



ATTENDANCE POLICY

Approved By Governors

Committee Pastoral Committee

Review Date 4th October 2018

Prepared by: Mr James Kelly

Signed Chair of Governors:

Due for Renewal 4th October 2019

All of our policies are directly derived from our Mission Statement;

“Our Lady & St John Catholic College aims to be a caring Catholic Community centred on Christ, so as to fully develop the Gifts and talents of each person in order to love and serve God, others and themselves.”

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AIMS

Our Lady & St John Catholic College is an 11-16 Voluntary Aided Comprehensive School whose task is to provide an environment wherein boys and girls will be able to develop spiritually, socially, intellectually and physically. To do this we aim to: -

- Nurture in all a knowledge and love of our faith in the context of a caring community that has concern and respect for the welfare of others.
- Acknowledge that every young person has intrinsic value and worth and celebrate their uniqueness and autonomy.
- Provide a secure, stimulating environment for learning that will enable our pupils to mature into responsible, self-confident young people, who achieve their academic potential.
- Work towards the total development of each child, encouraging them to develop as Catholic members of the community with a sense of self-esteem, aware of their responsibilities and duties as well as their rights and an awareness and appreciation of the world in which they live.

Rationale / Aim

Regular and punctual attendance at school is a legal requirement and it is also essential in order for pupils to be safe and to make good progress. There is clear evidence showing strong links between good school attendance and achievement at GCSE. This policy aims to outline how attendance is managed in Our Lady and St John Catholic College so that all pupils are encouraged and supported to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available.

Stakeholders Involved in the Policy

Executive Principal: Mr Murden has statutory responsibility for Our Lady & St John Catholic College.

Headteacher: Mr Tite the Headteacher is the only person who can authorise leave in 'exceptional circumstances'.

SLT Lead: The strategic lead for attendance is Mr Kelly.

Attendance & Welfare Officer: The Attendance & Welfare Officer sfor the school are Ms Suzanne Schofield & Mrs Lisa Bond. The Attendance & Welfare Officers are responsible for accuracy of registers, first day calling and home visits. Ms Schofield will act as the liaison person between school and the LA EWO.

Form Tutors are responsible for registering pupils in their form and encouraging them to avoid unnecessary absence.

Heads of Year/Pastoral Leaders are responsible for the strategic leadership of attendance in their year group and for conducting stage 3 meetings with parents.

Education Welfare Officer: The school commissions an Educational Welfare Officer from the Local Authority to work with families of children whose attendance is a concern. This may take the form of home visits, arranging attendance meetings in school, referrals to external agencies and attending attendance meetings with the Attendance & Welfare Officer.

Reporting an Absence

- Parents are asked to telephone school before the end of the form period (8:55am) to notify us of a child's absence.
- If contact is not established with the parent the child's attendance mark will be recorded as unexplained absence (code N) until contact has been made. If no reason for absence is provided after 10 days the mark will be changed to unauthorised (code O).
- Where parents fail to make contact providing a reason for absence, the Attendance & Welfare Officer will make contact by text, telephone and, where necessary, conduct a home visit.

Illness / Medical Appointments

- Authorised absence, e.g. illness, must be supported by a letter from the parents explaining the reason for the absence which is to be sent to the Form Tutor.
- If parents need their child to leave school during the school day EG for a medical appointment they are asked to inform the Head of Year/Pastoral Leader in writing in advance specifying the reason. The child will then be issued a pink slip.

Requests for Holidays and Other Leaves of Absence

- There is no automatic entitlement in law to take leave during school time. All applications for leave must be made, in advance, by the parent. Parents who wish to apply for a leave of absence must complete the official request form. The form is available to download from the school website or parents can request this from the Attendance & Welfare Officers.
- The school may request additional information from parents about their request, for example travel itinerary.
- Leave in term time will only be authorised in exceptional circumstances.
- Requests will not be met immediately before and during assessment periods e.g. GCSE or any other public examinations.

Unauthorised Absences

An absence will be recorded as unauthorised if:

- School does not accept a given explanation as satisfactory justification for absence.
- Medical evidence requested by school is not forthcoming.

If a pupil of compulsory school age is absent, the register must show whether that absence is authorised or unauthorised. It is the Headteacher who will decide if an absence will be

authorised. Parents cannot authorise any absence. In cases where parents seem to condone unauthorised absence, school may involve a referral to Education Welfare which could result in a Fixed Penalty Notice being issued.

The Governing Body have agreed to adopt the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence and persistent lateness to Registration. Parents will receive a written warning of the possibility of a Penalty Notice being issued and will have 15 days to ensure a sustained improvement in attendance and / or punctuality. Failure to ensure improvement will lead to the issue of a Penalty Notice.

Protocols for Monitoring Attendance in School

School Day:

- The school day for pupils begins with registration at 8.30am — by this time all pupils should be in their form room/assembly.
- Pupils entering the school premises after the registration bell are late for school;
- Pupils arriving at school after registration should report to Main Reception.
- Afternoon registration takes place within Period 4. It begins at 12:10pm. The school day ends at 14.45pm.

Form Tutors:

- Form Tutors have the responsibility of registering pupils' attendance at the beginning of the morning session.
- Form Tutors will ensure that the registers are completed in accordance with the appropriate regulations.
- Form Tutors have a major role to play in encouraging pupils to be punctual and to attend school each day.
- Absence notes from parents will be checked by Form Tutors for their authenticity and will be passed to the Attendance & Welfare Officers for filing. The Attendance & Welfare Officers will then record the absence (as authorised or unauthorised) on SIMS.

Attendance & Welfare Officer:

- Liaise closely with Form Tutors in checking that registers are completed accurately;
- Ensure that the registers are available for scrutiny and for emergencies e.g. fire drills;
- Will ensure that all absence notes are stored in a secure place;
- Responsible for notifying parents of unauthorised absences on those occasions when a pupil has been absent for three days when no reason has been received from the parents;
- Responsible for notifying the Head of Year/SLT Lead of attendance problems.
- Responsible for discussing with Form Tutors problems relating to pupil attendance and the accurate record keeping of registers.
- Produce attendance data for other stakeholders as directed by the SLT strategic lead

Punctuality:

All pupils are expected to be punctual to school (8.30am) and to lessons.

Pupils arriving after 8.30am registration bell will be marked as late using an L code.

Pupils arriving after registers close at 10:30 will be marked as an unauthorised absence which must be explained by parental contact. This will be coded U.

Monitoring and Intervention:

Pupils are placed in bands on a weekly basis and given the following consequences:

| Band | Attendance | Consequence |
|-------------|-------------------|---|
| Green | 96% or higher | Rewards and letters of praise |
| Amber | 91-95% | Rewards and letters of praise. Monitored by Form Tutor |
| Red | 90% or below | Letter of concern sent, monitoring by Head of Year. Referral to EWO |

The information is shared with students during form time and they record this in their diary. The list is updated weekly by the Attendance & Welfare Officer.

Rewards

Pupils are rewarded for good attendance in the following ways:

- Pupils who move up an attendance band are recognised in assembly and on the school TV screens.
- A weekly award is given for the best attending form.
- An end of year trip for good attenders.
- 100% attendance all year is recognised through a gift pack.