

# Aspire ~ Believe ~ Achieve

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St Antony's  
Roman Catholic School  
ASPIRE + BELIEVE + ACHIEVE

## Attendance & Punctuality Policy



# Attendance & Punctuality Policy

## **Legislation Requirements**

Under section 444 of the 1996 Education Act, all students are required to attend the school where they are registered every day.

The law also states that it is only the school which can authorise absence, and is not obliged to do so, even where parents have provided an explanation.

The official school leaving date is the last Friday in June in the school year in which a student becomes 16.

## **Attendance and Examination Success**

It is clear from all recent government data that there is a close link between high school attendance and success at GCSE level. Students should be aiming for full attendance at school. In a school year this amounts to 190 (school) days.

St Antony's Roman Catholic School aims to ensure that all students take full advantage of the educational opportunities available to them and thereby reach their full potential. We recognise the correlation between high levels of achievement and regular attendance at school. We adopt a partnership approach to attendance by working closely with students and families and providing a safe and secure learning environment.

A scheme for instant electronic checking of both session and lesson attendance is well established. School actively uses this system to help identify patterns of poor attendance and punctuality. School works collaboratively with other local schools and the local authority in order to share good practice to help eliminate barriers to attendance.

## **Absence in Term Time**

Education regulations clearly state that Headteachers may not grant any leave of absence during term time unless in exceptional circumstances. Any parent wanting to take their child on a leave of absence from school should inform the Headteacher in writing. Each application is looked at on an individual basis and parents will be informed by letter or email of the outcome. It is highly unusual to grant leave of absence during term time. Any leave taken without permission will be classed as unauthorised and a Penalty Notice may be issued. Term dates can be found on the school website and are published at least a year in advance.

## **Aims of Policy**

- To ensure attendance and punctuality are high profile across the school.
- To keep an accurate and up to date record of attendance and punctuality data.
- To inform and involve parents/carers in attendance and punctuality procedures and issues.
- To improve attendance and punctuality throughout the school.
- To identify the causes of non-attendance and take appropriate action.
- To ensure all stakeholders take full responsibility for improving attendance and punctuality.

## ROLES AND RESPONSIBILITIES

### **The school has a duty to:**

- promote good attendance and punctuality, and reduce absence including persistent absence, and act early to address patterns of absence.
- ensure every student has access to a full time education to which they are entitled.
- keep an accurate record of attendance and punctuality.
- notify the Local Authority at the end of each term of any student who fails to attend school regularly (attendance is below 90%).

A fire register is available for immediate print each day on the schools electronic signing in system. In the event of a fire / fire drill, the register will be taken out by a member of the Admin team and handed to the Form Tutors who will check registers.

### **The Leadership Team**

An identified member of the Leadership Team, Mr Kevin Speake, is the Attendance Lead for the school and oversee all issues relating to attendance and punctuality.

### **The Leadership Team will:**

- Promote high standards of attendance and punctuality in all year groups.
- Be a role model by setting a good example to students.
- Give attendance and punctuality a high profile in assemblies, at parents' evenings and in school publications.
- Set appropriate annual targets for the school.
- Set aside time during staff inset days to allow for training on good attendance awareness, monitoring and administration.
- Report to the Governing Body on levels of whole school attendance and the attendance of key groups of students.

### **Heads of Year will:**

- Give attendance and punctuality a high profile in year group assemblies.
- Be a role model by setting a good example to students.
- Meet fortnightly with Mrs Kelly EWO and make necessary referrals, plan a course of action and review the impact of this action.
- Check their year group register every Friday pm and update the attendance support plans as required.
- Manage the cases of students being monitored for attendance and punctuality.
- Conduct Attendance Review Meetings, follow up with relevant action plans and monitor the action plans.
- Inform parents / carers when poor attendance or punctuality is adversely affecting progress.
- Issue letters of concern and offer support / guidance as necessary.
- Monitor the work of Form Tutors and encourage achievement. Form Tutors to praise good attendance and punctuality and to make positive phone calls home.
- Reward targeted students to get their attendance above 95% and out of PA each half term.

- Offer bespoke prizes e.g. Valentine's day hamper. Every eligible student in the targeted week is entered into a random prize draw.
- At the end of terms 1, 3 and 5, all students on 100% attendance are taken off timetable for the afternoon, where they enjoy an activity of their choice.
- Issue detentions for poor punctuality to school and to lessons.
- Keep records up to date by coding absences as soon as possible.
- Attend meetings and prepare data for meetings for different audiences.

#### **Form Tutors will:**

- Be a role model by setting a good example to students.
- Mark the register accurately at the start of AM registration and amend when necessary.
- Praise students for good attendance and punctuality.
- Question students whose attendance or punctuality is a cause for concern. Ask for note slip from parents, if no reply from parents make a phone call home. Have regular conversations with students about attendance.
- Inform EWO or main office of identified register errors / discrepancies at the soonest opportunity.
- Inform EWO/HoY of any issues and concerns.
- Use and monitor student attendance support plans effectively.

#### **Teaching Staff will:**

- Keep an accurate register for every lesson.
- Take the register within 10 minutes of the start of the lesson with the P5 registration providing the afternoon mark.
- Be role model by setting a good example to students.
- Highlight issues of poor punctuality to HoY / Form Tutor
- Issue sanctions for persistent poor punctuality and / or truancy to their lesson.
- Inform EWO or main office of identified register errors / discrepancies at the soonest opportunity.

#### **EWO will:**

- Send out first day of absence text alerts and late texts on a daily basis to parents / carers.
- Monitor attendance and punctuality throughout the school and RAG student attendance.
- Publish data on a weekly / termly / yearly basis for whole school.
- Update the attendance notice board and oversee the attendance tracker.
- Inform the Local Authority of students with 10 missed sessions (5 days) of unauthorised absence in any one term.
- Monitor the attendance of students with long term illnesses and offer support and alternative provision where necessary.
- Carry out statutory duties in accordance with section 444 of the 1996 Education Act including issuing Penalty Notices and prosecution in line with Local Authority regulations.

- Meet regularly with the designated member of the Leadership Team Mr Kevin Speake.
- Monitor daily registers and offer training / support / advice for teachers when detected.
- Send out truancy by 10:15 for students without a mark or have had no parental contact for absence.
- Carry out home visits as and when required.

#### Parents / Carers will:

- Ensure their child leaves for school on time fully equipped and in full school uniform.
- Contact school on the first day of any unplanned absence by 8.55am, and each subsequent day of absence.
- Supply medical evidence if their child is absent for more than three days. NOTE: If medical evidence is NOT provided after 3 days' absence, the absence may remain unauthorised. 5 days (10 sessions) of unauthorised absence could lead to Penalty Notice procedures.
- Apply in writing to the Headteacher if they want to request an exceptional leave of absence in term time, at least two weeks before the absence where it is possible.
- Contact Form Tutors / HoY to discuss matters which may be affecting their child's attendance and punctuality.
- Ask for advice and support from school in the event that their child is at risk of non-attendance and / or with poor punctuality.
- Avoid making medical appointments during the school day. **If this is unavoidable medical evidence of the appointment must be provided, preferably in advance.**
- Ensure at least two accurate and up to date contact details are made available to school.

#### Students will:

- Arrive at school **by 8.55am** in full school uniform, with the correct equipment, ready for registration at **9.00am**. Students who are not in lessons by **9.00am** will receive a 'Late' mark.
- Be punctual for all their lessons.
- Inform EWO / Form Tutor if there is a need to leave the site at any time during the day (**evidence required**). In such cases students must sign out at the Main Reception on leaving and sign in again on return.

## Children Missing from Education

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation. There are many circumstances where a child may become missing from education, but some children are particularly at risk.

These include children who:

- Are at risk of harm or neglect.
- Come from Gypsy, Roma, or Traveller families.
- Come from the families of service personnel.
- Go missing or run away from home or care.
- Are supervised by the youth justice system.
- Cease to attend a school.
- Come from new migrant families.

We follow Trafford's procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Further information can be found at:

<https://www.trafford.gov.uk/residents/schools/Children-missing-from-education.aspx>

Children missing from education can be reported to the official Trafford CME team by:

Email [cme@trafford.gov.uk](mailto:cme@trafford.gov.uk)

Telephone 0161 912 4810

## **Punctuality**

We aim to ensure that students arrive at school and to lessons on time and thereby create good habits for life.

- Form Tutor/Subject teachers will set a good example by being at the form room/classroom at the start of each session.
- Students should be where they are timetabled to be by **8:55am**.

## Coding

### Arrival to school

**L** - if a student arrives late before **9.30am**. This counts as a present mark.

**U** - if a student arrives late after **9.30am** without a valid reason. This counts as an unauthorised absence mark for the morning session.

**O** - when students arrive after **11:30** but before **12:00** will result in this coding being used for the morning session, this counts as an unauthorised absence mark for the morning session.

**M** - if a student arrives after 9:30 from a medical appointment. This counts as an authorised absence, if a student attends a medical appointment but arrives to school before 9:30 they will receive an 'L' code, this gives them credit for attending the morning session.

*Any 'L' codes given on return from a medical appointment will be taken into account if students attendance warrants penalty notice action. THESE WILL NOT BE COUNTED AGAINST THE STUDENT.*

*Parents can request a change from 'L' to 'M' code on instances where they returned from a medical before 9:30 but are informed the students percentage will be negatively affected.*

### Leaving school.

If a student leaves school before **14:00** they will not be eligible for the afternoon mark and will receive an 'O' (unauthorised absence) , 'I' (if going home ill or injured) or 'M' if leaving for a medical appointment.

Any student at school and leaving after **14:00** for a valid reason is eligible for the afternoon session present mark.

**Students must retain and show their authorised absence slip when stopped out of school by an official**

**eg. police officer or PCSO.**

### Late procedure

Students who arrive late to school will be told to sign in the lates folder. A student who arrives late to school without a valid reason will serve a **30-minute detention that day** after school. If a student fails to show up to their lates detention, they automatically will be put on a formal lates detention list for the Friday of the same week, which is a **one-hour detention**.

Persistent lateness will be referred to the Head of Year by the EWO who will decide on a course of action which may include a parental meeting and further sanction. Punctuality concern letters are sent to parents/carers when there is a persistent problem with punctuality, and if their child receives a significant number of late marks in a given half term.

Students should make EWO/Form Tutors aware in advance of medical appointments during the school day by producing medical evidence of an appointment.

Governors will:

- Review the 'Attendance and Punctuality Policy' regularly and monitor its implementation.

### Attendance Escalation of Interventions

#### **100% ATTENDANCE = 100% SUCCESS**

St Antony's Roman Catholic School is a welcoming environment for learning to take place.

Students are happy and feel safe. Attendance is a responsibility shared by all school staff. There are clear links between regular attendance and educational outcomes for students.

#### **97 – 100%**

**Congratulations your attendance is excellent.**

If your attendance is in this band you will be eligible for a range of rewards.

#### **94 – 96%**

**Your attendance has slipped.**

You may have been ill. This is understandable but not without cost. You have a responsibility to work hard to catch up on missed work and to improve your attendance. You can improve your attendance by ensuring you do not take a full day off for medical appointments.

#### **90 – 93%**

**Your attendance has fallen below the national average.**

Students in secondary schools in England with attendance below national average is a serious cause for concern. Any further absences will only be authorised if school receives medical evidence. Your parents will be at high risk of being issued with a Penalty Notice. You have a responsibility to discuss anything that is affecting your attendance with your Form Tutor / Head of Year / EWO. You must now work hard to catch up on missed work and improve your attendance.

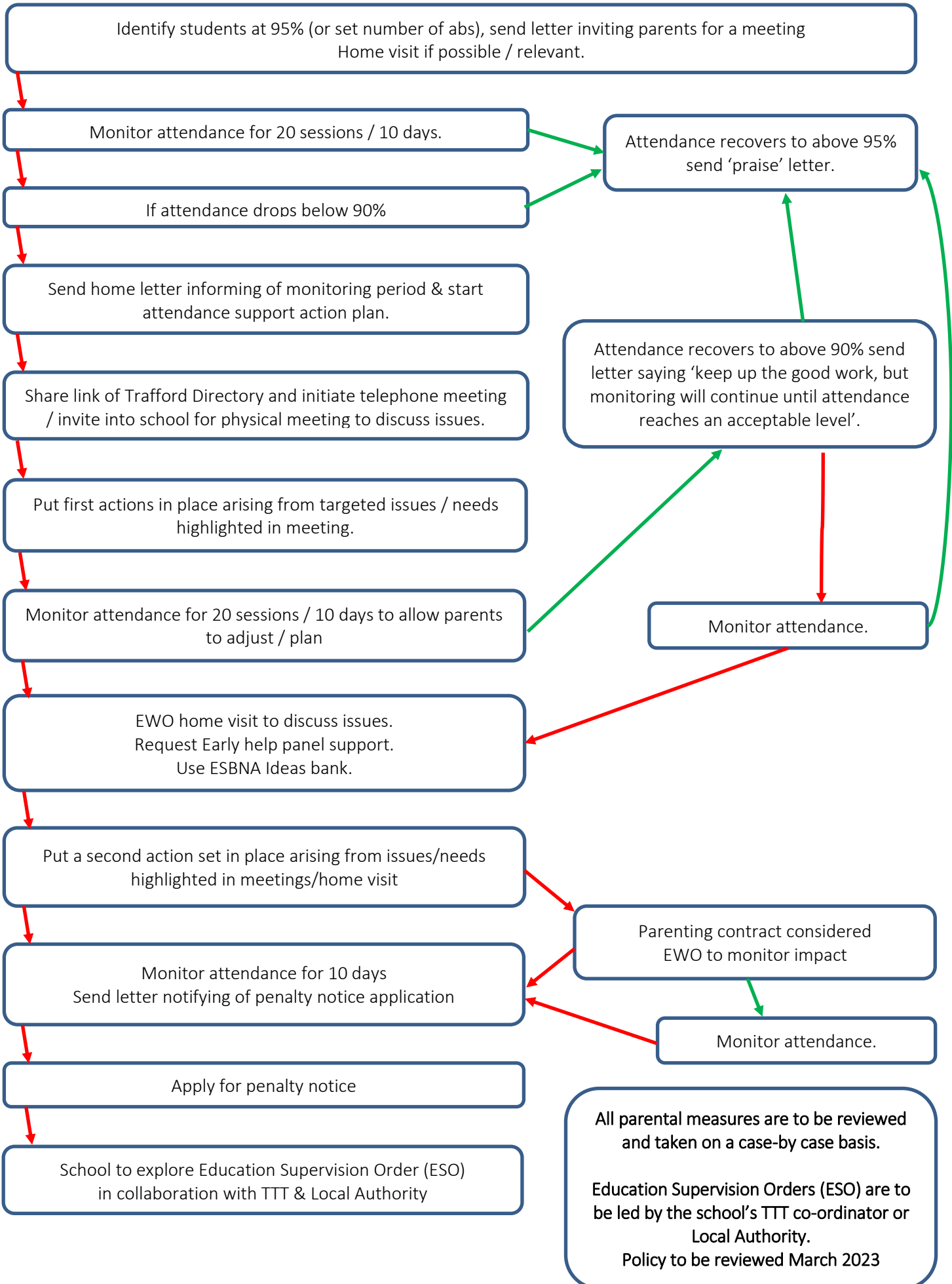
#### **BELOW 90%**

**Your attendance is totally unacceptable.**

You are at risk of being identified as a Persistent Absentee (PA). Your education is at risk and you will not realise your potential, you will gain fewer qualifications and will be less likely to gain entry into further education, training or employment. Unless there are genuine reasons that are preventing you from attending school your parents will either receive a Penalty Notice or be prosecuted for your irregular attendance which will result in a criminal record.



### Attendance monitoring procedure flow chart



## St Antony's Roman Catholic School Attendance – Parent / Carer Information

St Antony's Roman Catholic School's attendance is above the national average. We are extremely proud of this and it is due to the excellent partnership between home and school. We regularly celebrate and reward students with excellent attendance at our celebration assemblies, at our Awards Evening in the summer term, and regularly we celebrate and award prizes regularly to the year group and tutor group with the best attendance.

All schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the Local Education Authority. Any child with less than **95%** attendance is at risk of underachieving. We know that good attendance at school and achieving target grades are linked, for example the more a student is missing from school, they will achieve lower levels of attainment in KS3 and fewer 9-4 grades at the end of Y11. By being absent for **5%** of the school year can equate to a student underachieving by a whole GCSE grade in each subject.

If your child has any periods of unplanned absence (meaning school have not been informed in advance, *for example a medical operation*) regardless of reason or intermittent / continuous, on the 5<sup>th</sup> day a letter will be processed informing the parent / carer that school will be monitoring the attendance moving forward. 10 further session absences will result in the school requesting a meeting with the parent / carer and will consider requesting a penalty notice from Trafford Local Authority.

### **Punctuality**

All students must arrive on time and be ready for learning with the correct equipment. St Antony's Roman Catholic School is open from 8.00am for Breakfast Club in the school canteen where a range of breakfast options can be purchased. **All students must be on site by 8:55am – lessons begin at 9.00am.** Any student arriving to school after **9.00am** will be issued a lates detention. Students who arrive late to school without a valid reason are issued with a **30-minute detention the same day**. Text messages are sent out informing parents/carers if their child is late. Poor punctuality can also have legal implications for parents/carers. Students who arrive after **9.30am** without a valid reason will be marked as unauthorised late (10 sessions of unauthorised late can result in a Penalty Notice being issued by Trafford Local Authority). When a student has arrived to school late on 5 occasions not counting incidents of instances beyond reasonable control, a letter will be sent home reminding parents / carers of their responsibility to see their child arrives to school on time and informing them school will be monitoring their child's punctuality closely. Further instances of poor punctuality could result in the school requesting a penalty notice being issued.

Any student who is not present during AM registration will receive follow up contact from school should a parent/ carer not inform school to confirm their absence.

### **Leave of absence in term time**

Education Regulations clearly state that Headteachers may not grant any leave of absence during term time unless in exceptional circumstances. Any parent wanting to take their child on a leave of absence from school should inform the Headteacher in writing. Each application is looked at on an individual basis and you will be informed by letter of the outcome. It is highly unusual to grant leave of absence during term time. Any leave taken without permission will be classed as unauthorised and a Penalty Notice may be issued. Term dates can be found on the school website and are published two years in advance.

### **Medical & Dental Appointments**

Every effort should be made to arrange medical appointments outside of the school day. We do recognise that this is not always possible. If your child needs to attend a medical appointment within the school day, they must bring the appointment card to our EWO. All students leaving or arriving at school during the day must sign in/out at the school office. Taking a full day of absence for an appointment is not normally necessary and we expect students to be in school either before or after the appointment.

## Illness

Please contact school by **8.55am** on the first day of absence if your child is unable to attend due to illness and on each subsequent day of absence. This should be done by telephoning the school on **0161 911 8001**, giving your name, your child's name, form tutor group and reason for absence.

Please encourage your child to attend school for minor ailments like a sore throat or a headache. If your child has more than three days of consecutive absence, we will require medical evidence to authorise the absence. Medical evidence can be in the form of a medical appointment card, a medical letter, a copy of your child's prescription, medication with a chemist's label showing the name and the date or an "unfit for school" declaration or letter from your GP in the case of acute or prolonged illness.

A text message is sent to every parent whose child has an 'unexplained absence' each morning asking them to contact school; if there is no contact a phone call is then made outlined in our contact procedure. In some cases, we may do a home visit.

## Unexplained absence

Any unexplained absences will be picked up by the EWO on the Monday of the following week (or first day back after a holiday) and an unexplained absence slip will be given to the student by the form tutor to be taken home for the parent / carer to fill in and return to school. The EWO will adjust the marks for the period of absence as required.

## Persistent absence

Persistent absence is defined as:

- Any child who has 3 days' absence or 6 sessions\* in a 30-day period.
- Any child who has 19 days' absence or 38 sessions\* in an academic school year.
- Any child who has below 90% attendance.

*(\*session equivalent of a half-day in school)*

If our efforts have had little or no impact on improving your child's attendance / punctuality, parents / carers will be asked to attend a meeting with their child's Head of Year or our EWO. School's procedures and actions for dealing with persistent absence can be identified in the 'Attendance monitoring procedure flowchart' detailed on Pg 9.

A Penalty Notice can be issued after 10 sessions of unauthorised absence and/or unauthorised late. Parents/carers have both a moral and legal responsibility to ensure that their children attend school regularly and on time. Failure to do this may result in parents/carers being prosecuted under section 444(1) of the Education Act 1996.

We hope that you find the information here useful in helping you to understand why school attendance and punctuality are so important for your child and thank you for your continued support. Supporting your child, by encouraging full attendance at school, will help give them the best possible start in life. We know that poor attendance only affects a very small percentage of St Antony's Roman Catholic School students and as a team we continue to do all we can to ensure full attendance at school. If you would like any further advice or guidance on attendance issues, please do not hesitate to contact us via one of the following:

T: 0161 911 8001

W: [www.st-antonys.com](http://www.st-antonys.com)

E: [stantonys.admin@trafford.gov.uk](mailto:stantonys.admin@trafford.gov.uk)

Mr K Speake - Assistant Headteacher