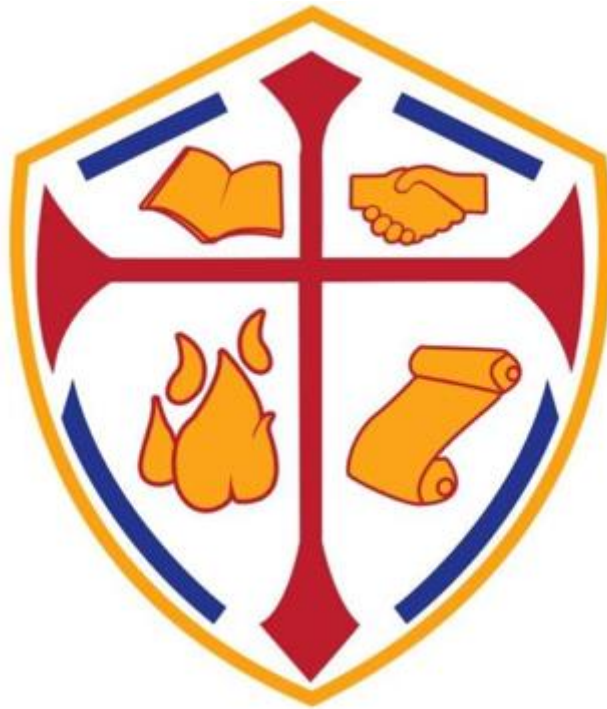




# Attendance policy

## All Saints Catholic School



“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness”

(1 Cor. 12:29)

**Approved by Chair of Governor:**

**Date:**

**Last reviewed on:** July 2024

**Next review due:** September 2025

**By:**



# ATTENDANCE POLICY

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## Rationale

All Saints Catholic School is committed to providing a full and efficient education to its pupils and embraces the concept of equal opportunities for all of our School community. We endeavour to provide an environment where all of our pupils feel valued and welcomed and this policy represents our dedication to work towards a goal of 100% attendance for all pupils. This policy will set out the principles, procedures and practise All Saints School will undertake. Strategies, sanctions and the possible legal consequences of poor attendance and punctuality will be detailed as well as the rewards and benefits of good attendance. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance to School.

School attendance is subject to various education laws and this policy has been written to reflect these and the guidance produced by the Department of Education principally that:

- Receiving a full time education is a child’s legal requirement
- Parents and Carers have a legal obligation to ensure their child attends school
- Regular attendance at school Safeguards children not in the care of their parents
- All pupils with poor attendance at All Saints School will be treated as vulnerable, principles enshrined in the Education Act 1996, the Children’s Act 1989/2004 and other associated pieces of legislation

The Governors, Headteacher and Staff at All Saints School will use all possible opportunities to promote the importance of good attendance and punctuality through the home/school agreement , newsletters, rewards and incentives for pupils and by working closely with parents and carers. This policy will be reviewed annually and amended as necessary in line with current legislation and guidance. It will be published and be available for all parents/carers and associated partner agencies on the Schools website.

### **This policy aims to:**

- Ensure that all pupils attend as near full time as possible to maximise their educational achievement and social and emotional development
- To discharge All Saints duty to Safeguard its pupils to the best of its ability
- To ensure that all of those responsible for pupil’s education including Parents/Carers, Staff and Governors at All Saints understand and accept their responsibilities in relation to attendance
- To improve the life chances of All Saints Pupils and prepare them to be fully contributing citizens on reaching adulthood

### **Our objectives are:**

- To Safeguard the welfare, health, social and emotional development of pupils in keeping with All Saints Catholic School ethos
- To promote commitment to education and achievement, maximising the potential of every individual pupil
- To reduce persistent absence which has now been designated by the Department of Education as attendance of 90% or less
- To reduce leave of absence/holidays taken in term time.



## Statement of intent

All Saints Catholic 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 understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

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

The school's attendance officers are Miss Cassie Spicer Mrs Pat Martin and can be contacted via their email addresses [cspicer@allsaintsschool.co.uk](mailto:cspicer@allsaintsschool.co.uk) and [pmartin@allsaintsschool.co.uk](mailto:pmartin@allsaintsschool.co.uk) or on the school attendance line 0208 270 4242 (Option1). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## Legal framework

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- **[Updated] DfE (2024) 'Working together to improve school attendance'**
- DfE (2016) 'Children missing education'
- **[Updated] DfE (2024) 'Keeping children safe in education (KCSIE) 2024'**
- DfE (2023) 'Providing remote education'
- **DfE (2024) 'Sharing daily pupil attendance data.'**

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

## Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

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

### **Authorised absence:**

- 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

### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

### **Persistent absence (PA):**

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

### **Missing education**

- Not registered at a school and not receiving suitable education in a setting other than a school

## **Roles and responsibilities**

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.



- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

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

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- **[Updated]** Informing the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Parents are responsible for:

Parents/Carers have a legal responsibility under Section 7 of the Education Act 1996 for ensuring their daughters attend school regularly and on time.

It is their responsibility to:

- Make sure that their child arrive at school in good time, for the start of the school day at 8:30am.
- Contact the school by telephone on the first day of absence if their daughter is unable to attend school for any reason, or a written note on their return.
- Arrange medical appointments outside of school time where possible. **Where this is not possible, their child should only be out of school for the minimum amount of time necessary for the appointment.**
- Arrange holidays outside of term time.



- Ensure that their children are in the correct school uniform.
- Complete an absence request form for any absence during the school day.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Role of the School is to:

- Work with parents/carers to ensure the maximum attendance possible.
- Work with parents/carers by ensuring constant communication and detailed procedures that help to identify problems early on.
- Support parents/carers who may be experiencing difficulty in ensuring good attendance for their daughter.
- Regularly and frequently analyse data on attendance and punctuality; reviewing what is necessary and working well and devising new strategies to improve attendance and punctuality.
- Report on attendance to parents at least 6 times a year through the progress checks (5 for year 11).
- Inform parents if attendance falls below the expected level (95%) and if improvement is not made.
- Provide a welcoming, safe and disciplined learning environment.
- Engage students with excellent pastoral support, care and guidance.

## Attendance expectations

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

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day will start at **8:45am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:40am**. Pupils will have a morning break at **10:40am**, which will last until **11:00am**, and a lunch break at **12:40pm**, which will last until **1:30pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:45am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:40pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **2:00pm**. Pupils will receive a mark of absence if they are not present



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

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

## Absence procedures

### First Day Absence

Parents will be required to contact the school office via telephone before **8:30am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent via **telephone call and/or text message** as soon as is practicable on the first day that the pupil does not attend school.

If the School is unable to make contact or does not accept the reason for absence, the register will be marked as an unauthorised absence using the "O" code

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

- Ascertain the reason for the absence.

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

### Second Day Absence

If absence continues, a second day absence letter will be issued to the parents. ***A home visit may be initiated to verify the child's absence. Further escalation to the police or social care will occur if there is no contact as the child may be in danger.***

### Ten Day Absence

Any pupil who is absent without an explanation for consecutive 10 days will be brought to the attention of the Local Authority for further checks that are not available to the School as part of All Saints legal Safeguarding obligations. Procedures for trying to trace Children who cease to attend without prior notification are held in detail in the Children Missing Education Policy (CME) which can be found in All Saints Safeguarding Policy (See Appendix 1). The School will provide details of the action that they have taken including telephone calls, home visits etc.

### Twenty Day Absence

A Child will be removed from role if:

- (i) At no time was his/her absence during that period authorised and
- (ii) the head teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) both the head teacher of the school **and** the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

For a pupil to be deleted under this regulation, **all three** of the above criteria must be met.

Reasonable enquiries should be made during the 20-day period. *The term 'reasonable enquiries' is not defined, but must include investigating every reasonable avenue available (which can, if necessary, include contacting other countries/embassies).*

Not getting a response from home visits or phone calls is not automatic proof that the child no longer lives at the address. If a parent claims not to know the whereabouts of their child, then this is a safeguarding matter not a reason to remove from the school roll.

If there is doubt (and to avoid situations where children have been removed from a school roll only to be found still living at the same address) please seek advice from the CME Officer.

The child can then be removed from the school roll using code '**XXX XXXX**'. This will ensure that the Common Transfer File goes to the Lost Pupil Database.

### Non Starters

Pupils who are allocated a School place at All Saints but fail to attend will also be treated as CME. All Saints School will make inquiries as to why the pupil has failed to start as they may be attending another School for example. If the School are unable to make contact with the family during a 10 day period after their expected arrival, All Saints School will refer the pupil to the Local Authority. In cases of parental refusal to accept the allocated place, a compulsory School Attendance Order (SAO) maybe issued

### Persistent Absence and erratic attendance concerns





Regular trawls of the register by All Saints School will be made to identify pupils with a pattern of attendance that may lead to persistent absence. Year Leaders/and or Assistant Headteachers will be responsible for the identification of any emerging concerns and will discuss with the Attendance Officer. Initially All Saints School will endeavour to try and resolve the problem with parents and carers. Additional in school support may be offered by All Saints in consultation with the Student Support team or SENCO for example.

In the case of PA (below 95%), arrangements will be made for parents to speak with the attendance officer or Year Leader. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85%, the attendance officer will arrange a formal meeting with the pupil and their parent. In cases where there appear to be issues requiring outside intervention to support the pupil and the family, referrals may be made to external agencies which could be via the MARF process or through Early Help for example.

Repeated cases where attendance fails to improve will be referred to the Local Authority Education Attendance Lead, Michelle Marquis, for a review of concerns which may mean intervention from Children's Services.

### **Consequences of Poor Attendance/Punctuality**

All Saints School will endeavour to put into place a range of interventions and support measures to address attendance concerns. However for pupils whose attendance and/or punctuality fails to improve, the ultimate consequences could be one of the following:

- All Saints School may contact the Local Authority in issuing a fixed penalty notice on its behalf. A penalty notice carries a fine of £60 per parent per child. If it is not paid within 20 days, the cost rises to £120 per parent per child. If the fine is not paid, the Local Authority will progress the matter to Magistrates Court under section 444 (1) of the Education Act 1996 as a strict liability offence for the pupil's poor attendance, **not** for non-payment of fine.
- For repeated poor or non-attendance, All Saints School will consult with the Local Authority in relation to progressing the matter under section 444 (1A) of the Education Act 1996 which could lead to fines of up to £2,500 or even imprisonment.

### **Attendance register**

The school uses Bromcom to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

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

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

Class Teachers will also take a register in each lesson of the day.

### **Attendance Codes:**



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

- **#** = Planned whole school closure
- **/** = Present in the morning
- **\** = Present in the afternoon
- **L** = Late arrival before the register has closed
- **C** = Leave of absence for exceptional circumstance
- **C1** = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- **C2** = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- **E** = Suspended or permanently excluded but no alternative provision made
- **I** = Illness (not medical or dental appointment)
- **M** = Medical or dental appointments
- **R** = Religious observance
- **S** = Leave of absence for the purpose of studying for a public examination
- **T** = Parent travelling for occupational purposes
- **G** = Unauthorised holiday
- **N** = Reason not yet provided
- **O** = Unauthorised absence
- **U** = Arrived after registration closed
- **D** = Dual registered at another school
- **B** = Attending any other approved educational activity
- **J1** = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- **K** = Attending education provision arranged by the LA
- **P** = Participating in a supervised sporting activity
- **Q** = Unable to attend the school because of a lack of access arrangements
- **V** = Educational visit or trip
- **W** = Work experience
- **X** = Non-compulsory school age pupil not required to attend school
- **Y1** = Unable to attend due to transport normally provided not being available
- **Y2** = Unable to attend due to widespread disruption to travel
- **Y3** = Unable to attend due to part of the school premises being closed
- **Y4** = Unable to attend due to the whole school site being unexpectedly closed
- **Y5** = Unable to attend as pupil is in criminal justice detention
- **Y6** = Unable to attend in accordance with public health guidance or law
- **Y7** = Unable to attend because of any other unavoidable cause
- **Z** = Prospective pupil not on admission register

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

**Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.**

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

**The school will share its daily attendance data with the DfE directly from its management information system, Bromcom**

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

## **Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will **expect parents to contact the headteacher in writing (or by completing a leave of absence request form) at least two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

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. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

**Requests for leave will not be granted in the following circumstances:**

- **During Year 7 when a pupil is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member**
- **Immediately before and during assessment periods**
- **When a pupil's attendance record shows any unauthorised absence**
- **Where a pupil's authorised absence record is already above **10 percent** for any reason**

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

### **Medical or dental appointments**



Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Attending an interview for employment or for admission to another educational institution**

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

### **Study leave for a public examination**

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision may be made available for pupils who want to continue to come into school to revise.

### **Part-time timetable**

The school does not offer part time timetables to students unless in extreme circumstances and only at the discretion of the Headteacher.

### **Religious observance**

Parents will be expected to request absence for religious observance at least **two weeks** advance.

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

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

### **Parent travelling or occupational purposes**

If a pupil is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to, and be dual registered at that school.

## **SEND- and health-related absences**

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

In line with the SEND Policy and the Education of Pupils Unable to Attend School Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in

line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

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

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

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

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

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

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

## **Absence in exceptional circumstances**

Exceptional circumstances will include when a pupil is unable to attend because:

- Part of the school premises is closed, and the pupil cannot be practicably accommodated.
- The whole school site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other unavoidable cause making attendance impossible.

The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements.

## Truancy

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

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

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

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

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

- In the first instance, a letter 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.
- The student will receive a sanction in line with the school behaviour and rewards policy for every incident of truancy and this will increase in severity following every incident of truancy. .
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

## Absent pupils

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

- The member of staff who has noticed the absent pupil will inform the attendance officer immediately who will then inform the Year Leader and the Senior Leadership Team.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by Deputy Headteacher.
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- The absent pupil's form tutor will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed

- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

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

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

## Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Having a **weekly** attendance review.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

School trips and events will be considered a privilege. Where attendance drops below **90 percent**, these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## Working with parents to improve attendance

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

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

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

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

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

## **Persistent absence (PA)**

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

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

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

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

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

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



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

## Legal intervention

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

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice may be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

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

## Punctuality

Students should be on-site by 8:40am. Morning registration will take place at the start of school at 8.45am. Any student arriving after 8.45 will receive an L code and be sanctioned with a detention that day. Further Lateness will accrue greater sanctions and after 5 lates a parent meeting will take place with a punctuality report.

The registers will remain open until 9.30am. Any pupil arriving after this time will be marked as having an unauthorised absence using the U code unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

A list of late arrivals will be kept by the Attendance Officer who will then update the registers. Any student failing to attend the detention for lateness will be issued with further detentions the following day that will include a break and Lunchtime detention. Late Lists will be generated to Year Leaders on a daily basis.



Cases of persistent poor punctuality will be addressed through All Saint's Attendance Intervention procedures. Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close as L code.

## Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data **weekly** to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

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

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

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

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

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

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

## Training of staff

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

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

Training will cover at least the following:

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

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

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

## **Deletions of names from the admission register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will inform the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

## **Monitoring and review**



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Attendance and punctuality will be monitored throughout the year. The school's attendance target is **98 percent**.

This policy will be reviewed annually. The next scheduled review date for this policy is July 2025.

Any changes made to this policy will be communicated to all relevant stakeholders.

## Attendance Monitoring Procedures

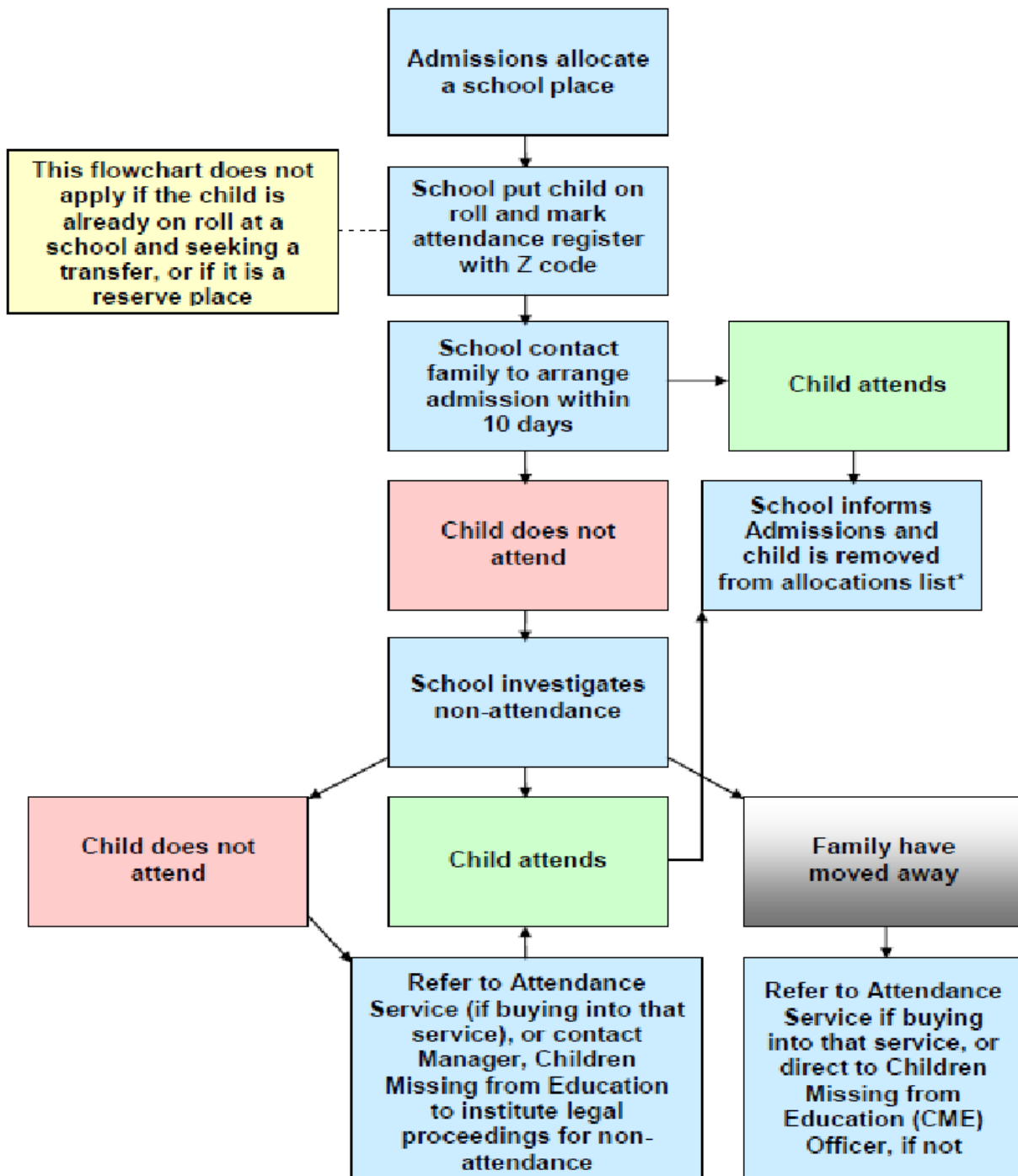
1. A red, amber, green (RAG) rated spreadsheet will be sent weekly to form tutors (FT) detailing weekly and annual attendance to date.
2. Attendance will be discussed with FT and pupils will record their attendance in planners. Any attendance/punctuality trends noticed by FT should be passed immediately to heads of year (HOY).
3. Contact will be made with parents on the first day of absence for any pupil absence not reported. Any N codes not established after a week will be recorded as unauthorised absence.
4. Pupil attendance drops below 98 percent – HOY will speak to pupils to discuss any issues or problems to ascertain how the school can help to improve their attendance. AO will make a phone call home, if applicable.
5. Pupil attendance drops below 90 percent – a letter will be sent home raising concerns that attendance has fallen below the school target of 9 percent.
6. Pupil attendance drops below 90 percent – a letter will be sent home explaining that a pupil's absence is now being monitored. AO will contact parents. Attendance monitored for two weeks. If attendance has not improved, then parents will be required to attend a meeting in school with their child's HOY.
7. If attendance has not improved within the two-week monitoring period (likely to be close to 85 percent or below), or if attendance has fallen rapidly, parents will be invited to either: a school attendance meeting with HOY and AO if appropriate, or a medical action planning meeting with the school nurse, HOY, AO and SENDCO. Provision will be discussed and targets will be set for raising attendance. This will be monitored over a further two-week period.
8. After the two-week monitoring period, if targets are met, a letter will be sent home from the leadership team to congratulate the pupil and the family. Monitoring and communication with the family will continue until attendance stabilises.
9. Education Welfare protocol will be followed and a parental contract will be drawn up – there will be a four week monitoring period. No improvements in this time will result in a final written warning. If there is still no further improvement following this, then a fixed penalty notice will be issued.

It is expected that:

- All students are in school by 8:40 am so that they are ready for registration at 8:45am. Arrival after this time will result in a late mark against their attendance record and an automatic detention.
- Students are only absent for genuine reasons such as sickness, medical appointments (evidence required) or under exceptional family circumstances (e.g. Funerals) for which a leave of absence must be requested.
- Parents are expected to make non-emergency/medical/dental/optical appointments outside school hours whenever possible.
- Should your child not be able to attend school due to illness Parents/Carers notify the school by telephoning the school office at the earliest opportunity before registration (and by no later than 9am).
- If parents do not contact the school to inform them of absence, it is imperative that they respond quickly to any MCAS messages as this is the school's way of ensuring your child is safe and that their whereabouts are known.



## Ensuring Attendance of Children Allocated to a School



\*Child stays on Admissions' allocation list until on roll at a school, or confirmed CME / moved out of borough.  
If child is on list for 20 days – Admissions Officer to escalate to Admissions Manager.



## Appendix 2

# All Saints Home Visiting Protocol

These protocols have been designed to provide clear guidance for School Staff when undertaking visits to pupils and families in their homes. As part of a practitioner's course of duty, it is also intended to keep staff safe and promote good practice.

A home visit made by staff is often a very powerful tool in building relationships between home and school for both pupils and families. In promoting a partnership between home and school, home visits provide the means for effective problem solving, observation of the pupil's home environment and encouraging parental involvement.

Visits will be undertaken as part of All Saint's statutory duties in regards to poor school attendance or where there are safeguarding concerns. However they are also important in relation to the support given by the School to pupils and families in difficult circumstances such as poor health or bereavement for example.

These protocols outline the expectations that All Saints School has in regards to the pastoral care of both pupils, families and staff. Whilst working within a Catholic ethos of providing support to our School community , we also work within the guidelines advised by the Local Authority in "Working Safely in other people's homes" and the "Lone Working Standards" protocols. The following procedures have been devised to keep Staff safe whilst also ensuring a transparent and effective service to pupils and their families.

### Staff Preparation and Initial checks before visiting

- Check information is correct on SIMS. Any SEND for example
- Is the family known to Children's Services? Initial check with DSL/Student Support Co-Ordinator must be made.
- Have there been any other health and safety issues reported?  
This could be reports of domestic abuse, allegations against staff or possible dangerous animals in the home for example
- What is known about the family? Gather information from the relevant staff involved with the young person to ensure that you have learnt as much about the family as possible
- If known , a sibling check can be very helpful in ascertaining family history or current circumstances

### Making Home Visits

- Home visits must be conducted in the presence of parents or legal guardian
- Home visits should **always be conducted by two members** of staff. We recognise that follow up visits may not always be practical or indeed appropriate and we review the case in context for the best course of action to be taken



- In exceptional circumstances we recognise that home visits will be undertaken without prior knowledge and a “cold call” made. This is especially important in relation to safeguarding concerns or where All Saints School have been unable to contact those with parental responsibility
- Home visits will be logged.

### **Keeping Safe**

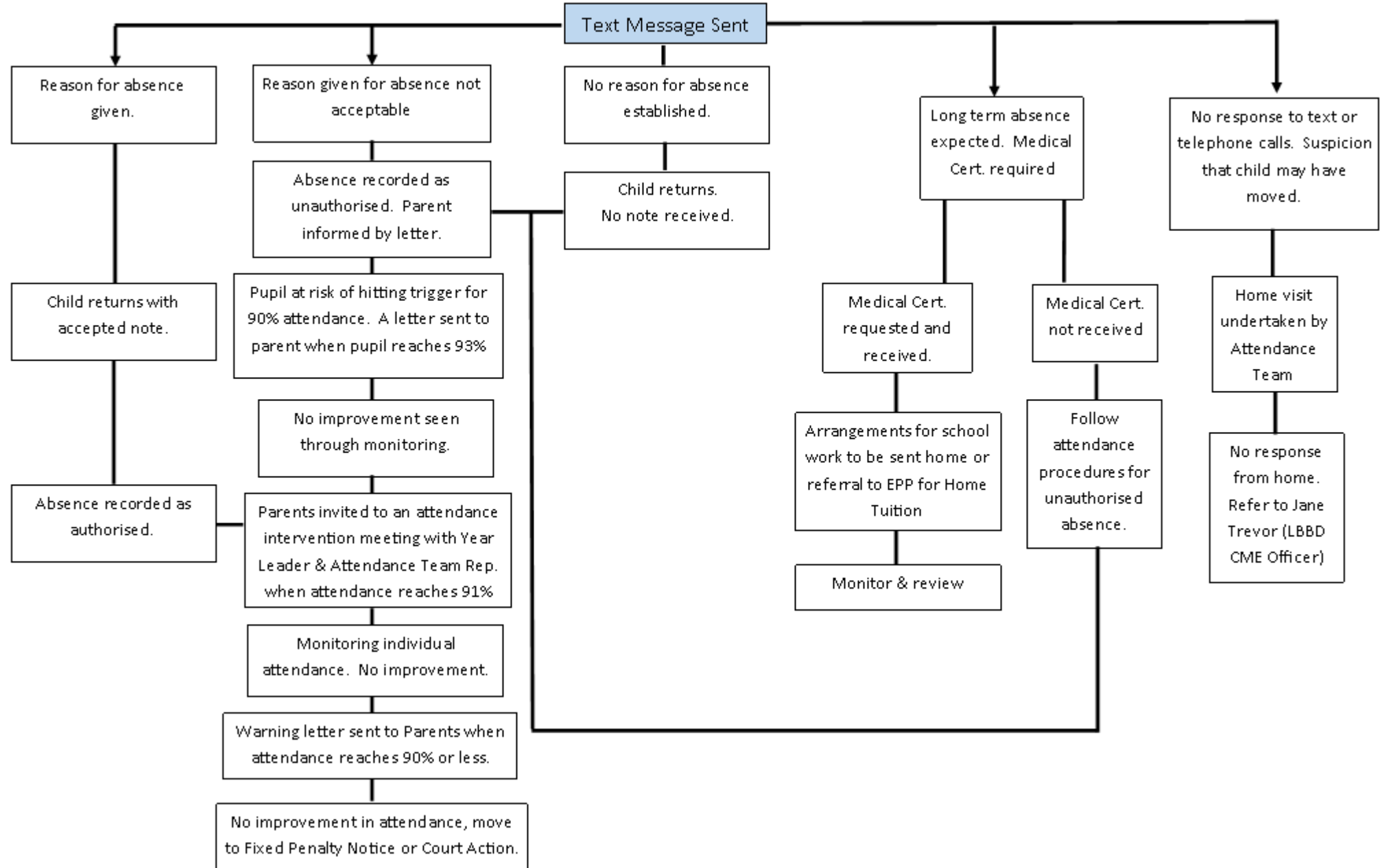
- Plan travel time and sequence of visits
- Be sure of location , research or carry map of the area
- Dress appropriately and ALWAYS wear identification
- Ask family to secure pets before arrival
- Trust your instincts – do not enter a home if you have concerns
- If at any time during a visit you feel threatened or uncomfortable , make your apologies and leave
- The priority is safety. Phone the police immediately if threatening behaviour or an assault occurs
- Inform your line manager as soon as possible. All Saints School will liaise with the Local Authority who can issue warnings and take legal action in regards to unacceptable behaviour
- Record the incident or concerns as soon as possible for future records and submit an incident form
- Consider arranging with your line manager a “safety code” for times when you feel unable or cannot contact the police
- **Staff should always inform others regarding movements and whereabouts**





ALL SAINTS CATHOLIC SCHOOL ATTENDANCE POLICY—FLOW CHART

FIRST DAY OF ABSENCE





## Appendix 4

### Legal References

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[A] To his age, ability and aptitude and

[b] To any special needs he may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

### **Register and Admission Roll keeping.**

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

### **Safeguarding**

The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare on the premise that the welfare of the child is "paramount"

The Education Act 2002

Section 175 places a duty on Local Authorities and Governing bodies in guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18

## Appendix 5



**FIRST ABSENCE LETTER – THREE DAYS AFTER ABSENCE**

Date

Address

Dear

Pupil's Name (Known Name) Class ( ) D.O.B. ( )

Your child (Known Name) is recorded as being absent from school on the following Date(s):

As you know, unless we receive a note or telephone message explaining that, (Known Name) absence was for a legitimate reason, then the reason is unauthorised.

Please advise the school, as soon as possible, the reason(s) for your child not being present at school.

You may use the return slip below.

Thank you for your assistance in this matter.

Yours sincerely

Deputy Headteacher

---



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Pupil's name: .....Class.....

Address: .....

My child was absent from school on: .....

Because: .....

.....

Signature of Parent/Carer: .....Date.....



**SECOND ABSENCE LETTER**

Date

Address

Dear parent

Pupil's Name (Known Name) Class ( ) D.O.B. ( )

Your child is recorded as being absent from school on the following date(s):

I am concerned that there has been no response from you to my previous letter. Please advise the school of the reasons for the unauthorised absence(s) recorded for (Known Name).

You may use the return slip below.

Thank you for your assistance in this matter.

Yours sincerely

Deputy Headteacher

---

Pupil's name: .....Class.....



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Address: .....

My child was absent from school on: .....

Because: .....

.....

Signature of Parent/Carer: .....Date.....



**THIRD ABSENCE LETTER – INVITE TO MEET CLASS TEACHER**

Date

Address

Dear

Pupil's Name (Known Name) Class ( ) D.O.B. ( )

Your child is recorded as being absent from school on the following date(s):

I am concerned to note that you still do not appear to have responded to my previous letters regarding the unauthorised absences recorded for (Known Name).

Could you please contact your child's class teacher to make an appointment for a meeting to discuss this further.

If this matter is not resolved within seven days from the date of this letter, your child's unauthorised absence from school may be referred to the School Attendance Panel or the Local Authority Attendance Officer where further action may be considered.

Yours sincerely

Deputy Head Teacher



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CATHOLIC SCHOOL

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Pupil's name: .....Class.....

Address: .....

My child was absent from school on: .....

Because: .....

.....

Signature of Parent/Carer: .....Date.....





**FOURTH ABSENCE LETTER – NOTIFICATION OF ABSENCE RECEIVED – NOT  
ACCEPTED**

Date

Address

Dear parent

Pupil's Name (Known Name) Class ( ) D.O.B. ( )

I have received your communication regarding the absence for (Known Name).

The reason which has been given is not considered a legitimate one for (Known Name) to be absent from school. Therefore the absence is still to be recorded as unauthorised.

Please ensure that (Known Name) does not incur any further unnecessary absences from school as this may result in further action being considered.

Yours sincerely

Deputy Head Teacher



**AllSaints**  
CATHOLIC SCHOOL

## **Conclusion**

*This policy has been developed to ensure the inclusion of all pupils and staff with due regard to SEN, Most Able, gender, chosen sexual orientation, ethnicity, disability, Looked After Children, and those pupils who are subject to a Child Protection Plan. This policy also ensures that due regard is given to staff in respect of their maternity /paternity entitlement. All Saints School values the worth of every individual and the contribution they make to the school community as a whole.*