

St Ambrose Barlow RC High School



ATTENDANCE AND PUNCTUALITY POLICY

January 2024

Person Responsible: Nick Irwin

Ratified by Governors:

Date of planned Review: January 2025



LOVE

A place of love where **everyone is welcome and respected.**

A family of faith where **everybody matters;** where we are **unique together;** where we plant the seed that will one day **flourish.**

A **community with Christ** at the centre where the dignity of each person is celebrated so that they can **embrace excellence.**

I AM RESPECTFUL
I AM KIND
I AM INSPIRING



LEARN

A place to learn that is **alive with inspiring experiences** and a curriculum rich in knowledge and wisdom.

A family of faith where together we **seek truth, celebrate endeavour and achievement.**

A community that **values curiosity and nurtures learning** into action in the service of others.

I AM READY
I AM CURIOUS
I AM BRILLIANT



LEAD

A place to lead where young people grow to become men and women for others, **creative and courageous, ambitious** for the higher gifts.

A family of faith where we serve with **integrity, hope and determination.**

A community that values justice for the most vulnerable so that all may have **life to the full.**

I AM CREATIVE
I AM BRAVE
I AM A PROBLEM SOLVER

Aims of the Policy

St Ambrose Barlow RC High School, in accordance with the school's Mission Statement, is committed to the care and development of all pupils as individuals. Our aim is to work with parents and external agencies, when appropriate, to ensure that pupils have the greatest opportunity to become actively involved in their education. Attendance and punctuality are a prerequisite for the education process to operate to its greatest potential and these guidelines are intended to outline the way in which our school will operate to ensure we are able to maximise pupil attendance. The school aims to reach its annual attendance target set by the Local Authority which can change annually. Attendance at school is vital in order to achieve these aims. High attendance is the foundation for education success. Attendance is also a safeguarding matter. Poor attendance may be an indication that a student's welfare is at risk. The school will ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

St Ambrose Barlow RC High School has a robust clear strategy in place for:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled - Acting early to address patterns of absence

Attendance roles

Pupils

Every child of compulsory school age is entitled to receive full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Pupils should:

- attend regularly unless they are too ill or have an absence approved in advance
- attend for registration on or before 8.40 each morning and at 12.30pm each afternoon
- bring an explanatory note for absence from their parent or guardian on the 1st day of return to school
- inform form tutors of any known authorised absence in advance
- provide an appointment card or explanatory note for medical appointments
- sign in and out at the main office when leaving or returning to school during the school day

Parents/Carers

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance.

Parents/carers can be prosecuted and, or fined, up to £2,500 if they fail to ensure that their child attends school regularly. The Locality Team can help parents meet the statutory obligations on school attendance.

Parents should:

- ensure that their child arrives to school on or before 8.40am each day - notify school by telephone or Synergy on **each day of absence.**
- keep the school informed of the progress of their child's recovery
- inform the school of medical/circumstantial changes which may affect their child's attendance
- make medical appointments outside school hours where possible
- make holiday arrangements outside term time (due to new legislation, no holidays will be authorised during the school term).
- Apply for performance licences for their child only after permission has been sought from the Headteacher

The Governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. The Lead Governor responsible for monitoring school attendance is the Chair of Governors.

The Governing Board will:

- approve the policy and any proposed changes
- include the policy review in the Governors' Pupil Welfare Committee's Terms of Reference
- consider reports from the Headteacher
- review working policy in light of the Headteacher's reports
- approve attendance targets set by the Headteacher
- ensure that the policy is promoted and implemented throughout the school and is known by staff and parents

The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors directly or via the Assistant Headteacher or Deputy Headteacher
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Setting attendance targets as part of the development plan and target setting processes
- monitor progress
- Determining whether to authorise any absence which has taken place for which no request was made taking account of the pupil's:
 - o attendance record
 - o attainment
 - o age
 - o ability to catch up on missed work
 - o views of Heads of Year and subject teachers
 - o examination schedules
 - o the time of year

- o nature of absence
- o extenuating/emergency circumstances

The Assistant Headteacher

The Assistant Headteacher will:

- oversee attendance and punctuality arrangements
- ensure that strategies are in place to promote the policy throughout the school
- keep the Headteacher informed on the progress of the policy implementation
- advise the Headteacher on any strategies that could be initiated or improved
- liaise with LA when they wish to exercise their powers to enforce truants to return to school
- provide a termly report with statistics to the Governing Board, via the Governors Pupil Welfare Committee meeting.
- regularly put attendance and punctuality on the agenda of Pastoral Meetings - arrange appropriate training for staff

Attendance officer:

- Promote excellent attendance
- Management and dissemination of attendance data across the school
- Link between the school, Local Authority (LA) and Department of Education (DfE)
- Support Head of Year (HOY) and Deputy Designated Safeguarding Lead (DDSL)
- Primary admin link between school parents/ carers
- Conduct home visits after 3 days of absence

Head of Year:

- Promote excellent attendance
- Maintain year group overview and accountability
- Disseminate attendance data and interventions to form tutor teams
- Hold tutor team accountable for attendance
- Raising the profile of excellent attendance across the college and via social media platforms

Form tutor

- Promote excellent attendance
- Maintain and monitor the official records of attendance and punctuality for tutor groups
- Link between the school/ parents and carers
- Tutor group attendance and tutee attendance meetings
- Collecting and reporting evidence concerning attendance/ absence
- Identify and communicate concerning patterns of attendance to HOY

Pastoral admin

- Promote excellent attendance
- Monitor attendance in the AM (8.45- 12.30)/ PM (12.30- 15.15)
- Identify location of missing pupil
- Phone calls home in the AM to identify pupils who are absent

DDSL

- Promote excellent attendance
- Maintain year group overview and accountability for vulnerable pupils in collaboration with HOY
- Conduct home visits as per attendance protocol (see interventions)
- Communicating previous attendance concerns to Attendance Officer (AO)/ HOY as part of transition process and advising on best practice to overcome barriers

Teacher role

- Promotes excellent attendance
- Maintains and monitors the official records of attendance and punctuality
- Link between subject and tutor
- Identify and communicate concerning patterns of absences to AO and HOY

Attendance officer

Daily

8.00-8.45

- Ensure that the system is running smoothly, and that registers and data are correct.
- Check diary, messages, voicemails, emails, answers phone and responds accordingly, updates School Information Management System (SIMS, Synergy) and staff

8.45-9.30

- 9.30am send absence text
- Enter trip registers on Synergy
- Follow up on missing registers (form and period 1)
- Put suspension/ isolation/ seclusion registers on SIMs or Synergy
- Update attendance coding
- Check attendance of pupils at alternative education/ managed moves
- Print fire drill registers (AM and PM following any additions/ removals from roll)
- Email DDSL (Sarah) and HOY day 3 and day 4 student absence

9.30 -10

- Input late marks

10- 11

- Call home for students complete
- Send late detention list

11- 4

- Enter paper registers on Synergy
- Enter late to school corrections on Synergy and message parents
- Keep the paper register backup updates (new admissions/ off rolls)
- Create CME referrals
- Chase pending and process of rolls
- Send out general attendance letters to new pupils
- Add new pupils to St Ambrose Barlow Attendance SAB ATT tracker/ form class/ fire drill. Check if attended. Mark accordingly on Synergy.
- Tidy up registers (edit mistakes, code O for any absence not reported, check whole school register for anomalies or concerns.
- Keep SAB ATT tracker up to date with key actions and interventions.
- Set up appointments with parents of children according to the intervention wave
- Run a daily random truancy check on classes
- Send messages to parents the day prior to meetings to confirm attendance

Weekly

- Distribute updated SAB ATT to HOY (Monday)
- Distribute weekly form group attendance headline measures and powerpoint slides to SLT and HOY (Friday)
- Create and send letters for attendance warnings and meetings
- Implement the 'daily' interventions, including home visits and parent meetings
- Manage evidence collection and paper work for CMEs, potential off-rolls, and penalty notice and reviews with HOY
- Send CME paperwork to Salford
- Collate list of registers non taken/ taken late/ missing marks including staff initials
- Collect leave of absence requests and passes to NI AHT for approval
- Agree attendance reports lists with HOY (start report each Mon)
- Update attendance board and display
- Email off rolls/ pending off rolls list (Mon NI AHT). Complete paperwork and enter all details onto SIMS and CPOMs
- Print form class register and fire drill (backup versions- Fri)
- Meet with parents/ carers of pupils whose attendance is causing concern according to the stages and waves of intervention, in the absence of HOY
- Know attendance of pupils at alternative education/ managed move

Half termly

- Sent text message to parents reminding of start date
- Send letters to parents reinforcing the importance of good attendance to school
- Complete termly updates on the action plan
- Analyse the data and provides a termly data report with suggested actions and measure to be taken
 - Prepare invite letters and coordinates panel meeting dates, in conjunction with HOY
- Attend panel meetings and prepares follow up paperwork stating next steps and future expectations
- Provide form notice information around attendance

Head of Year**Daily**

- Alert DSL/ DDSL/ SENCO of any immediate concerns

Weekly

- Know attendance of pupils at alternative education/ managed move
- Meet with AO (Tues pastoral)
- Identify and implement the wave interventions agreed at meetings
- Meet with the tutor team, ensuring effective communication of strategies is documented in the bulletin, as a minimum. Issue report cards to tutor, list of students receiving letter that week
- Hold tutors to account for agreed actions
- Hold attendance meetings with students/ parents/ carers

- Promote and celebrate tutor group attendance as part of weekly assembly
- Target students during tutor time to review their attendance for the week

Half termly

- Lead rewards assemblies
- Lead half termly attendance panel meetings (including pupils with 93-97% attendance) and key students, in conjunction with AO, DDSL, DSL

Attendance admin support

Daily AM 8.45- 11.30 (JB)

- Phone calls home for all pupils begin
- Carry out physical checks of pupils

Daily PM 12.30- 3.15 (JB)

- Follow up missing marks
- Carry out physical checks of pupils

Form tutor

Daily AM 8.45- 9.15

- Record attendance by 8.50 am (registers close)
- Issue and check attendance reports
- Hold conversations with students and parents regarding attendance and lateness as directed by HOY
- Alert DSL/ DDSL of any immediate concerns

Weekly

- Promote and celebrate tutor group attendance as part of tutor programme
- Hold conversations with students/ parents regarding attendance

Half termly

- Attend meetings with HOY regarding student level attendance (Weds pastoral)

Teacher

Daily

- Record attendance within first **seven** minutes
- Complete attendance reports
- Alert on call any student/ HOY/ student services who is absent following a present mark

Weekly

- Communicates any attendance pattern concerns to both Tutor and HOY where the student has poor attendance or punctuality to the subject.
- Communicates with parents in collaboration with subject teacher or HOY

Rewards and celebrating

- Form attendance is displayed in classrooms and social spaces
- Tutor programme includes a focus on attendance, linked to future career aspirations
- Certificates, postcards, parent letters and prizes are shared in recognition of excellent or improving attendance

Intervention for students at or below threshold

Students who have attendance percentages below 97% will be monitored closely. The escalation process is outlined below. At all stages of the intervention, additional strategies will be explored in order to engage and support students and their family.

UA Safeguarding protocols	Intervention stages
Day 1 unauthorised absence Text message and follow up phone call by Attendance Team.	Tutor conversation 1 with student during form time and logged on CPOMs.
Day 2 unauthorised absence Students absent for 2 days receive text message sent out by the AO. AO to ring missing students, prioritising safeguarding/ at risk pupils first. Should there be a concern arising from a phone call, it must be recorded on CPOMs and home visit conducted by AO. Safeguarding postcard 1 posted through the door should the visit be unsuccessful (log on CPOMs).	Tutor conversation 2 with students followed up over telephone with parent. Log on CPOMs.
Day 3 unauthorised absence Student absent for 3 days and will receive a home visit by AO and/ or DDSL. All attempts at intervention recorded onto CPOMs. Should AO/ DDSL home visit prove unsuccessful Safeguarding postcard 2 will be emailed and posted at the home address. A safeguarding concern will also be shared within the communication and placed onto CPOMs. Concerns may result in a <u>Police Welfare Check and/or referral to Children's Services.</u>	Letter 1- General concern. Sent to students identified below 97%. AO report on CPOMs. Attendance panel invite with EWOL/ AO.
Day 4 unauthorised absence Students absent for 4-9 days or more will receive a home visit DDSL or HOY. All attempts intervention recorded on CPOMS. Should DDSL or HOY home visit prove unsuccessful, concerns may result in a <u>Police Welfare Check and/or referral to Children's Services. The parents will be invited to this meeting depending on circumstances.</u>	Meeting invite with HOY. Log on CPOMs. At 4 days absence AO to inform EWO. Log on CPOMs. Letter 2 issues- Truancy penalty notice will be issued stating referral to EWO.

Day 10 unauthorised absence	Attendance enforcement intervention
<p>Student missing for 10 days or more will be referred to EWO. All attempts at intervention are recorded on SIMs, CPOMS and SOL.</p> <p>Safeguarding procedures will have been followed by the DDSL, DSL every day. AO completes and submits the relevant paper work and this will include a note of the meeting with DDSL/ DSL. The DDSL/ DSL will also be informed. AO to liaise with LA in order to seek the safety and whereabouts of the pupil. This will be recorded on CPOMS and shared with DDSL/ DSL.</p>	<p>followed in conjunction with EWO LA service.</p> <p>Logged on CPOMS.</p>

Punctuality

Should a pupil arrive after the start of registration, he/she will be marked as late for that session. Pupils who arrive after close of registration will get a 'U' code which is an unauthorised absence. Pupils who arrive at school during registration should not be admitted to class until they have signed in at the late entrance. This is important for health and safety reasons. It is important to note that underlying problems contributing to poor punctuality should be taken into account and an Early Help Assessment referral may be deemed appropriate at any stage of the punctuality intervention.

Late	Initial response	Person(s) responsible	Appt with
If pupil arrives late to school	<p>a 30 minute late detention will be issued to take place.</p> <p>a text message will be sent to parents informing them their child is late to school/ attending the detention</p> <p>Failure to attend a lunch time detention will result in a 45 minute detention the next day/ pupil is collected by the pastoral team</p>	<p>- Attendance officer</p> <p>- Attendance admin</p>	

	Appropriate late mark in the register.		
3 unauthorised lates in a half-term	L1 Letter/Text message sent to parent by the Attendance Officer informing them punctuality is a cause for concern	Attendance Officer	
6 unauthorised lates in a half-term	L2 Letter, Attendance Officer meets with parent and pupil - Education Welfare Officer meets with pupil	Head of Year Attendance Officer Education Welfare Officer	Attendance Officer
10 unauthorised lates in a school year	L3 Letter, Head of Year meet with parent and pupil Consideration will be made to apply to the Authority to request a Penalty Notice Warning on 10 unauthorised absences.	Head of Year Education Welfare Officer	Head of Year
Continued concern	Senior Leadership Team to consider Panel Meeting - Consideration will be made to apply to the Authority to request a Penalty Notice Warning on 10 unauthorised absences.	Senior Leadership Team Head of Year Attendance Officer - Education Welfare Officer	Senior Leaders Education Welfare Officer Attendance Officer

Rewards

The school will promote good attendance and punctuality in a range of ways which include commendations, letters home, texts and reward points.

- 100% Attendance is celebrated every term with certificates and letters
- Reward points are given for students with 100% attendance and punctuality
- Attendance will be taken into account for Reward Trips and Prom

Reintegration

A procedure for reintegration to school after a period of absence, including exclusion, is arranged by the Assistant Headteacher/ HOY in consultation with Heads of Department. This should include risk assessments where appropriate depending on the nature of the absence.

Record Keeping

The school main office will keep an Admissions Register (Roll Book) which will be updated not less than once in a twelve month period either hard-copy or saved to a pen drive. The school will also take electronic attendance registers at the beginning of the morning and during the afternoon sessions in addition to registers of pupils' attendance at lessons. Hard copies of the registers will be printed and bound not less than once a month and will be kept for a minimum period of three years. Absence notes will be placed in students' files. Absences unaccounted for will also be followed up by telephone or letter.

Evaluation and Review

This policy will be reviewed annually by the Assistant Headteacher and formally reviewed by the Governors' Pupil Welfare Committee meeting after attendance targets have been agreed by the Full Governing Board.



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#IAMONBOARD