support you.

If you have any questions or need support please contact Reception on 01429 273790.

Yours sincerely

Mr G McLintock
Assistant Headteacher





The English Martyrs Catholic School and Sixth Form College
Catcote Road, Hartlepool, TS25 4HA
T: 01429 273790
E: admin@ems.bhcet.org.uk W: www.ems.bhcet.org.uk

Headteacher: Mrs S Crawshaw, BA (Hons), NPQH
CEO: M Shorten M.Ed., BA (Hons)
Chair of Directors: Y Coates

Template 3

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

RE: <<Forename>> <<Surname>> <<reg>>

<<Forename>>'s attendance was reviewed on 07.07.2022. I am pleased to advise that <<his>> overall attendance has improved to <<PercentageAttendance>> %

Thank you for your help and support in this matter.

As part of our procedure's attendance will continue to be monitored.

If you would like to discuss the contents of this letter or have any other queries regarding your child's attendance please call Reception on 01429 273790.

Yours sincerely

Mr G McLintock
Assistant Headteacher





Template 4

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

RE: <<Forename>> <<Surname>> <<reg>>

<<Forename>>'s attendance which is currently <<PercentageAttendance>>% continues to be a cause for concern.

I would therefore like to arrange a telephone meeting for you. This meeting is scheduled on Tuesday 18.07.22 at 10.30am and will be with Mr McLintock.

This is an opportunity to discuss what support can be put in place to ensure <<Forename>> can attend school every day.

If you are unable to attend this meeting, please contact School Reception on 01429 273790 as soon as possible to arrange a more convenient time.

It is your legal duty to ensure your child attends school and we are here to support you.

We rely on parent/carer support to ensure good attendance, and this is a very important meeting to ensure your child's attendance improves.

Working with us will help to avoid the need for a Local Authority referral which could result in further sanctions for non- school attendance.

Yours sincerely

Mr G McLintock
Assistant Headteacher





Template 5

ATTENDANCE MEETING MINUTES

Date of Meeting:	
-------------------------	--

Name:		DoB:		Year Group	
Address:					

Please Tick

Pupil Premium	Free School Meals	Looked After Child	SEN	EAL

Household Composition	Name	Role	Parental Responsibility

Present at Meeting:

Name	Role	Contact No

Year to Date Attendance	Previous Academic Year	Punctuality

Attendance Plan in Place	Yes/No	Dated	% at Start of Plan

ATTENDANCE PLAN OUTLINE

- Parent/carer to provide medical evidence to ensure all future absences can be authorised.
- Parent is to phone school on each day of absence.
- No further unauthorised absences on pupil's attendance record.
- Pupil is to speak to teacher/HoY if they have any problems in school
- If no improvement is made in pupil's attendance, school will consider referral to the Attendance Team for legal proceedings.





AGENCY INVOLVEMENT

SCHOOL VIEWS

<p>1. Concerns regarding school attendance and the impact of poor school attendance on academic achievement. Detrimental impact on learning, progress and attainment</p>
<p>2. General Health Concerns Consideration of School Health Support</p>
<p>3. Factors which affect pupil in school Relationships Timetabling Academic Achievement</p>
<p>4. Any other relevant information Any other concerns which may be impacting on pupil's attendance. If additional support required this must be noted below and also in Identified Actions</p>





PARENT/CARER VIEWS

LOCAL AUTHORITY VIEW

The Government have classed attendance at under 90% as 'Persistent Absence'. Pupils who fall in to this category are missing a significant amount of their education and research shows that they are at a great risk of achieving lower grades than those with higher level of attendance at school.

It is the legal responsibility of the child's parent or carer to ensure the child accesses their education daily.

The Local Authority can issue fines and take legal action against parents and carers who do not ensure their child attends school on a daily basis.

IDENTIFIED ACTIONS	By Whom
<i>Attendance Improvement Plan</i>	Parent/Carer School
<i>Medical Evidence to be provided: Appointment Card/Prescription Slip/Prescribed Medication</i>	Parent/Carer

Review Date:

Parent/Carer attended:
Yes/No

Yes/No

Copy of minutes provided to parent:

Parent Signature:

Attendance at Review	Follow Up Action





Template 7

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

RE: <<Forename>> <<Surname>> <<reg>>

I was disappointed that you did not attend the meeting on DATE at TIME to discuss concerns regarding <<Forename>>'s attendance

I have enclosed a copy of the Attendance Improvement Plan for <<Forename>> which will be reviewed on DATE.

Please be aware that absences will not be authorised without medical evidence being provided, for example a copy of a prescription, a medical appointment card or prescribed medication.

If unauthorised absences continue a referral may be made to the Local Authority for statutory intervention.

The School and Trust want to help and support you regarding your child's school attendance.

However, I have to advise you that it is the duty of the parent/carer to secure the regular attendance of their child at school and failure to do so is an offence under Section 444 of the Education Act 1996.

Please contact Mr McLintock to arrange an appointment if you would like to discuss the contents of this letter.

Yours sincerely

Mr G McLintock
Assistant Headteacher





Request for Authorised Term-Time Absence

A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
Please state the reasons for your request.			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

Under current regulations a school cannot authorise ANY holidays in term time, unless there are circumstances deemed exceptional by the Head Teacher.

Careful consideration will be given to your application however I must warn you that failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996. If reasons for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law and this may result in a Penalty Notice being issued.

If the leave of absence is for a sporting activity please provide documentation, i.e. confirmation of acceptance from the event organisers.

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Do absence dates coincide with SATS / other examination periods?			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Will the absence be authorised?	YES	NO	
If YES - Number of days to be authorised:			
Signature of Principal/Head Teacher/Head of School/Vice Principal:		Date:	
*Register Code to be used for this Absence:			





Template 9

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

RE: <<Forename>> <<Surname>> <<reg>>

Request for leave of absence during term time (03.10.22 – 03.10.22) – AUTHORISED

<<Forename>> <<Surname>> <<reg>>

The law changed from 1st September 2013 and Headteachers can no longer grant leave of absence during term time unless there are exceptional circumstances.

Your request for leave of absence has been reviewed and on this occasion the absence will be **authorised**.

School/academy procedure regarding catch up work etc. e.g. School policy is not to provide work for children who are on holiday during term time as they are missing the teaching input and in-class support that happens ahead of such work.

Yours sincerely

Mr G McIntock
Assistant Headteacher





Template 10

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

RE: <<Forename>> <<Surname>> <<reg>>

Request for leave of absence during term time (03.10.22 – 14.10.22) – NOT AUTHORISED

<<Forename>> <<Surname>> <<reg>>

The law changed from 1st September 2013 and Headteachers can no longer grant leave of absence during term time unless there are exceptional circumstances

- school/academy procedure regarding catch up work etc. e.g. School policy is not to provide work for children who are on holiday during term time as they are missing the teaching input and in-class support that happens ahead of such work.

Unauthorised absence may be referred to the Local Authority who can issue penalties/sanctions.

Yours sincerely

Mr G McIntock
Assistant Headteacher





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Headteacher: Mrs S Crawshaw, BA (Hons), NPQH
CEO: M Shorten M.Ed., BA (Hons)
Chair of Directors: Y Coates

Template 11

Date:

Dear <<ParentalAddressee>>
<<Add1>>
<<Town>>
<<Postcode>>

Dear <<ParentalAddressee>>

RE: <<Forename>> <<Surname>> <<reg>>

Request for leave of absence during term time (14.10.21 – 18.10.21) – NOT AUTHORISED

<<Forename>> <<Surname>> <<reg>>

The law changed from 1st September 2013 and Headteachers can no longer grant leave of absence during term time unless there are exceptional circumstances

- school/academy procedure regarding catch up work etc. e.g. School policy is not to provide work for children who are on holiday during term time as they are missing the teaching input and in-class support that happens ahead of such work.

Unauthorised absence may be referred to the Local Authority who can issue penalties/sanctions.

Yours sincerely

Mr G McIntock
Assistant Headteacher

