



**Saint Paul's Catholic High School**

*Moving forward together. Achievement for all!*

# ATTENDANCE POLICY



**Journeying together with Jesus Christ, we learn to love and love to learn.**

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## **Introduction**

Regular school attendance is essential if children are to achieve their full potential. Pupils with high attendance leave school with higher GCSE results, better social skills and a higher chance of future achievement than pupils with low attendance.

St Paul's Catholic High School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

St Paul's Catholic High School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

St Paul's Catholic High School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## **Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2016, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

## **Categorising absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Headteacher and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Absence will be categorised as follows:

Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Parents must notify school prior to the appointment and provide a copy of the medical appointment letter/card. Please note that your child should only be absent for the duration of the appointment. Taking full days off school (unless required to do so) will not be authorised.

Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/progress tutor/Progress Leader will make arrangements for work to be sent home.

Holidays during Term Time Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Headteacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2016. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be **unauthorised**. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

Religious Observance St Pauls Catholic High School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

Study Leave Study leave may be granted for Year 11 pupils once GCSE examinations have started. School will offer in school study programmes during this period to reduce absence levels.

Traveller Absence It is expected that Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

St Pauls Catholic High School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at St Paul's will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

St Pauls Catholic High School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

St Pauls Catholic High School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

Late Arrival Registration begins at 8:40am, pupils arriving after this time will be marked as present but arriving late. The register will close at 9:50am pupils arriving after the close of register will be recorded as late, code U, this will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause.

Unauthorised Absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Headteacher.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Family holidays

### **Deletions from the Register**

In accordance with the Education (Pupil Registration) (England) Regulations 2016, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil

- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

St Pauls Catholic High School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

### **Roles and Responsibilities**

St Pauls Catholic High School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions
- 

The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource

- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Progress Leaders/Department Heads/Pastoral Staff/Progress Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2016 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the

importance of children receiving the same messages from both school and home

- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head Teacher.

## Targets, Attendance and Punctuality

Targets for overall attendance and punctuality are set on a yearly basis. The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is attendance of 97% over the academic year.

Attendance during one school year	Equivalent days	Equivalent session	Equivalent weeks	Equivalent lessons missed
95%	9.5 days	19 sessions	2 weeks	48 lessons
90%	19 days	38 sessions	4 weeks	95 lessons
85%	28.5 days	57 sessions	6 weeks	143 lessons
80%	38 days	76 sessions	8 weeks	190 lessons
75%	47.5 days	95 sessions	9.5 weeks	238 lessons
70%	57 days	114 session	11.5 weeks	285 lessons
65%	66.5 days	133 sessions	13.5 weeks	333 lessons

## The Impact of Poor Attendance on Academic Progress

If your child misses school on a regular basis, they are damaging their future life choices. Nationally, it has been proven that children with poor attendance find it difficult to catch up and in secondary school, 19 days of absence correlates, on average, to a grade at GCSE in all subjects.

### Procedures to Reduce Pupil Absence.

Daily Procedures: The school attendance team will follow specific protocol to ensure that pupils who are absent from school without notification from parents are identified.

Progress tutors will enter pupil data into the register each day during form time. This will identify pupils who are present and pupils who are absent.

The attendance team will identify pupils who are absent from school without prior notification from parents/carers and send a text message to inform parents/carers that their child is absent from school. This message will request that contact is made with school to explain the pupil absence. It is the responsibility of the parent to ensure that they provide school with up to date contact details so that school can make contact with the parent as necessary.

If no contact is received by the parent after the text message has been sent then the Attendance Team will make a telephone call to the parents of the children who are absent and no reason has been provided for their absence. If there is no answer to

the telephone call a voicemail will be left requesting that the parent contact school to explain the pupil absence.

If the Attendance Team are unable to make contact with the parents of absent pupils on the telephone then a home visit may be made to the home address to ascertain the reason for the absence. If there is no-one at the address a note will be left requesting that the parent contact school to explain the pupil absence.

If no contact has been made with the parent at the end of the school day the absence will be recorded as no reason provided for the absence and after a period of one week the absence will be unauthorised if no relevant explanation has been provided for the absence.

Once the school has received an explanation for the pupil absence a decision will be made as to whether the absence will be authorised or unauthorised. The correct code will then be entered onto the register.

Weekly Procedures: The Attendance Team will make contact with the parents of any pupil who has been absent from school. This will raise awareness with parents of the impact of the absence on the pupils' attendance record and how this may impact on their future achievement in school. The Attendance Team will follow specific protocol to monitor pupil attendance and reduce pupil absence. St Paul's Catholic High School follow a staged response to absence from school which may result in Legal action being taken should pupil become persistently absent (see Appendix 1).

Every Friday the Attendance Team will produce a list of the attendance of every pupil who attends St Pauls Catholic High School. The Attendance team will analyse the data and any pupil who has been absent from school during the week will be identified.

The Attendance Team will look at the pupil's attendance certificate and identify the attendance category of the pupil (Red, Amber or Green category with regards to attendance). Please see Appendix 2. If a pupil has been absent and falls into the Green category for attendance the Attendance Team will email the pupils Progress Leader and Progress tutor and request that the Progress tutor make a supportive telephone call home to discuss the absence and offer support if necessary. The progress tutor will discuss the absence with the pupil to ensure that the pupil is aware that they had been missed during their absence and that the absence will have impacted on their level of attendance. If the pupil falls into the Amber or Red category for attendance the Attendance team will follow the staged approach to absence which may result in legal action being taken.

Any pupil who has attendance of below 92% will fall into the Red category and will be classed as persistently absent. These pupils will be monitored by the Local Authority and the Attendance Team will hold action plans for each pupil. If the pupil has no medical reason for their absence then legal action will be taken to ensure that the pupil's attendance improves.

## Legal Sanctions

Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence following written warning to improve.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

## **Attendance data.**

Pupil Attendance: Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Every form room will have an attendance notice board and a nominated member of the form who will be responsible for presenting the attendance data on the notice board. Each week the Attendance Team will produce a list of pupil's cumulative attendance and will present the list to display the attendance category of the pupils. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

<b>GREEN</b>	<b>Pupils with attendance between 100% and 97%</b>
<b>AMBER</b>	<b>Pupils with attendance between 93% and 96.9%</b>
<b>RED</b>	<b>Pupils with attendance below 93%</b>

The aim will be for the pupils to sustain attendance within the Green category. Attendance of 97% will be the minimum target for pupils to achieve.

### Year and Form Group Data

In the pupil foyer each year has a noticeboard which will display the cumulative attendance percentage for their year group and for each form within the year group.

The notice board will display the daily attendance percentage for each year group so that pupils can monitor the attendance of their year group.

The form captain will take the previous weeks' attendance data for their form and display the figure on the form attendance notice board.

Progress Leaders will receive a weekly record of pupil attendance and year group attendance for their year group.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

St Pauls Catholic High School will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998.

## **Support Systems**

School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

St Paul's Catholic High School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance interviews
- Attendance report cards
- Referrals to support agencies
- Pupil Voice Activities
- Friendship groups
- PSHE
- Reward systems
- Time limited part time time-tables for pupils under instruction from medical professionals
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages
- Support from the Pastoral Assistants
- Support from the Attendance team

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, St Paul's Catholic High School will consider the use of legal sanctions.

### **Attendance Campaigns**

Saint Paul's Catholic High School recognise that high levels of attendance is a fantastic achievement for our pupils. We aim to promote high attendance with positive reinforcement and praise.

Every week, via Parent App, a message will be sent to the parents/carers of pupils who have had 100% attendance and punctuality during that week to offer praise to the pupil and parent for good attendance.

Yearly Attendance Campaign St Paul's Catholic High School will run an attendance campaign from September to July. This will reward pupils with over 99% attendance. The following rewards will be offered

- Bronze certificate and group reward (Movie and Popcorn) – 99% attendance for Term 1
- Silver certificate and group reward (Movie and Popcorn) 99% attendance Term1 and 2

- Gold certificate and group reward (Movie and Popcorn) 99% attendance for school year.
- Top five forms will be treated to Pizza in the last week of the academic year.

The attendance team will provide a weekly list to progress tutors with the names of pupils with 100% attendance to be displayed on the form attendance notice board.

Termly Attendance Campaign: End of term trips will be based on good attendance and behaviour. Pupil voice will determine the venues on a termly basis.

Half Termly Attendance Campaign: Each half term pupils with 100% attendance for the half term will be rewarded with 5 achievement points for each week of the half term (eg 7 weeks x 5 = 35 points) to recognise their achievement in maintaining a high level of attendance for the half term.

Each year group will run additional attendance incentives throughout the school year. These may include but are not limited to:

- Early to lunch passes
- Lunchtime use of the ASTRO on Friday
- Rewards for the form with the highest attendance
- Improved attendance awards
- Attendance group work and incentives for specific pupils

## **Punctuality**

At St Paul's Catholic High School we encourage all pupils to develop good timekeeping skills and arrive at school on time. The school day begins at 8:40 am. Any pupil arriving after 8:40 am will be given a late mark in the register. Any pupil arriving after the close of registration will be given an unauthorised absence unless a relevant reason is provided for their absence.

Any pupil who arrives late for school will be issued with an after school, Progress Leader, detention. The Pastoral team will contact the parents of pupils to notify them of the detention. The number of lates will be re-set at the start of each half-term.

- 3 lates – 20 minutes after school
- 4-6 lates – a further 30 minutes after school
- 7-9 lates – a further 4 minutes after school
- 10 lates – 1 hour with SLT

For persistent late arrivals to school, parents may be required to sign a punctuality agreement.

Any pupil who does not attend detention will follow the school behaviour procedures.

A fixed penalty notice will be issued to pupils who are persistently late for school after the close of registration.

## **Members of Staff Responsible for Attendance and Absence.**

The structure of the Attendance Team is as follows:

- Assistant Headteacher – Alison Cropper
- Education Welfare Officer – Claire Le Marquand
- Attendance Officer – Helen Doherty-Dyson

All members of staff at St Paul's Catholic High School have a responsibility to actively promote high levels of attendance and report any concerns regarding pupil absence to the Attendance Team

## **Appendix 1**

### **Escalation of Attendance Interventions**

#### **Stage 1**

Each Friday the attendance team will produce a list of pupils' attendance for the week. Any pupil who has been absent from school and their attendance has dropped below 97% receive a stage 1 letter. This letter will inform parents that their child's attendance has become a cause for concern and that the attendance team will monitor their child's attendance.

#### **Stage 2**

Once a pupil has been identified as a cause for concern with regards to attendance and the pupil has additional absences from school the attendance team will send a Stage 2 letter to the parents. This letter will specify that the parent must now provide medical evidence for any absence and will include a warning that further absences may result in a fixed penalty notice being issued.

#### **Stage 3**

If no improvement is seen in pupil attendance and the pupil continues to be absent from school the parent will be invited into school for a meeting. This meeting will provide an opportunity to discuss the pupils' absence and the impact this will have on their attainment. Parents will be advised that another absence will result in further action being taken.

If the parent does not attend the meeting a decision will be made regarding the next step to take. This will be either a fixed penalty notice or prosecution.

#### **Stage 4**

If the pupil reaches stage 3 and no improvements are seen in attendance then the attendance team in conjunction with the local authority will make a decision as to whether the case will be addressed with a fixed penalty notice or prosecution.

If the decision is to move forward with a fixed penalty notice the attendance team will submit a request for a fixed penalty notice to be issued.

If the decision is to move forward with a prosecution the attendance team will send a letter to the parents warning that the case is being prepared to present to the local authority for prosecution. Continued absence will have a detrimental impact on the outcome of the hearing.

#### **Stage 5**

If a fixed penalty warning has been requested the local authority will issue a fixed penalty fine to the parents.

If a prosecution warning letter has been sent to the parent and the pupil has additional absence from school then the case will be referred to the local authority for prosecution. A letter will be sent to the parent to inform them that the case has now been presented to the local authority and further action will be taken.

In addition to the letters sent in the staged approach to attendance the attendance team will send additional letter to address specific attendance concerns. These may include but are not limited to:

- Medical appointment letter
- Illness reminder letter
- Persistent absence letter
- Holiday letter
- Daily late letter
- Punctuality meeting letter

## **Appendix 2 Categories of Attendance**

### **GREEN      Pupils with attendance between 100% to 97%**

Parents will receive a letter home each term congratulating them on their child's good/excellent attendance.

Pupils will be rewarded within the school's reward system.

Pupils with this level of termly and annual attendance will receive a certificate of achievement.

The form tutor will be responsible for all action at this level and will record all intervention and outcomes and share the information with the attendance team.

Pupils may be included in an end of year attendance reward.

### **AMBER      Pupils with attendance between 96.9% and 92.01%**

The Attendance Team will be responsible for all action at this level and will record all intervention and outcomes. Pupils within the Amber category will progress through the staged approach to attendance if no reduction in absence is seen. Improved attendance will result in inclusion in the school rewards system.

The Education Welfare Officer will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

### **RED      Pupils with attendance below 92%**

The EWO will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance eg. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Plan or review other existing pupil plan to include support to improve attendance
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

In addition, the staged approach will have been followed and it is likely that parents will be referred to the local authority for prosecution unless relevant medical evidence is provided to explain the level of absence.

Where interventions have already been implemented and have had unsatisfactory impact, the following actions may be taken:

- Complete a CAF leading to multi agency support

- Referral to Early Help
- Refer to the Local Authority to initiate legal proceedings

The Education Welfare Officers will be responsible for all action at this level and will record all intervention and outcomes.

The Senior Team Member will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

Pupils who have attendance below 90% are considered to be persistently absent from school.

- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues. This contact should also include the use of SEAL materials.
- Ensure regular contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Input into whole school strategies to address the needs of pupils within their group

Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Head Teacher will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body.

The attendance team will maintain accurate records relating to school attendance.

### **Monitoring, Evaluation and Review**

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.