



ATTENDANCE POLICY

RATIONALE

Newman School aims to encourage and develop its students both academically and spiritually so that they achieve highly and develop into responsible people, able to make a valuable contribution to society. Regular attendance at school is a crucial factor in this process. We are therefore committed to working with parents/carers and relevant agencies to ensure good attendance by all our students.

WHY REGULAR ATTENDANCE IS SO IMPORTANT:

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. One day's absence each week, equates to 80% attendance. This is equivalent to one year's absence over 5 school years. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence without good reason, may result in prosecution under Section 7 of the 1996 Education Act.

Safeguarding: - A child may be at risk from harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare of a child encompasses:-

Attendance
Behaviour Management
Health and Safety
Access to the Curriculum
Anti-Bullying

EXPECTATIONS

School will:

- Record, monitor and analyse attendance effectively and efficiently
- Contact parents as soon as possible when their child is absent without reason
- Refer specific issues to supporting agencies where relevant
- Work with parents/carers/LA to resolve problems causing non attendance
- Adhere to correct registration practice and use of symbols
- Supply appropriate attendance statistics to the DfE/Local Authority

Students will:

- Attend school each day
- Sign in at Reception if arriving late
- Sign out at reception if they need to leave early, producing an appropriate note from parents
- Arrive on time appropriately prepared and in the correct uniform

- Inform a member of staff of any reason or problem that may hinder their attendance
- Monitor their attendance via the student planner
- Will catch up on any work that he/she has missed due to illness or holidays
- Carry out work during any leave period, which is provided by school.

Parents will:

- Ensure that their children attend school and on time
- Contact school by 9.00am whenever their child is unable to attend
- Provide a follow up letter on return to school
- Contact the school if their child has a problem which is causing absence, work in partnership with the school and Local Authority (where appropriate) to address difficulties
- Seek permission of the school for any leave of absence. The Headteacher has the right to refuse authorisation of absences in accordance with government guidelines. Parents may be fined for taking their child out of school for an unauthorised leave of absence.
- Arrange medical appointments where possible outside of school hours, however, if the appointment is during school hours, a medical card or letter must be produced in advance of absence.
- In event of longer-term medical absence, parents should be prepared to collect appropriate work set by subject teachers and oversee the completion of work at home. In certain cases, where there is medical evidence from a Consultant it may be appropriate for the school to seek additional support for students through the Home and Hospital Tuition Service.
- Attend any meetings that are arranged in and outside of school

RESPONSIBILITIES

Parents

It is the legal responsibility of the parents to ensure that their children attend school. The school will actively support parents in this matter and take seriously any problems that may lead to non-attendance.

Headteacher

The Headteacher has overall responsibility for the implementation of this policy and he will report annually to the Governing Body on the effectiveness. The Headteacher will also request meetings with parents/carers of students who are persistently absent.

SPECIFIC RESPONSIBILITIES

Senior Assistant Headteacher and Assistant Head Teacher– Student Welfare will:

- Report to the Headteacher on attendance matters
- Meet with parents/carers of students whose attendance is continuing to cause concern
- Liaise with Heads of Year regarding attendance
- Oversee the operation of the attendance system and the collation of attendance data
- Oversee the work of administrative staff
- Raise the profile of attendance across the whole school
- Report to the Senior Leadership Team and Governor Standards Committee on attendance matters along with The Attendance Officer

- Develop and maintain a process of targeting and supporting individual attendance problems
- Organise rewards assemblies

Heads of Year will:

- Have overall responsibility for attendance in their year group
- Discuss attendance each Wednesday with SLT link and tutor team
- Report to their Line Manager on attendance matters
- Monitor attendance data for the year group
- Keep students informed of % attendance of school and year group
- Reinforce good practice at tutor team meetings
- Liaise with Attendance Officer as appropriate and attend weekly meetings with Attendance Officer to address issues
- Organise and plan for the return of long-term absentees with relevant staff
- Be involved in the development and maintenance of the targeting process for full attendance.

Tutors will:

- Complete registers accurately and on time
- Monitor class attendance patterns
- Collect notes and question unexplained absences in a supportive conversation
- Liaise with Head of Year/Student Support/Attendance Officer where there are concerns
- Inform students of their attendance on a weekly basis

Attendance Officer will:

- Oversee the registration process and ensure the registers are completed accurately and on time
- Examine individual student attendance and initiate intervention when required. Newman School undertakes attendance intervention with all students who drop below 95%
- Compile and interpret attendance data
- Liaise with parents/carers/other external agencies to ensure all possible support is in place
- Liaise between primary schools who will identify pupils who may require extra support during the transition into Year 7
- Schedule and hold meetings as appropriate and set Action Plans with specific targets to support good attendance
- Carry out home visits when necessary
- Co-ordinate with the Local Authority Inclusion Officer regarding students that have failed to achieve targets set and therefore have failed to make sufficient improvement in their attendance. This is in accordance with Section 444 (1) or Section 444 (1A) of the Education Act 1996 under which parents who fail to ensure their child's regular attendance at school may face fine or imprisonment

Governing Body will:

- Oversee the development of a whole school attendance policy and to review annually
- Have a named governor linked to attendance
- Ensure attendance is reported at regular governors meetings

We reward and celebrate improvements and achievements with:

- 100% attendance letters sent out each term
- Reward good or improving attendance through termly form rewards and trips
- 100% attendees placed in a draw for each year group and rewarded each half term.
- Praise to all good and improved attendees by Tutors and Heads of Year

School responds to non-attendance by:

- Contacting parents each day of absence by phone if no reason has been received. If there is no telephone response, the Attendance Officer will send out a letter detailing the absence. If there are still unexplained absences after two weeks, the Attendance Officer will mark these absences as unauthorised
- Meetings are held between the Attendance Officer and parents/carers, for students whose attendance, or punctuality is starting to cause concern and an action plan will be put in place with specific targets
- For students that attendance continue to cause concern, a meeting will be arranged with the students Head of Year who will offer support through an Early Help Assessment. If there is no improvement despite interventions being put in place, this will progress to a meeting with the Senior Assistant Headteacher and then the Headteacher if no further improvement is seen
- School carries out Home visits when necessary
- School collect students from home when necessary
- When there is no response to interventions and absences are unauthorised, the school will inform the Local Authority, at which point the Local Authority will instigate legal action

School Targets

The school has targets to improve attendance and the child has an important part to play in meeting these targets.

The minimum level of attendance for this school is **95%** attendance and we will keep parents updated regularly about progress towards this level and how the child's attendance compares.

ABSENCE REPORTING

When parents phone in to explain absence the Attendance Officer will amend registers on the school system and record the reason on SIMS via edit marks as evidence. Every half day absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised.

Only the school within the context of the law, can approve absence, not parents (Section 199, Education Act 1993)

TIMEKEEPING

Lateness is not only a bad habit easily slipped into but also a very unsatisfactory start to the day. Students arriving late miss early morning notices and are unaware of any changes to usual routines or other arrangements that may affect them. Extreme lateness results in loss of lesson time and hinders progress. Newman Catholic School takes the matter of lateness seriously, applying sanctions and, in the case of persistent latecomers, involving parents.

Late Procedure

Students who arrive between 8.55 am and 9.10 am will enter the school through reception. They will go to tutor group and be seen by their tutors who will amend the register as appropriate. Registers close at 9:10am

Arrivals after 9.10 am and 1.35 pm

Students must go to Reception and sign in. Attendance Officer will record the late arrivals on the school SIMS system.

Tutors and Heads of Years should re-enforce the need to follow this procedure. In the event of a fire, late students must have been recorded.

Students who are late will receive a lunchtime detention. After 3 lates to morning registration a letter will be sent home informing parents of their child's timekeeping. If this measure fails to bring about an improvement, Heads of Year will invite parents/carers into school for a meeting to discuss ways forward.

HOLIDAY ABSENCE

Time lost by children and young people due to family holidays taken in term time can be disruptive to their education.

Recent changes to legislation schools are now required to refuse requests for holiday absence in term time. Head teachers may grant a leave of absence in exceptional circumstances. All requests for leave must be put in writing, detailing the time of the leave and the reason for the request. In considering a request, the school will take into account the child's age, the time of year of the absence, academic progress and whether the holiday is due to exceptional circumstances. Head teachers will **not** authorise absence unless they believe the parent's circumstances are exceptional. A reply via letter with the decision will be sent to parents/carers

Leave that is not deemed to be due to exceptional circumstances will be coded as unauthorised on the child's registration certificate.

Parents who take their children on an unauthorised holiday in term time could be issued with a Fixed Penalty Notice. The amount of the fine is £60 if paid within 21 days and £120 if paid between 21 and 28 days.

It is vital that no requests coincide with examinations or other important tests that the child has to take. No leave will be granted where the child is scheduled for an exam.

Any holiday whether authorised or unauthorised will have a detrimental effect on a child's attendance.

Any student that has a holiday of 5 days or more, a meeting will be held with parents/carers and the Head of Year to provide a plan to ensure missed work is completed.

It is important to note that only the Head teacher can authorise absence from school. Parents/Guardians cannot authorise the absence themselves.

ROLE OF THE LOCAL AUTHORITY

The Local Authority will where necessary, instigate legal proceedings on behalf of the school in the Magistrates or Family Court.

Reviewed: Annually

Adopted: January 2020

Next Review January 2021

SCHOOL ABSENCE CODES

Code	Description	Statistical Meaning	Physical Meaning
/	Present (A.M)	Present	In for whole session
\	Present (P.M)	Present	In for whole session
B	Educated off site (not dual reg.)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration(attending other establishment)	Attendance not required	Out for whole session
E	Excluded(no alternate provision made)	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday(not agreed or days in excess)	Unauthorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (not medical/dental appointments)	Authorised absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late before close of registration	Present	Late for session
M	Medical/dental appointments	Authorised absence	Out for whole session
N	No reason yet provided for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence(not covered by any other code)	Unauthorised absence	Out for whole session
P	Approved sporting activity	Authorised absence	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after close of registration)	Unauthorised absence	Late for session
V	Educational trip or visit	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Y	Unable to attend due to exceptional circumstances	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
#	School closed to staff and pupils	Attendance not required	Out for whole session
-	All should attend/No mark yet recorded	No mark	No mark for session
@	Do not use	Unauthorised absence	Late for session

The meaning for the DfES codes Z and X, have been automatically mapped to the attendance codes as shown below.

Z	DfES code Z is linked and automatically mapped to the attendance software code * (pupil not on roll)
X	DfES code X is linked and automatically mapped to the attendance software code! (non compulsory school age absence)