

ALL HALLOWS RC HIGH SCHOOL



ATTENDANCE POLICY/ PUNCTUALITY STRATEGY

Committee responsible for review: Welfare Committee

Reviewed: September 2019

Date of next review: September 2021



ATTENDANCE POLICY / PUNCTUALITY STRATEGY

We aim for All Hallows RC High School to be a Catholic school to which children wish to come, to which parents wish to send their children, and where teachers wish to teach.

Our Mission is to offer a high quality Catholic education for all, in an environment where Gospel Values are central to teaching and learning, and in which the unique value of each person is recognised and respected.

At All Hallows RC High School we believe in a whole school approach to attendance. This approach recognises the important role played by all school staff, pupils, parents and governors in ensuring each pupil gains his/her full educational entitlement.

PURPOSE

- To ensure the school's statutory, legal obligation is met.
- To promote maximum attendance by all students.
- To provide information for staff, parents, the Governing Body and employers.
- To assist in the early detection of attendance issues so that a variety of agencies can become involved.
- To ensure consistency of approach.

REGISTRATION

The register is an important legal document. The school uses computerised registration and this needs to be completed carefully each day. Certain procedures are required.

a. Morning Registration

This takes place at 8.30 am after which the electronic register should be saved by the form tutor.

b. Afternoon Registration

This takes place at 1.20 pm during lesson 5 after which the electronic register should be saved by the class teacher.

c. Class Registers

An electronic register should be completed every lesson and should be saved by the class teacher.

It is the form tutor/class teacher's responsibility to complete the register correctly before saving it electronically. This is a statutory requirement and forms part of the whole school safeguarding policy.

Lates

If a pupil arrives late to school for registration he/she should be marked late using the correct code on the electronic register.

All pupils arriving late in the morning are required to report to the late gate where a member of staff from the attendance team will mark them late if they arrive between 8.30 – 9.30 am.

If pupils arrive after 9.30 am they will receive an unauthorised absence for the morning session but will be recorded as present in school by the secretary for safety reasons. They will also receive present marks during the morning lessons for which they have attended.

The secretary will record the time of arrival on the electronic registers for form tutor and class teacher information.

d. Absence codes

It is the form tutor's responsibility to complete absence codes on the electronic register. If information about an absence is received by the secretary before or after registration from parents/guardians the appropriate entry will be made on the electronic register. Consent for absence from parents/guardians must be received

PROMOTING ATTENDANCE

The importance of good attendance is given a high profile by:

1. Displaying class attendance charts in form rooms and details of individual achievers in school.
2. The importance of good attendance will be emphasised in the pupil information booklet given to Year 7 before their arrival.
3. Reminding parents/guardians and pupils of our expectations regarding attendance at New Intake Evenings, Parents' Evenings and by letter.
4. Regular assemblies where good attendance will be the central theme. Good practice will also be highlighted in form groups.
5. Including attendance figures for pupils on their Record of Achievement and Interim Reports.
6. The work of the schools' Social Inclusion Officer who will target pupils with attendance problems from Years 7 – 11.
7. The school runs an inter-form attendance competition each week. There are weekly fixtures and the results and league table are published on Monday morning in form time. The winning form group at the end of every term receive a prize.
8. Pupils with 100% attendance at Christmas, Easter and Summer receive prizes from the Headteacher in the end of term assembly. All pupils with an attendance of 96% or above get entered into a prize draw; there are two prizes per year group.

PROCEDURES FOR DEALING WITH ABSENCE

a. Immediate Response

In the event of no contact from home on the first day of absence a message is sent via the school messaging system by admin staff. The secretary or pastoral support worker will then try to contact parents or guardians by telephone and record contact for form tutors on the electronic registers. If telephone contact is not possible a letter will be sent to parents emphasising the responsibility of parents to inform school of reasons for absence.

b. Authorised Absence

Any pupil returning to school after an absence must bring a note from parents/guardians explaining reasons for absence. Where a note is not received a further follow up phone call will be made or letter will be sent requesting reasons for absence. Form tutors will hold a back to school interview with the pupil and notes will be recorded about the conversation. Any notes received from parents/guardians should be attached to the back to school interview sheet which will be filed by the pastoral support worker. If a form tutor is concerned about the given reason for absence, a referral should be made to the PPL who will liaise with the Social Inclusion Officer and family.

No pupils may leave the school session without permission. In the case of appointments an appointment card or letter from the parents or guardians must be brought to school. Pupils must always sign out at the school office, collect a red card and sign back in on their return if it is the same day. Red cards must be signed by the PPL of that year group. All pupil attendance and absence is monitored. Only half a day will be authorised for a medical appointment and parents are asked, where possible, to take appointments out of school hours. If any appointment requires a full day, this must be requested and medical evidence must be provided.

Pupils whose attendance begins to cause concern will be tracked and monitored by form tutors, PPLs, Social Inclusion Officer and SLT. Parents will be informed when concerns about attendance arises.

c. Un - authorised absence

All absences that have not been sanctioned by the school (eg holidays, excessive absence without medical evidence etc) will be recorded as unauthorised. A total of ten or more un – authorised absences (2 per day), is likely to lead to a fixed penalty fine. Please note holidays during term time are not authorised by the school.

d. Persistent Absence

Pupils with persistent absence (90% and below) will be monitored weekly and issues addressed. Parents will be informed if their child has dropped into this category. All Pupils that have an attendance below 90% will be notified that they require medical evidence to authorise any further absence from school. This medical evidence can be in the form of a prescription, signed/stamped school medical form (Appendix 1) or a hospital/doctor's note.

If no significant improvement in attendance occurs, parents may be required to come to an Attendance Panel Meeting to discuss the situation, to set formal targets and to sign a contract. The Panel will consist of the Social Inclusion Officer, the pupil, parent/carer, a member of the school's leadership team and, where appropriate an EWO from the Local Authority. Failure to attend the meeting may result in further action being taken by the Local Authority.

If poor attendance continues i.e. 10 unauthorised sessions of absence (2 sessions in a day) fixed term penalty process or fast track process will be actioned. In extenuating circumstance external agency support will be offered via an Early Help Assessment.

ABSENCE LEADING UP TO AND AFTER A SCHOOL HOLIDAY

Absences in the **last three** days leading to the end of term and the **first three** days of a new term will not be authorised without medical evidence. This is to ensure consistency in our approach to dealing with unauthorised holidays in term time. Where five days of unauthorised absences (due to unauthorised holidays) are accumulated over an academic year, parents may receive a fixed penalty of up to £120 per parent, per child.

REINTEGRATION OF LONG TERM ABSENTEES

The school will work together with the EWO and Social Inclusion Officer to develop a planned programme to reintegrate the long term absentee back into school. The reintegration of pupils involves a co-ordinated effort between school, carer, pupils, EWO, SIO and any other agencies which have been involved with the pupil.

In meeting the individual needs of long term absentees, a special programme may involve phased, part-time re-entry with support provided by SENCO, PPLs and the form tutor who will regularly review the programme with parents/carers and pupils. In some instances the pupil may spend time in the Curriculum Access Unit or Intervention Unit, prior to reintegration.

All staff will be made aware of the return of long term absentees through pastoral and staff briefings so that they can encourage a supportive positive environment for their return.

Where appropriate, pastoral staff or the Social Inclusion Officer may visit absentees at home to encourage pupils to return to school after a long period of absence.

Pupils who have been absent from school for a long period of time will need a support structure to help them reintegrate and special help to cope with academic work. Long term absentees will be monitored by form tutors who will be able to offer daily contact and support to the pupil. The pupil may be asked to report to the form tutor during the day and to contact him/her should any difficulty arise.

PASTORAL BRIEFING

There is a weekly pastoral briefing where staff are informed of any relevant pastoral information. Staff are informed of whole school attendance data and any actions required. The form tutor with the highest attendance from the previous week will be handed the trophy for that week to take to their form room. They will praise the pupils for their efforts and where possible a member of the SLT will also congratulate the form group. A weekly update is provided on the attendance league, which is also e-mailed to form tutors and PPLS.

PPLs and Form Tutors will liaise with the schools' Social Inclusion Officer to discuss individual pupils whose attendance is causing concern and the appropriate course of action taken.

PUNCTUALITY STRATEGY

For pupils to obtain the maximum benefit from the education provided it is necessary for them to be present for the entire day. It is important that pupils are taught that punctuality is important for future college or employment.

All Hallows runs a strict late gate. Any pupil that is late after 8.30am will be recorded on entrance to school and will be issued with a same day late detention at 3pm. Parents will be informed by text message service when pupils have been issued with a late detention.

The late detention takes place at 3pm in a classroom. The late detention list is circulated to staff before lunch via e-mail. During lesson 6 the late detention list is delivered to all teachers that have a pupil in their lesson that was late to school that morning. At 3pm teaching staff escort any pupils in their lesson 6 that is on the 'late list' to the designated classroom on that day. The detention is supervised by form tutors. There is a supervision rota to include all form tutors. For Year 11 pupils are collected from lesson 4 and complete their late detention with a PPL during lunchtime. This is so that late detention doesn't clash with after school revision for Year 11 pupils.

A register is taken and any pupil that does not attend the detention is given a further sanction for defiance. This sanction is to complete a lunchtime detention the following day, as well as the after school detention that they did not complete the previous evening. The pupil is collected from period 4 by a member of the pastoral team and taken to the lunchtime detention that is supervised by a PPL. Any pupil that does not attend late detention is sent a text message to inform parents of the further sanction. If the pupil continues to be defiant by not attending the after school detention, they are placed in seclusion and a phone call is made to parents.

Complete records of accrued lates are kept and monitored by form tutors/PPLs. Where pupils do not respond positively to the above sanctions the following interventions will be applied.

- If there is no improvement, form tutors will contact parents to arrange a meeting to discuss a way forward.
- If parents do not respond they will be contacted by the PPL.
- Contact from the Social Inclusion Officer to warn of fixed penalty notice and referral to EWO.
- Referral to the Locality Team and fixed penalty warning may be issued.



All Hallows RC High School

Surgery stamp here

I can confirm that the parent / carer of.....
Contacted the doctor's surgery for an appointment today.....
And the child should refrain from school ForDays

NO

YES