

REFERENCE: Every Child Matters

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|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Be healthy |
| <input checked="" type="checkbox"/> | Stay safe |
| <input checked="" type="checkbox"/> | Enjoy and achieve |
| <input checked="" type="checkbox"/> | Make a positive contribution |
| <input checked="" type="checkbox"/> | Achieve economic well-being |

RATIONALE:

We believe that every child has a right to access the education to which he/she is entitled. Encouraging good attendance is integral to our School Aims:

- “To work with our families, parishes, partner schools and the wider community”
- “To enjoy our learning by using our God-given talents to achieve our very best”

Parents/carers have a responsibility in law to ensure the regular and punctual attendance of their children but school staff, share the responsibility for ensuring that attendance rates at Cardinal Newman Catholic School are maximized.

AIMS and OBJECTIVES:

- 1 To encourage and value high attendance rates as a major contributing factor to a child achieving their academic potential and being able to both ‘enjoy’ and ‘achieve’.
 - a. To work with the LA to set and meet appropriate attendance targets for the whole school and each year group.
 - b. To recognise good attendance through our praise and reward system.
- 2 To take a proactive approach to the promotion of good attendance by defining expectations with staff, students and their parents.
 - a. To communicate the school’s expectations about attendance via the school website, the Student’s Planner, the Home-School agreement, school reports, Parents’ Evenings, regular newsletter items, local authority attendance information leaflets, guidance and advice in the staff handbook.
- 3 To provide an effective and efficient system for monitoring attendance in accordance with legal requirements.
 - a. The Attendance Officer to inform parents of a student’s absence from school within 24 hours.
 - b. The Attendance Officer to produce a report on attendance and punctuality data every week enabling the Pastoral Team to monitor the performance of individual students, tutor groups, year groups, ethnic groups and vulnerable students such as Looked After Children and those on Free School Meals/Pupil Premium and SEN.
 - c. To regularly put attendance and punctuality onto the agenda of Pastoral meetings and Senior Leadership meetings ensuring that the appropriate interventions are being made.
 - d. To encourage the transition to independence through flexible registration in Newman Sixth.
- 4 To recognize the external factors which influence pupil attendance and work in partnership with parents, the Education Welfare Officer and other relevant services to deal with any issues and overcome problems.
 - a. Heads of Year and SLT with responsibility for attendance to meet regularly with the EWO and/or parents in order to facilitate improvements in the attendance of some students.

Relevant Documents:

DfE School Attendance October 2014

Equality Monitoring

Date: November 2015

- 1. Does this policy have any implications for people of relevant protected characteristics (RPC)*?**

Yes.

- 2. If 'yes', will it advantage or disadvantage any particular group?**

Collecting data for all 'groups' will advantage those students whose attendance is lower than non-RPC students by identifying them as being in need of the support which will enable them to achieve as well as non-RPS students.

- 3. How will this policy, if relevant, promote good relations between people of RPC and those without?**

Improving the attendance of any 'group' will lead to greater equality of outcome and therefore improved relations between all groups of students.

Monitored by Governors PSL Committee

**Age, disability, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

Success criteria:

- 1) Progress is being made towards meeting attendance targets.
- 2) Rates of authorised and unauthorised absence are minimized and at or below national averages.
- 3) The attendance of groups identified as having a particular problem will show improvement following relevant interventions.

POLICY INTO PRACTICE

Procedures

(i) Registration

Registration, Years 7 - 11, will be carried out by Tutors at 08.50 using an electronic system. Registers will be marked promptly at these times and will be closed at 09.05. Should a student arrive after the start of registration but before the registers have closed he/she will be marked as present but late for that session.

Registers should be marked in accordance with the guidelines issued by the Attendance Officer.

Paper registers will be available in register bags should the electronic system fail or the tutor group be attending assembly.

(ii) Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. (Absence will not be authorised for such reasons as shopping, daytrips and birthdays.)

Parents are advised to contact the school on the first day of any absence. A written note of any such phone call or other communication will be recorded by the Attendance Officer on SIMS. On returning to school the student should bring a written note and hand this to his/her tutor. The tutor should initial and date the note. The Attendance Officer should amend the register. Notes will then be returned to HOYs for filing.

(iii) Lateness

Students who arrive at school after morning registration should sign in at reception with the Attendance Officer. Students who arrive at school late should be asked by class teachers if they have signed in. This is important for health and safety reasons. The Attendance Officer emails HOY with a list of students in their Year Group who arrived late (see procedures attached to this policy). Year Team support staff will record late arrivals during registration.

(iv) Requests for Leave of Absence (Pupils)

The Education (pupil Registration) Regulations 2006 have been amended and these amendments come into force from 1 September 2013. The law no longer gives any entitlement to parents to take their child on holiday during term time. Headteachers may not grant any leave of absence for any students during term time unless there are **exceptional** circumstances. This decision can only be made by the Headteacher who will be guided by the Local Authority *Leave of Absence Guidance for Schools* document.

STAFF ROLES

(i) The Tutor (Years 7 - 11)

The Class Tutor is seen as the key figure in promoting regular punctual attendance. The Tutor should:

- Provide a good example by always being punctual to registration.
- Carry out registration in the prescribed manner.
- Ensure that students who are late are marked late including the number of minutes they are late.
- Ensure students who are late report to the HOY at lunchtime.
- Ensure that all notes from parents are scrutinized before placing in the register folder.
- Use their mentoring period to discuss attendance and/or punctuality issues, setting and monitoring targets as appropriate.
- Contact parents if attendance /punctuality is a cause of concern.
- Offer praise to individual students whose attendance and/or punctuality improves.

The Sixth Form has flexible registration monitored by Sixth Form Admin Team.

(ii) The Subject Teacher

Subject teachers should:

- Take a register at the beginning of every lesson using the electronic system (and ensure that the students know that a register is being taken).
- Mark students late on SIMS as appropriate and log the number of minutes late.
- Follow up any suspected internal truancy by checking with the Attendance Officer, Tutor or Head of Year immediately.
- Provide relevant work for students who have been detected internally truanting to do in detention.
- Inform parents when the student's level of attendance is impacting negatively on achievement (copying in the Tutor and HOY).

(iii) The Head of Year (in Newman Sixth, the following is actioned by the Support Team)

Heads of Year are responsible for monitoring the attendance of their year group. They should:

- Monitor attendance on a regular basis, setting targets for improvement as appropriate.
- Monitor the performance of individual Tutor groups, following up with individual Tutors instances where patterns of absenteeism are not being effectively addressed.
- Monitor the performance of vulnerable groups of students e.g. SEN, LAC, PP, and students with a disability, following up with Head of Inclusion/SENCO, BSU and EWO where certain groups seem to exhibiting high rates of absence.
- Review attendance and punctuality figures from Attendance Officer on a half-termly basis.
- Respond to lateness with appropriate follow-up such as lunchtime detentions, parental contact, EWO referral.
- Ensure that contact is made with parents of students who are poor attenders or have poor punctuality, supporting the Tutor where appropriate in dealing with parents directly.
- Meet with the Education Welfare Officer on a regular basis in order to discuss students who have not responded to the school's strategies and when necessary to make referrals.
- Follow up any truancy with appropriate punishments.
- Promote good attendance and punctuality through assemblies, commendations, rewards, etc.

(iv) The Attendance Officer

- Telephone parents after 24 hours' absence if no reason has been given or if the student returns without a note.
- Send out the standard proforma letters when absences have not been accounted for.
- Alert the Head of Year/Tutor when there is a problem which has not been solved by the above procedures.
- Monitor the electronic registers to check for accuracy and ensure that registers are being taken by all tutors and subject teachers.
- To produce a range of attendance data that will be analysed each half term in order to identify particular cohorts whose attendance causes concern. Heads of Year and SLT Links will be responsible for scrutinizing this data and using it both to initiate intervention strategies and to report back to Governors.

(v) The Member of SLT with responsibility for Attendance

- Develop strategies to improve attendance.

- Line Manage the Attendance Officer
- Meet with the EWO at least half-termly.
- Ensure that Attendance and Punctuality are regular features on the HOYs' meeting agenda.
- Liaise with all staff concerning the prompt and correct completion of registers.
- Liaise with Family Support Worker over students with serious attendance issues.
- Review Attendance Policy as directed by Headteacher in line with Governors Agendas.

COMMUNICATION

The Attendance Policy will be communicated through:

- A key point summary in the Student's Planner
- The Home-School Agreement
- Regular newsletter items
- Local Authority attendance information leaflets
- Guidance and advice in the staff handbook
- Parent Services page on School website

PUNCTUALITY PROCEDURES (Years 7 - 11):

- Students names will be recorded by Year Group Support Staff
- Tutors mark students late to registration
- Student reports to HOY at lunchtime to explain lateness
- HOY decides on appropriate follow-up e.g. detention or referral to EWO in extreme cases of regular lateness.