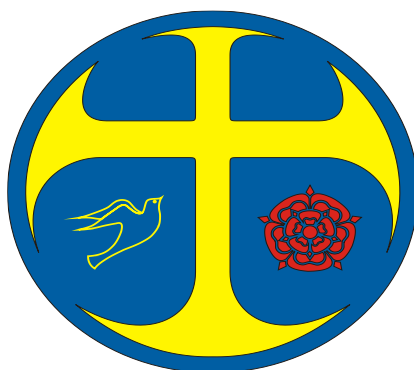


All Saints' Roman Catholic High School, A Voluntary Academy

part of Romero Catholic Academy Trust



Luceat lux Vestra

Attendance Policy

**Updated: Autumn 2023
To be reviewed: Autumn 2025**

**Responsibility of: Deputy Headteacher
Approved by: Local Governing Board**

Policy Approval:

Signature of Headteacher

28/11/2023

Date

Signature of Committee Chair/Vice-Chair

28/11/2023

Date

Mission Statement

All Saints' is a school where the Catholic faith is taught,
lived and celebrated.

We will educate the whole person
spiritually, morally and intellectually.

We embrace Catholic values in all we do and in all
our relationships.

We will identify and cater for the individual
student's needs and prepare them for responsible
participation in society.

Our aim is to follow Christ's teaching, as
found in the Gospels,
in everything we do.

1. RATIONALE

Our school motto is “*Luceat Lux Vestra*”, “Let Your Light Shine” and our primary aim is to encourage all our children to grow and develop into becoming responsible adults. It is everyone’s responsibility to ensure every pupil attends school. The positive relationship between school and home is the most effective way in supporting good attendance. As a Catholic community, on a daily basis, we will model the teachings of Christ and work together to enable every child to be the ‘best they can be’, by developing their individual talents and celebrating achievement in all its forms.

Links to Other Policies: This Policy should be used in conjunction with the Teaching and Learning Policy, the school’s Anti-bullying strategies and the Behaviour Policy.

2. AIMS

We recognise the clear link between the attendance, punctuality, safeguarding and attainment of its pupils. The main aim of this policy is therefore to encourage the highest possible levels of attendance and punctuality for individuals, groups and the pupil body as a whole. To promote a shared commitment to the development of good pupil attendance and punctuality amongst parents, governors, staff and pupils we are committed to generating a consistent approach to attendance and punctuality based on clear expectations, praise, rewards and a firm but fair approach to unacceptable pupil absence. All members of the school community have an important contribution to make and this policy reflects this.

3. LEGISLATION AND STATUTORY REQUIREMENTS

A student is required by law (under Section 444 of the 1996 Education Act and Regulations of 2006 and 2010) to attend regularly at the school where they are registered. The school is required to differentiate between authorised and unauthorised absence. It is expected that the parent/carer will contact school to inform them concerning absence. However, it is for the school to judge whether the explanation given is satisfactory justification for the absence.

Section 23 of the Anti-Social Behaviour Act 2003 and Section 105 of the Education and Inspections Act 2006 empowers LA officers, Head-teachers and the Police to issue penalty notices in cases of unauthorised absences from school, and for parental failure to ensure that their child is not in a public place during school hours without reasonable justification during the first five days of an exclusion. DFE Guidance explaining that maintained schools should conduct their attendance procedures.

Under the Teacher Standards Staff Section 1 point 8, teachers are required to “communicate effectively with parents with regard to pupils’ achievements and wellbeing. Following up on this The Teachers Pay & Conditions 2019 point 50.15 expects staff to “Communicate with pupils, parents and carers.” Within this, the role of the Form Tutor is crucial to a positive, caring culture of safeguarding and well-being.

4. ROLES AND RESPONSIBILITIES

It is the responsibility of everyone (students, parents, governors and all staff) in school to improve the

attendance and reach the annual targets set by the RCAT Trust, Local Authority and DfE. This is achieved by a close partnership between the school, parents, LA and support agencies.

The RCAT Trust & The Governing body

- Takes an active role in attendance improvement, supporting All Saints' to prioritise attendance, and working together with leaders to set whole school cultures.
- Ensures that school leaders fulfil expectations and statutory duties.
- Ensures that school staff receive training on attendance.
- Regularly reviews attendance data and helps school leaders to focus support on the pupils who need it.

The Headteacher

The Headteacher is responsible for ensuring that the school:

- Has a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develops and maintains a whole school culture that promotes the benefits of good attendance.
- Accurately completes admission and attendance registers.
- Has a robust daily process to follow up absence.
- Has a dedicated senior leader with overall responsibility for championing and improving attendance.

The Headteacher is responsible for reviewing and presenting policy to the school Governors for ratification.

The Senior Leader in charge of attendance

The Senior Leader in charge of attendance within school, will ensure that the school procedural framework will identify how we deliver our aims in terms of regular and punctual attendance. They will have direct responsibility to ensure the implementation and monitoring of this policy under the guidance of the Headteacher.

The Senior Leader will;

- Take the lead in ensuring attendance has a high profile within the school
- Ensure that attendance is seen as a wellbeing issue and is respected as such
- Ensure there are designated staff with day-to-day responsibility for attendance matters and ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance

Pastoral Leaders

Pastoral Leaders are expected to:

- Monitor daily attendance and implement interventions as appropriate. Work Closely with Form Tutors to improve attendance.
- Ensure attendance has a high profile in their year group.
- Use the school data systems (SIMs) on a weekly basis to analyse and improve attendance and punctuality.
- Work closely with School Attendance Officer to improve attendance daily.
- Undertake home visits as appropriate in relation to attendance of pupils in their year group.

- Support and supervise, where necessary, late sanctions.
- Contact and meet with parents where attendance/punctuality is a concern.

School Attendance Officer

The School Attendance Officer is expected to:

- Effectively manage the day-to-day administration of attendance registers.
- Take calls from parents about absence and record it on the school systems.
- Report concerns about attendance to the Senior Leader with responsibility for attendance.
- Follow up unexplained absences.
- Monitor daily attendance and implement interventions as appropriate. Provide weekly data to All Staff.
- Provide weekly specific data to Pastoral leaders.
- Work closely with Pastoral leaders to improve attendance on a daily basis. Will Carry out home visits when required.
- Work closely with SLT to ensure that strategies for improving attendance are implemented.
- Work with staff, particularly Pastoral Leaders to implement a whole range of strategies to encourage good attendance and punctuality and promptly follows up absences and lateness.
- Document and collate evidence for referrals to external agencies.
- Work with parents to ensure students attend school.
- Provide rewards for improving attendance and overall high attendance.
- Attend parents' evenings as required in order to raise awareness and importance of good attendance.
- Provide pupils with their individual percentage attendance on a half termly basis. This will be colour coded **Green, Orange, Red**

Staff

Staff are expected:

- To see poor attendance as a safeguarding issue and understand that they have a responsibility for that pupil's welfare.
- To see poor attendance as a wellbeing issue and promote good attendance as a positive mental state of mind.
- To provide a welcoming atmosphere for children.
- To provide a safe learning environment.
- To ensure an appropriate and responsive curriculum.
- To provide a sympathetic response to any pupil's concerns. To promote regular attendance and punctuality.
- To be aware of factors that can contribute to non-attendance.
- To be aware of the part all staff can play in ensuring attendance is seen as important for all pupils.
- To see pupils' attendance as the responsibility of all staff, even if the co-ordination and management of attendance are designated responsibilities of specified staff.
- To participate in training regarding school systems and procedures.
- Teachers will do a register for every class they take.
- Teachers will inform the School Attendance Officer of any pupil who is absent in their lesson who has attended previous lessons that day to ensure the safety of all pupils in the school.
- To complete the first registration during form time at 8:30am
- To complete the second, afternoon registration during the lesson at 12:00pm
- To use weekly attendance figures to promote good attendance in tutor time and assemblies.
- To discuss attendance patterns and impact of attendance on a regular basis, with individuals and with

groups.

- Pupils will receive individual percentage attendance on a half termly basis. This will be colour coded **Green, Orange, Red**. Teacher/Form teachers will reinforce to pupils the link between good attendance and a positive mental outlook attainment on a regular basis.
- To have regular discussions with Pastoral Leaders about reasons for absences i.e. is there a wellbeing/safeguarding concern and set specific targets.

Parents/Carers

A parent means and refers to:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

Parents are expected to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible
- Work with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Ensure children attend regularly and punctually.
- Contact school on expected first day of absence no later than 8 am.
- Contact school each day for continued absence. Provide parental notes on return from absence.
- Not book a holiday during term time. Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Exceptional circumstances include: death in the family, attachment to armed forces and critical illness.
- Submit requests for leave of absence on the authorised form, as soon as possible. Make early contact with school where parents become aware of problems with attendance.
- Attend meetings if concerns are identified. Participate in Attendance Panels as required. Support Attendance Contracts where appropriate.

Pupils

All pupils are responsible for their attendance and they have to recognise the link between good attendance and good academic attainment.

All pupils must: -

- Follow our SHINE code of conduct both inside and outside of school.
- Attend school regularly and punctually.
- Adhere to appropriate systems for late registration.
- Adhere to attendance contracts where appropriate.

5. ATTENDANCE MANAGEMENT SYSTEMS

REGISTRATION

Our Attendance Monitoring System uses the SIMs registration system and Satchel One.

- The SLT Lead should ensure that staff responsible for marking registers are aware of the codes to be used and that registers are marked accurately and consistently.
- Registration periods take place twice a day at 8.30am and 12.00pm (Period 4) The formal close of registration for morning registration is **9 am**.
- If students arrive after registration has closed, they are marked as U (absent for the full session)
- If a pupil needs to leave school during the day, parents must give advance written notice and the pupil must sign out at the attendance office.
- There is an answer-phone facility available for parents to leave messages regarding their children's attendance (01706 233707). Any such messages received by school are logged, with the time, date and reason for absence noted.
- The Attendance Officer and SLT are authorised to amend absence codes.
- Where students are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be amended following regular discussion and information sharing with the other establishment.
- Consistency of use of codes, and acceptable reasons for absence across the whole school will be monitored as part of ongoing attendance data evaluation (see Monitoring and Analysis section)
- It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the SLT Lead in conjunction with the Pastoral Leader and must be communicated to parents in a letter giving reasons for the decision.
- Pupils late to school, without a good reason, will receive a detention to be served at lunchtime by the Pastoral Leader. Persistently late pupils will receive an after school detention.
- Form Tutors take registers in their form rooms using Satchel One and will notify the Attendance Officer or Pastoral Leaders of any concerns. Further registers are taken in every lesson thereafter.

Teaching Staff

- Complete the first registration during form time at 8:30am.
- Complete the second, afternoon registration during the lesson at 12.00pm.
- Use weekly attendance figures to promote good attendance in tutor time and assemblies.
- Discuss attendance patterns and impact of attendance on a regular basis, with individuals and with groups.
- Pupils will receive individual percentage attendance on a half termly basis. This will be colour coded **Green Orange Red** Teachers/Form teachers to reinforce to pupils the link between good attendance and a positive mental outlook attainment on a regular basis.
- Regular discussions between Pastoral Leaders and Form tutors on pupils as to the reasons for absences i.e. is there a wellbeing/safeguarding concern and set specific targets.

HOME VISITS

Home visits may be conducted by key members of staff at any time if attendance becomes an issue or a safeguarding concern.

UNAUTHORISED ATTENDANCE

The SLT lead determines the same criteria when deciding whether or not to authorise an absence. The role of the Attendance Officer is key in this issue and ensures consistency of practice. The school decides on how absence is recorded following the latest guidance from the DfE (see Good Practice Guide for Secondary Schools – Attendance Matters).

- If a pupil is unfit for school, parents/carers should contact the school by 8.00am on each day of absence unless alternative arrangements have been made with the school, for example a pupil in hospital: absences will not be authorised without this procedure being followed. Parent/Carer can ring the absence line on 01706 233707 or email Attendance@allsaintshigh.lancs.sch.uk to report an absence.
- If a pupil's absence goes above three days, the school will contact the parent/carers of the pupil to discuss the reasons for this
- In exceptional circumstances, medical evidence may be requested.
- Other reasons for absence must be discussed with school each time; notes will not necessarily be accepted as providing authorisation of absence.
- Leave may however be granted in an emergency, bereavement or for medical appointments, however parents/carers are encouraged to arrange such appointments after school hours or during the holidays. Unexplained absence cannot be authorised.
- Explanations, unless in exceptional circumstances, received after 14 school days of a pupils return to school, will not be accepted.

At each level, if any staff is concerned about the safety of a child, then as with any serious incident, an immediate safeguarding response is followed. This applies to any pupil on the vulnerable pupil list.

Day of Absence	Procedure for unauthorised absence
1st Day Response	<p>Those pupils marked as N with no reason will have a phone call/ text home by the School Attendance Officer (SAO)</p> <p>The SAO will make at least three attempts to contact parent by phone at different occasions during the day. If there is no response an e-mail will be sent to parents to explain that they have attempted to make contact unsuccessfully.</p>

2nd Day Response	<p>If the pupil is still coded as 'N' and if there has been no response to the attempted telephone contact or e-mail, then an 'Unauthorised Absence' letter will be e-mailed to parents.</p> <p>If there is no response to phone call, SAO will consider a home visit if the child is on our vulnerable pupil list.</p>
3rd Day Response	<p>If the child is considered vulnerable, then a home visit will be made by either the SAO or pastoral leader. An 'Unauthorised Absence' letter will be posted through the door of the vulnerable pupil.</p>
4th Day Response	<p>A home visit will be made for any other pupil who has not responded to either a phone call or an email by either the SAO or pastoral leader.</p> <p>An 'Unauthorised Absence' letter will be posted through the door</p>
5th Day Response	<p>Begin penalty notice proceedings</p>
10th Day Response	<p>The absence will be reported to the children missing in education team when the pupil has missed ten school days without permission</p>

LEAVE OF ABSENCE

Parents are clearly told by the school that the Headteacher will only authorise a family holiday during term time in exceptional circumstances. Exceptional circumstances include: death in the family, attachment to armed forces and critical illness.

The parents will be notified of the headteacher's decision to refuse to grant permission that the absence will be coded as unauthorised if the circumstances are not "exceptional". Parents who disregard this and still take their child on holiday unauthorised receive a further letter to ask them to ensure their child has good attendance for the rest of the year (minimum 95%). They may also be subject to a fixed Penalty Notice.

CHILD MISSING IN EDUCATION (CME)

This applies to pupils who:

- Have been absent for 10 consecutive days and school have been unable to establish their whereabouts following all reasonable enquiries

- Have relocated and a forwarding school or new home address remains unknown following reasonable enquiries undertaken by the school
- Are not believed to be registered at any school nor receiving a suitable education otherwise than at school

This is a major safeguarding concern and we will follow our usual procedures. We will make reasonable enquiries to establish the child's whereabouts including home visits. Then a CME form will be completed and a referral to the Local Authority will be made.

6. ATTENDANCE/WELLBEING INTERVENTION

Attendance Level	Action
<p>All pupils</p> <p>96-100%</p> <p>attendance</p>	<p>Our aim is for all pupils to achieve full attendance. However, we are fully aware of the reasons why this may not happen, so a more realistic aim for a school average, is for 96%. Pupils with attendance at this level, without any unauthorised absences will be rewarded. Rewards will range from:</p> <ul style="list-style-type: none"> • Post cards home • Certificates awarded at assemblies • Prize draws • Access to end of year rewards trips and the Y11 prom
<p>EARLY INTERVENTION</p> <p>A drop below this threshold will trigger our intervention processes. We will start with early intervention to support pupils and parents to overcome the in-school and out of school barriers:</p> <ul style="list-style-type: none"> • The data will help us to identify pupils at risk of poor attendance. • Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. • Where out of school barriers are identified, signpost and support access to any required services in the first instance. • If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. We will act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, we will continue to work with the local authority and partners. • If parent/guardian does not engage i.e. fails to attend meetings, then we will try to establish more productive communication via home visits and/ or online meetings. 	

<p>Pupils at 90-96% attendance.</p>	<p>These pupils are in danger of becoming a persistent absentee</p> <p>The Form Tutor will discuss with the pupil their attendance and set targets. These discussions will take place during form time.</p> <p>If Form Tutors believe there is a wellbeing issue they discuss the pupil with the Pastoral Leader and/or the DSL.</p> <p>At the end of each half-term, a letter of concern is sent out to parents by the SAO, advising parents of attendance/well-being concerns and targets set.</p> <p>We will continue to discuss, listen, set targets, monitor and provide mentoring for pupils who still do not improve their attendance.</p> <p>Pupils failing to make progress towards their attendance targets will now move to the Red Level 1 intervention level.</p>
<p>A PERSISTENT ABSENTEE.</p> <p>Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year).</p> <p>The school will now:</p> <ul style="list-style-type: none"> • Put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. • Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. • Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. • Where there are safeguarding concerns, intensify support through statutory children's social care. • Work with other schools in the local area, such as schools previously attended and the schools of any siblings. 	
<p>Less than 90% attendance</p>	<p>RED LEVEL 1 INTERVENTION</p> <p>89.9 – 85% Termly letter sent home by SAO, inviting the parents into a meeting. This is chaired by Pastoral Leaders, SAO, SENDCo (if on SEND register) & Social Worker (if CLA involvement) invited to attend.</p> <p>Appropriate targets are set with pupil/parent/school. Monitored by SAO and Pastoral Leader. A review meeting held after four-week period. If targets met, SAO will continue to monitor and liaise closely with pupil and Pastoral Leaders.</p> <p>If no improvement and attendance continues to fall intervention escalates to Red Level 2</p>

SLT AND GOVERNORS' INTERVENTION

Where voluntary support has not been effective and/or has not been engaged with we will work with the local authority to:

- Put formal support in place in the form of a parenting contract or an education supervision order.
- Issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

84.9% - 80% Attendance	<p>RED LEVEL 2 INTERVENTION</p> <p>Attendance Panel to be held with Parents, with letter home by SAO. Meeting chaired by SLT lead for attendance with Pastoral Leader. Mentors, SAO, SENDCo (if on SEND register) & Social Worker (if CLA involvement) invited to attend.</p> <p>Appropriate targets are set with pupil/parent/school. Monitored by SAO, review visit held with SAO and parents after four-week period. If targets met SAO will continue to monitor and liaise closely with pupil and Pastoral Leaders.</p> <p>If no improvement and attendance continues to fall intervention escalates to Red Level 3.</p>
79.9% and below attendance	<p>RED LEVEL 3 INTERVENTION</p> <p>Attendance Panel is set up involving Welfare/Safeguarding Governor, DSL lead, Pastoral Leader. Mentors, SAO, SENDCo (if on SEND register) & Social Worker (if CLA involvement) invited to attend.</p> <p>A contact is drawn up with appropriate targets set with pupil/parent/school. Monitored by SAO, a review visit held with SAO and parents after four-week period. If targets met SAO will continue to monitor and liaise closely with pupil and Pastoral Leaders.</p> <p>If all our approaches to intervention are not having an impact then we will liaise with the local authority. This may lead to penalty notices or a supervision order.</p>

	Where all other routes have failed or are not deemed appropriate, the case should be considered for attendance prosecution in the Magistrates Court (or an FPN for irregular attendance)
	<p>SEVERELY ABSENT PUPILS</p> <p>These are pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort across all relevant services to prioritise them.</p> <p>All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.</p> <p>If all attempts at intervention are having no impact then we will need to consider whether the situation is down to neglect. This is now a major safeguarding concern.</p> <p>STATUTORY CHILDREN'S SOCIAL CARE INVOLVEMENT</p> <p>Where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful the case should be considered for s.17 or s.47 statutory social care involvement</p>

7. PENALTY NOTICES

Penalty notices are fines imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child 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 headteacher 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 pupil's absence has not been authorised by the school. Penalty notices may also be issued where parents allow their child 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. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

<p>PN1 Unauthorised Absences Register Codes O and/or U</p>	<p>Where a pupil accrues ten sessions of unauthorised absence during a term, or 14 sessions over two consecutive terms, the Penalty Notice procedure may be used.</p>
<p>PN 2 Unauthorised leave in term time or failure to return from Authorised leave Register code G</p>	<p>The unauthorised absences can be late after the register closes at 9am Code U, unauthorised absence Code O and/or unauthorised holiday Code G. This can be an effective strategy to discourage holidays in term time, or to reduce unauthorised absence where parents do not engage with school support. The use of Penalty Notices would not normally be considered appropriate for cases of where absence is chronic.</p>

8. OUR ANALYSIS AND MONITORING

- We monitor and analyse weekly attendance and punctuality patterns and trends in individual pupils, cohorts and groups.
- We deliver intervention and support in a targeted way to pupils and families.
- We monitor and analyse attendance at all timetabled lessons.
- We provide regular attendance reports to class teachers and form tutors to facilitate discussions with pupils and leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- We identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- We conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- We benchmark our attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- We devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher than average absence or for pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- We monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- We provide data and reports to support the work of the board or governing body'.
- We will share our attendance information and work collaboratively with other schools in the area, the RCAT, local authorities and other partners i.e. police, when absence is at risk of becoming persistent or severe.

Reviewed in September 2023 to reflect changes in government guidance (May 2022) Working together to improve school attendance (publishing.service.gov.uk)