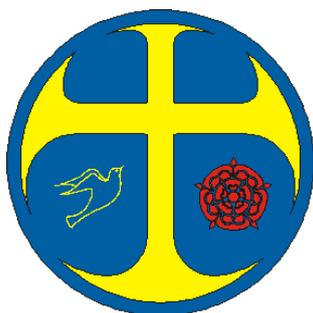


**All Saints' Roman Catholic High School,
A Voluntary Academy
part of
Romero Catholic Academy Trust**



Luceat Lux Vestra

Attendance Policy

Updated: Autumn 2025
To be reviewed: Autumn 2027

Responsibility of: Assistant Headteacher (Attendance)
Approved by: Local Governing Board

Policy Approval:

A handwritten signature in black ink, appearing to read 'F. Hall'.

09-10-2025

Signature of Headteacher

Date

A handwritten signature in black ink, appearing to read 'R. White'.

09-10-2025

Signature of Committee Chair/Vice-Chair

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. STATEMENT OF INTENT

All Saints' RC High School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Following 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 him/her to receive efficient full-time education suitable: (a) to age, ability and aptitude and (b) to any special educational needs, he/ she may have Either by regular attendance at school or otherwise"

2. RATIONALE

All Saints' RC High School is committed to a positive policy of encouraging pupils to attend school regularly. The school will work in partnership with families, the Local Authority Attendance Officer and other relevant services to secure this aim. Every child has a right to access the education to which they are entitled. Parents/carers and school staff share the responsibility for ensuring that educational opportunities are maximised by encouraging excellent attendance and punctuality to enable pupils to reach their full potential.

The school will encourage and value high attendance and punctuality rates. The school will recognise the external factors which influence pupil attendance and punctuality and will work in partnership with families, the Attendance Officer and other relevant services to deal with any issues.

The school will take a proactive approach to the promotion of good attendance and punctuality by defining expectations with pupils and their parents and will provide an effective and efficient system for monitoring attendance and punctuality in accordance with legal requirements. The purpose of this policy is to ensure that there is an efficient system, known to all for ensuring that pupils who should be attending the school have registered twice daily and during lessons, or a reason for non-attendance of pupils is known to the school.

All Saints' High School aims to encourage the highest levels of attendance and punctuality for all pupils so they can become the best version of themselves by adopting the following strategies:

- Daily Attendance Data Sharing with the DfE, local authorities, and academy trusts
- Engaging with Attendance Hubs in order to benefit from best practice and to seek support where necessary
- Advertise and authorise Legal Interventions: issue new increased fines (£80 rather than £60 for unauthorised absences if paid within 21 days; £160 rather than £120 if paid within 28 days) where applicable
- A designated senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed
- evaluate progress, including the efficacy of the school's strategies and processes

- maintaining a high profile for attendance and punctuality
- reducing levels of absence in line with national standards by reviewing the absence target annually
- providing clear guidelines for staff on the registration process and the accurate and full use of register codes
- informing parents of their legal responsibilities regarding attendance and punctuality; making them aware of new legal interventions (19th August 2024)
- ensuring that clear information is regularly communicated to families, governors and staff
- raising awareness of attendance and punctuality issues at parents' evenings and new intake meetings
- promoting effective and consistent communication between home and school
- actively discouraging parents from taking holidays in term time
- dealing with all unauthorised absences
- maintaining clear procedures for recording lateness
- rewarding good attendance and punctuality
- promoting an effective partnership with the Locality Team
- applying the whole school attendance and punctuality policy consistently
- keeping accurate records

3. **AIMS**

We recognise the clear link between the attendance, punctuality, safeguarding and attainment of its pupils. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

Furthermore the DfE defines a pupil as a 'severe absentee' when they miss 50% or more schooling across the school year, for whatever reason. The table below shows how just a few days of absence can result in a child missing a significant number of lessons.

Attendance during the year	Days missed	Which is approximately	Lessons missed
97%	6	1 week	30
95%	9.5	2 weeks	48
90%	19	4 weeks	95
50%	95	20 weeks	475

4. **LEGAL FRAMEWORK**

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

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

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006 The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

In addition:

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.

5. **DEFINITIONS**

5.1. All Saints’ RC High School defines “absence” as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

5.2 All Saints’ RC High School defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

5.3 All Saints’ RC High School defines an “unauthorised absence” as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

5.4 All Saints’ RC High School defines “persistent absenteeism (PA)” as:

- Missing 10% or more of schooling across the year for any reason.

6. **RESPONSIBILITIES**

6.1 THE GOVERNING BODY has overall responsibility for monitoring the implementation of the attendance policy and procedures of All Saints’ RC High School.

6.2 THE GOVERNING BODY has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

6.3 THE GOVERNING BODY has responsibility for handling complaints regarding this policy.

6.4 THE HEAD TEACHER is responsible for the day-to-day implementation and management of the attendance policy and procedures of All Saints' RC High School.

6.5. 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.

6.6 Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

6.7 Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.

6.8 Designated members of staff will take the attendance register at the start of each school day and at the start of lesson four.

6.9 The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

6.10 The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

6.11 All Saints' RC High School may request that the LA issue a Penalty Notice Warning where a pupil accumulates 10 or more unauthorised absences in a 10week rolling period.

6.12 Parents will be expected to take responsibility for the attendance of their child/children during term time and to adhere to attendance contracts when put in place.

6.13 Parents will be expected to promote good attendance and ensure that pupils attend school every day and be punctual.

6.14 Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

6.15 All pupils are responsible for their punctuality to lessons.

7. KEY ROLES

7.1 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.

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.

7.2 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.

7.3 SCHOOL ATTENDANCE OFFICER

The School Attendance Officer will ensure the correct codes have been applied. From August 2024 these will include:

- K code – education provision arranged by a council, rather than school
- B code – off site education provided by school
- C code – C for ‘exceptional circumstances’
 - C1 absence for a regulated performance or employment abroad
 - C2 for pupils on part-time timetables
- Q code – pupil ‘unable to attend because of a lack of access arrangements’
- Y code – Y1. Absence due to transport normally provided not being available
 - Y2. ‘Widespread disruption to travel’
 - Y3. For when part of a school is closed
 - Y4. Unexpected whole school closure
 - Y5. For pupils in the criminal justice system
 - Y6. Absence due to public health guidance or law
 - Y7. ‘Any avoidable cause’

The School Attendance Officer is expected to:

- share daily attendance registers with the DfE, local authorities, and academy trusts
- 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.

The attendance officer decides on how absence is recorded following the latest guidance from the DfE (see Good Practice Guide for Secondary Schools – Attendance Matters; Working together to improve school attendance); where there is uncertainty they will consult the Senior Leader responsible for attendance.

7.4 FORM TUTORS are expected to:

- take registers in their form rooms using Synergy
- notify the Attendance Officer or Pastoral Leaders of any concerns.
- monitor the attendance of their forms.
- address pupils where they believe there is an attendance issue.
- promote good attendance and punctuality during Form Time.
- reward good attendance and punctuality.

7.5 STAFF are expected to:

- 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 by 8.55am
- To complete the second, afternoon registration during the lesson at 12:10pm

8. **ABSENCE PROCEDURES**

Parents are required to contact the school BEFORE 8:00am, every day of their child's absence either by telephoning and leaving a message on the absence line, 01706 233707 or emailing: Attendance @allsaintshigh.lancs.sch.uk

- A phone call/text message/email will be made every morning to the parent of any child who has not reported their absence.
- The school will always follow up any absences in order to:
- Ascertain the reason for the absence.
- Ensure that 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.
- Following an illness where your child has attended a medical centre/GP, school may require medical evidence to cover their absence.
- Absence lasting longer than 3 consecutive days will not be authorised without supporting medical evidence.
- In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer /pastoral leader/SLT Lead/ head teacher.
- 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	Those pupils marked as N with no reason will have a phone call/ text/email home by the School Attendance Officer (SAO). 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.
2nd Day Response	If the pupil is still coded as 'N' and if there has been no response to the attempted telephone contact, text or e-mail, then an 'Unauthorised Absence' letter will be emailed to parents. If there is no response to phone call, SAO will consider a home visit if the child is on our vulnerable pupil list
3rd Day Response	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.
4th Day Response	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. An 'Unauthorised Absence' letter will be posted through the door
5th Day Response	Begin penalty notice proceedings
10th Day Response	The absence will be reported to the children missing in education team when the pupil has missed ten school days without permission

9. CONTACT INFORMATION

- Parents must provide accurate and up-to-date contact details.
- Parents are responsible for updating the school if the details change.

10. ATTENDANCE REGISTER

10.1 The 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 the pupil is:

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

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

11. PUNCTUALITY

Morning registration will take place in form time which begins at 8:30am. All pupils are expected to register by 8.55am. Any pupils arriving after 8.55 am will receive a late mark (L) and will also be given an afterschool detention supervised by a Head of Year unless, they have a valid reason their lateness, for example a parental note. Any pupil arriving after 9.25am will be marked with a 'U' code – this is an unauthorised absence unless an explanation given is accepted as grounds for authorising the late arrival. Persistently late pupils will receive an afterschool detention.

12. TRUANCY

12.1 Immediate action will be taken when there are any concerns that a child might be truanting.

12.2 If truancy is suspected, the Attendance Officer will contact the child's parents, in order to assess the reasons behind the child not attending school.

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

- In the first instance, a letter or e-mail 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

13. MISSING CHILDREN

13.1 Pupils are not permitted to leave the school premises during the school day unless they have permission.

13.2 The following procedures will be taken in the event of a pupil going missing during the school day:

- The member of staff who has noticed the missing pupil will inform the Attendance Officer 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, including on-call staff, will conduct a thorough search of the school premises.
- If the pupil has not been found after a thorough search, then the parents of the pupil will be notified.
- If the parents have had no contact from the pupil, then the police will be contacted.
- If the missing pupil has an allocated social worker, is cared for, or has any special educational needs and/or disabilities, then the appropriate personnel will be informed.
- The Headteacher or Senior Leader in charge of attendance will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The Head teacher, Senior Leader in charge of attendance or designated member of staff will carry out an investigation, and will draw a conclusion as to how the incident occurred.

13.3 CHILD MISSING IN EDUCATION (CME).

The Senior Leader in charge of attendance will inform the Head teacher and the Designated Safeguarding Lead where there are any cases of CME; appropriate actions will be discussed and executed. 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 10.
- 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.

14. **TERM-TIME LEAVE**

- 14.1 At All Saints' RC High School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 14.2 Leave during term time will be authorised only in exceptional circumstances. Exceptional circumstances include: death in the family, attachment to armed forces and critical illness.
- 14.3 Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. If a pupil needs to leave school during the day, parents must give advance written notice.
- 14.4 If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.
- 14.5 Only the Headteacher or a member of staff acting on their behalf can authorise absences.

15. RELIGIOUS OBSERVANCES

- 15.1 All Saints' RC High School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 15.2 Parents must inform the school in advance if absences are required for days of religious observance.
- 15.4. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

16. APPOINTMENTS OR ACTIVISM

- 16.1 As far as possible, parents should attempt to book medical and dental appointments outside of school hours.
- 16.2 Where this is not possible, a note and appointment card should be sent to the school office FAO The Attendance Officer.
- 16.3 If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent.
- 16.4 Pupils must attend school before and after the appointment wherever possible.
- 16.5 All Saints' RC High School will not authorise a full day's absence for a medical appointment.
- 16.6 All Saints' RC High School will not grant leave of absence for activism. *DFE guidance states that 'leave of absence should not be granted for a pupil to take part in protest activity during school hours'.*

17. REWARDING GOOD ATTENDANCE

- 17.1 Excellent attendance and punctuality will be rewarded in the following ways:
 - Postcards home
 - Rewards raffle
 - Rewards points
 - Enrichment activities
- 17.2 School trips and events are a privilege. Where attendance drops below 96%, these privileges may be taken away.
- 17.3 Attendance to the Year 11 prom requires excellent attendance.

18. MONITORING AND REVIEW

- 18.1 All Saints' RC High School monitors attendance and punctuality throughout the year.
- 18.2 This policy will be reviewed annually by the Headteacher, the Senior Leader in charge of attendance, the Attendance Officer and Governing Board.