



ST. ANNE'S R.C. HIGH SCHOOL

A SPECIALIST ARTS (MEDIA) COLLEGE

Attendance Policy

MISSION STATEMENT

At St Anne's we aim to meet people where they are on their faith journey and accompany and guide them on their way to achieving their full potential. We strive to create a Catholic community which shares common beliefs and where, following Christ's example, we recognise the unique and equal value of each member. Our commitment to each person's growth is reflected in the quality of our school's provision which seeks to maintain the highest possible standards of achievement and outcomes for students post 16.

Policy Adopted: 20th September 2018

Review date: September 2019

Signed:  (Chair of Governors)





□

Attendance Policy

Statement of Intent

St Anne's RC High School is committed to the continuous raising of achievement of all students. Regular attendance is critical if students are to be successful and benefit from the opportunities presented to them.

Good attendance is fundamental to a successful and fulfilling school experience and the school actively promotes 100% attendance for all students, using a variety of rewards to promote good attendance and punctuality.

Why Regular Attendance is so important:

Any absence disrupts the pattern of a student's education, disrupts teaching routines and will have an adverse effect on the learning of others. The school offers a broad and balanced curriculum and to facilitate this, many academic topics may not be re-visited. Before permitting any absence, we urge Parents/Carers to carefully consider the negative implications of any missed learning opportunities.

The academic year consists of 195 days of which 5 are Staff Inset/Training days with students not being required to attend on these days. Students who attend for the full 190 days will achieve 100% attendance for the academic year and are highly likely to achieve best grades for their ability, enabling them to continue their studies and raise their earning potential in the world of work.

Promoting Regular Attendance:

At St Anne's our aim is for all students to achieve at least 96% attendance and above. Helping to create a pattern of regular attendance is everyone's responsibility. It is not only the responsibility of Parents/Carers; it is also the responsibility of the student and has the support of all members of the school staff. All attendance data is filtered through the school attendance tracker so school can analyse attendance promptly' and respond proactively to address any attendance concerns.

To help us all to focus on this we will:

- give details of attendance in our regular Headteacher's Updates and Student Bulletins including the latest attendance tracker data;
- report to Parents/Carers on their student performance in school, giving their attendance percentage and punctuality details and how this relates to their attainments;
- celebrate good attendance by displaying individual and group achievements weekly in form time using the school attendance tracker;
- reward good or improving attendance through form time, assemblies, certificates and the school's reward trips;
- work with students, Parents/Carers and the appropriate agencies to provide mutual advice and support to those who give low priority to attendance and punctuality;



□

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by Parents/Carers), as either **AUTHORISED** or **UNAUTHORISED**. It is a legal requirement that Morning and Afternoon Registers are taken each day.

Authorised absences include mornings or afternoons absent from school for a valid reason such as illness, **urgent** medical/dental appointments or other emergencies. All non-urgent medical or routine dental appointments should be arranged outside of the school day or during the holiday periods.

If students are required to leave early or be absent from lessons for an urgent appointment, please either write a signed explanation in their planner or telephone/email the school.

To enable the appointment to be authorised Parents/Carers should also provide a copy of the medical appointment letter or dental appointment card.

NB: Students who have been permitted to leave during the school day must sign out at the School Office, having received a leaving school slip from the pastoral office.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave of absence' has been approved. This type of absence may be subject to Penalty Notices or legal proceedings issued by the Local Authority.

Unauthorised absences include:

- truancy
- absences which have no explanation
- persistent absence due to illness that has no supporting medical evidence
- students who arrive late to lesson after the registers have close
- absence from school to undertake shopping, look after other studentren or celebrate birthdays
- Parents/Carers keeping studentren off school unnecessarily
- day trips or holidays taken during term time
- excessive absence due to medical/dental appointments without good reason

Whilst a student may be absent from school because they are unwell, they may sometimes be reluctant to attend for a variety of other reasons. If Parents/Carers have any concerns, they may contact the Pastoral Team for guidance and support.

If Parents/Carers condone an absence without a valid reason this may give the impression that a student's attendance at school is not significant and may often make issues more difficult to resolve.

Persistent Absence:

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for authorised or unauthorised absences.



□

We monitor all absence thoroughly. Any student who reaches the Persistent Absence percentage or is at risk of moving towards that mark is given priority. Parents are informed by the School's Attendance Officer.

Persistent Absent students are tracked and monitored carefully by our pastoral team using the school tracker system.

If a student is absent for 38 sessions or 19 days during the year they are considered as persistently absent. At this level of attendance considerable damage is being done to the students educational outcomes.

The school may issue a Penalty Notice or refer to the Local Authority for legal proceedings. Parents found guilty in a Magistrates Court of failure to secure their student regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000.00 fine under Section (1) offence and a £2500.00 fine and up to a 3 month prison sentence, under a Section (1a) offence.

All our Persistent Absent students are subject to an action plan which may include the allocation of additional resources. This may include support through the Team Around the Student process, or a worker from SFYP.

Absence Procedures:

St. Anne's is committed to promoting the health and welfare of all students and endeavours to manage absences fairly and consistently, with the aim of supporting students through periods of illness.

If a student is absent from school, Parents/Carers should:

- contact school as soon as possible or by 9.00am on the first day of absence by telephone on 432 8162 or email to the school's attendance officer on geraldinebailey@stannerschighschool.com
- consider sending any supporting medical evidence to the school if the absence is likely to continue; maintain contact with the school every other day to discuss the absence and the likely date of return to school;

It is a Parents'/Carers responsibility to contact the school to advise staff of any student absence to support the safeguarding and welfare of all students.

If a student is absent we will:

- text using KKS or email Parents/Carers on the first day of absence, if we have not received a reason for absence;
- Call home on the second day of absence if the school has received no explanation for the absence



□

- invite Parents/Carers into the school to discuss the situation with a member of their Pastoral team if the absence persists;
- notify parents by email or letter when their student attendance falls below certain parameters and where necessary refer the matter to SfYP

Contact details:

To comply with Health and Safety guidelines it is important that we have up to date contact information at all times.

There are a variety of reasons that the school may need to contact parents, including ill health, school emergencies or to discuss unexplained absences.

To confirm with Parents/Carers the reason for a student's absence, the school will generally telephone the first contact number listed on the student's record.

Monitoring and Evaluation:

A whole school attendance target is set each Autumn term to ensure statutory compliance with legislation governing school attendance. This is monitored by the Local Authority and the Department for Education.

In the event of no response being received for the absence, home visits will take place and the police will be contacted if necessary. If no response is received the absence will be recorded as unauthorised.

School monitors attendance to all lessons. If a student does not arrive at a lesson and was marked present in their previous lesson the school's Pastoral office will be called to investigate the matter. Police and parents may be informed after 15 minutes if there is a concern that the student is missing.

Weekly meetings are held within the team and with SfYP (Services for Young People) to ensure that monitoring is carried out of individual student's attendance.

Parents/Carers of a student with an attendance percentage of below **97%** will receive a letter from school to inform them of the schools concerns on attendance.

Student attendance will continue to be monitored and if attendance falls to below **95%** a letter of concern (L1) will be sent home.

If, at the next attendance check there are 10 days absence over a 12 week period the school will request a penalty notice through the Local Authority, a student's attendance is **92%** and there is no improvement, a further letter of concern (L2) will be sent home and the parent/carer invited to attend a meeting at school to discuss their concerns. At this stage the school may ask for medical evidence to be provided before authorising any further absences.

At **90%** the school will make a referral to the SfYP if the absence persists and parents have been informed.



□

Once a formal referral is made by School to the SfYP, no further absence will be authorised without medical evidence being provided. 90% attendance indicates that one school day has been missed per fortnight.

Failure to comply with the expectations set by the SfYP may result in further action or a court prosecution.

The Assistant Headteacher monitors whole school attendance, persistent absence and punctuality. Attendance statistics are interrogated each half term, analysis is made according to specific groups e.g. gender, year group, Pupil Premium (PP), Special Educational Needs (SEN). This will be reported to Governors, Senior Leadership Team and the pastoral team on a regular basis. These findings inform strategies and action to be taken to improve attendance and punctuality.

Responsibilities:

All staff, parents and carers have a responsibility to make attendance a high priority and to convey to the students the importance of good attendance. Roles and responsibilities are documented.

Parental information about 'How good is your student attendance' is available on the website.

The Assistant Headteacher for PDBW (Personal Development Behaviour & Welfare) will monitor and quality assure attendance.

Rewards:

Where a student has very good attendance over the term this will be recognised in the school's star assemblies and receive a certificate recognising good attendance.

Where their attendance is outstanding (100%) they will receive a certificate and a letter to their parents congratulating them on this achievement. Form attendance is recognised each through the year group bulletin and students rewarded for their positive contribution to their form groups attendance total.

Punctuality:

How we manage lateness:

The school day starts at **8.30 am** and we expect students to be in class by **8:40am**.

All registers must be completed by **8.45am**.

At **9.30am** each morning the registers will be closed. The school is only permitted to keep the registers open due to extreme local transport issues or severe weather conditions. In accordance with regulations, students arriving after that time will receive a mark that shows them to be on the school premises, but this will **not** count as a present mark and will be recorded as an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.

If students arrive late to school they are required to sign in at the School's main reception in order to confirm their presence in the event of a Fire or other emergency.

A text message will be sent to the parents of any student who arrives late to school. If a student arrives late to school a detention will be issued.



□

Parents/Carers may approach the school at any time if students are having problems getting to school on time.

Leave of Absence during Term Time:

Please be aware that Leave of Absence for holidays taken during term time will not be authorised unless the school considers there to be exceptional circumstances; surrounding the application and can only be authorised by the Headteacher

There is **no** automatic entitlement in law to time off during the school term to go on holiday.

The Law changed in 2013 with regard to requests for Leave of Absence. (See Appendix) School policy is as follows:

- Holiday requests during term time will **NOT** be granted.
- Holidays taken without permission may lead to fixed penalty fines of up to £60/STUDENT/PARENT for each student being issued by the Local Authority

SfYP (Services for Young People):

Attendance Records for all students are regularly reviewed by the Young Peoples Workers on behalf of the SyFP.

Unauthorised and persistent absence, including late arrival to school, may lead to a referral to the Young Peoples Workers for action or an Education Penalty Notice and possible prosecution. As a matter of course our Young Peoples Workers will often speak to students collectively and individually to discuss the value of regular attendance at school.

Penalty Notices:

From February 2005, Stockport Metropolitan Borough Council introduced Penalty Notices for each person with parental responsibility.

On receipt of the Penalty Notice, the penalty will be £120, reduced to £60 if paid within 28 days. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the Local Authority. With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Penalty notices are fines of £60/£120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their student of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided.

Penalty notices can only be issued by a Head teacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. All schools and the police must send copies of penalties issued to the local authority. Penalty notices can be issued to each parent liable for the attendance offence or offences.



□

Penalty notices can be used where the students absence has not been authorised by the school. Penalty notices may also be issued where parents allow their student to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion (reference: DFE-00158-2013).

Student Missing in Education:

All possible contact will be made via email, text or; home visit to establish the whereabouts of a student. No student will be removed from the School Roll without consultation between the School and SyFP.

Strategies used to improve attendance and punctuality:

- Daily text/email to parents/carers of absent and/or late students
- Breakfast club, library and hub are available from 8.00am
- The school website will feature the attendance policy and attendance matters and will be kept updated half termly
- Attendance will be celebrated weekly with certificates for the top attending form(s) each week and rewards for 100% form attendance
- Individual students will receive personal recognition for 100% attendance each term (100% Bronze, Silver and Gold awards and certificates)
- Residential trips with school will be available (only) to students with 95% attendance or better
- Raise the profile of attendance in school via assemblies, leaflets, parents evenings, newsletters
- Form tutor conversations with all students who have had time of school
- Attendance data shared with form groups through the weekly form bulletin
- Home visits made by the Attendance Officer and SfYP
- Pastoral briefings (Thursday) to raise staff awareness of attendance issues
- Parental interview
- Truancy sweeps
- Effective KS2/3 transition re historical attendance issues
- Reward 100% attendance, form, Form group and individual student awards
- All students with 100% attendance given a star badge to raise the profile of attendance
- Accurate monitoring of the SIMS system at registration and throughout the day
- RAG attendance monitoring

Strategies for addressing unsatisfactory attendance

Unsatisfactory attendance will be monitored by Form tutors, Year Teams, Welfare and Safeguarding Teams and by Senior Leadership.

A waved intervention approach will be used as identified in Appendix 1.



□

Problematical cases may fast track the waved approach for attendance and punctuality.

Responsibilities:

Attendance Officer will:

- inform Parents by 9.30am of a student absence through the School's **Keep Kids Safe** text messaging service;
- activate and monitor SIMS and ensure that all registers are taken accurately and that truancy is detected quickly;
- ensure that parents are notified when their student attendance reaches certain parameters;
- follow up unaccounted absences by letter and notify the relevant Pastoral Manager and Form tutor;
- initiate Letter 1 and Letter 2 where appropriate;
- develop systems to detect truancy and a list of targeted students;
- work with Pastoral Managers by providing data of individual student's attendance including those at risk of moving towards persistent absence;
- provide weekly data for Assistant Headteacher's meetings as part of monitoring school's attendance figures;
- use data to monitor half termly attendance for the whole school and specific groups of students;
- monitor the completion of registers, communicate to the Assistant Headteacher when registers have not been completed and by which staff;
- Provide case study evidence to show impact of attendance initiative.

Pastoral Managers will:

- Develop strategies to address concerns about individual student's attendance as a result of information provided by the Attendance Officer.
- Where appropriate, make referrals to external agencies to provide support for the student and family. Strategies commonly used are home visits, parental meetings, TAC meetings
- Ensure that all suspected truancy is followed up and dealt with appropriately in line with school expectations.
- co-ordinate attendance rewards and events for individuals and forms

Progress Leaders will:

- develop tracking systems to link attainment to attendance
- prepare tracker data for form tutors weekly
- Support the Pastoral Managers with Parental meetings when necessary



□

Assistant Headteacher (Pastoral) will:

- monitor and initiate whole school policy for attendance and punctuality.
- hold regular meetings with SyFP and the Attendance Officer around attendance concerns.
- raise the profile of good attendance and punctuality throughout the school community.
- liaise with the Headteacher to action plan and set school targets.
- analyse and interrogate attendance and punctuality data and lead intervention strategies
- compile, disseminate and review termly and annual statistics for DfE returns and report these to the Headteacher and Governors

Subject staff will:

- contact the Pastoral office if a student was marked present in the previous lesson and has not arrived at their lesson within the first 10 minutes; (important safeguarding issue)
- monitor the attendance of students in their classes and discuss the attendance of individuals and classes with their Head of Department;
- liaise with the Pastoral team regarding attendance issues of any students of whom they have concerns;
- inform the Attendance Officer and all staff of any planned activity which will result in students being absent from class;
- welcome students who have been absent and support them with strategies to catch up missed work.

Parent/Carers will:

- provide school with up to date with the relevant contact/ personal information
- ensure that their student attends school and arrives to school on time
- notify by phone or email school on the first day of their student absence.
- avoid taking holidays during term time
- provide a note in advance of a medical, dental appointment or other appointments
- provide a note or sign the student planner when their student returns from absence due to illness

Students will:

- attend school and be aware of their attendance statistics
- attend school and lessons on time
- ensure that they receive a register mark, if late after 9.00a.m, the student must sign in at school reception, reception staff will forward the lates list to the school's attendance officer
- bring a signed note or entry in the student planner to school after any absence and pass to their form tutor



□

Summary:

The school has a legal duty to regularly publish annual absence figures and to promote positive attendance. Equally, Parents/Carers have a duty to make sure that their student attends school regularly. The Governors and staff of St. Anne's RC High School are wholly committed to working with parents and students to ensure that the highest possible level of attendance is achieved.

□
APPENDIX.

Attendance Waved Approach

When analysing a student’s attendance we must ensure that protocols are consistently applied and that all incidents of unsatisfactory attendance are dealt with in the same way in all year groups.

St Anne’s expects all students to be in school every day.

100% - 98%	No action required – exceptional attendance
<p>Wave 1 Form Tutor 97.9 – 96%</p>	<ul style="list-style-type: none"> • Check reason for absence on SIMS – Illness - Have 1-2-1 conversation with student explore if there is a specific reason for absence i.e. medical condition, issue with student or specific subject etc. • Holiday - Have 1-2-1 conversation with student and explain the importance of not missing education, impact on future and achievements • Other authorised absence – speak to staff whom had authorised the absence to be updated on students circumstances • Advise the student you will be monitoring their attendance to see an improvement • Complete SIMS log ‘Other Pastoral Note’ with intervention and expected outcome and raise any concerns with Year Team <p><i>If you are concerned about information shared at this stage please speak to the Year Team or GBA straight away to look at next steps</i></p>



<p>Wave 2.1 Pastoral Managers 95.9 – 93%</p>	<p>The attendance officer will:</p> <ul style="list-style-type: none">• Send below 97% letter home• Meet with student and make sure they are fully aware of their attendance and how we expect improvements to be made.• Contact home via telephone – express your concern regarding low attendance, discuss school expectations, monitoring the situation and requirement of attending a meeting should the student’s attendance not improve. Log this on SIMS• Arrange an appropriate time as Pastoral Managers to meet with parent/carer in school if attendance has not improved within the identified time frame• During meeting discuss concerns, explore if any support is required.• If parent/carer cancels appointment, rearrange it within 7 days by phone and confirm by letter• 2 missed appointments or no improvement seen complete central referral form for RSI <p><i>If you are concerned about information shared at this stage please speak to RSI straight away to look at future steps</i></p>
<p>Wave 2.2 Progress Leaders/Attendance Officer/RSI 92.9 – 90%</p>	<ul style="list-style-type: none">• Wave 2 letter to be sent• Invite parent/carer in for a meeting with the Pastoral Manager/Progress Leader and RSI who will create an attendance support plan (ASP) and set targets for improvement within a fixed time frame• Pastoral Manager/Progress Leader and GBA to complete home visit if no contact is made or meeting is missed• Anything below 93% should be logged on CPOMS with ASP, actions, time frames and updates.



**Wave 3
Progress Leaders/Attendance
Officer/RSI
90% below
Officially PA**

- Final warning letter to be sent
- Ensure records sheet is up to date, minutes from parent meetings, any interventions in place now or previously
- Safeguarding or student protection concerns raised and logged on CPOMS
- GBA to put plan in place with parent/carer and student
- If no changes made FPN will be issued
- Keep Pastoral Manager/Progress Leader and RSI updated via CPOMS

You must also ensure that you do the following:

- **Form tutors** - Ensure information is completed in SIMS log 'Other Pastoral Note' and concerns if any are passed on to Year Team.
- **Pastoral Managers** - Ensure the monitoring sheet is completed with date intervention took place etc. This enables a chronology of the case to be kept.
- Only use PA Year group sheet in public location. Do not duplicate and save in your personal drive. This needs to remain accessible to all stake holders.
- 1-1 conversations held with student/parent and meetings to have clear targets and what you expect to see i.e. improvement of attendance in 3 weeks.
- Contact RSI if you require support or are unsure of anything.
- Log everything on SIMS (Form Tutor / Pastoral Manager/Progress Leader and RSI updated via CPOMS).
- The Attendance folder in the public pastoral drive will hold information on letters sent, FPN (Fixed Penalty Notices) details and master copies of documents.
- The attendance officer can be contacted by telephone on 432 8162 or email on geraldinebailey@stannersrhighschool.com

