



Attendance Policy

Policy Owner	Associate Assistant Principal (Attendance & Punctuality)
Date of Adoption	September 2023
Date for Review	By July 2024

Aspire not to have more but to be more

Archbishop Oscar Romero

+ Honourable Purpose + Respect + Compassion + Cooperation +
Stewardship +

1. Introduction

High attendance is vital to the success of All Hallows Catholic College. It is vital so that students may avail themselves of opportunities and ensure our most vulnerable students are given the same opportunities.

From the outset the College promotes direct to students the link between attendance, academic qualifications gained, choices in life and success in the future.

AHCC is committed to encourage all students to have excellent attendance and punctuality. We recognise that any absence from school is detrimental. It is the legal responsibility of parents and carers to ensure good attendance and punctuality and to inform the College of any reasons for any absences. We understand that there are genuine reasons for absence, but as a College, we have a duty to monitor attendance and work with families to achieve the best possible attendance for each child and young person.

2. Aims

- To ensure that College is a welcoming environment so that students are happy, feel safe and that a child's health and emotional well-being needs are met
- To improve the quality of College life
- To create a culture in which high attendance is normality
- To recognise and reward good attendance
- To encourage individual responsibility for, and collective commitment to, the shared values of the college community
- To provide a clear framework of expectations in terms of attendance; this is accepted by parents, students, all staff and Governors
- To implement and consistently apply a system of rewards, commendations and sanctions

3. Specific Targets

- To achieve an attendance rate of above 97%
- To lower persistent absence rates
- To regularly inform parents of attendance issues
- To reduce instances of truancy through proactive work using our pastoral structures and systems
- To discuss individual attendance concerns as appropriate with a team of staff in College and intervene where necessary (Form tutors, Year Learning Leaders, Associate Assistant Principal, Family Support Worker)
- To work with relevant agencies, such as the Local Authority Attendance team when appropriate

4. Whole College Approach

Students' attendance is a responsibility shared by all College staff and we ensure that parents/carers and students are supported in achieving good attendance.

Please note that one session is the equivalent to half a College day. Lateness after 9.30am is unauthorised and coded as 'U' (recorded as one session of absence/absent for half day).

Students are expected to attend College for the full 190 days of the academic year, unless there is good reason for absence. There are two types of absence:

- Authorised (College approved)
- Unauthorised (College will not approve absence)

100 – 97%

- This is excellent. Students achieving this level of attendance should be congratulated
- Regular rewards and initiatives will recognise students at this level

96 – 93%

- Attendance at this level is a concern
- Parents/carers will receive Attendance Letter 1

92 – 90%

- A student whose attendance is at this level is at risk of becoming a persistent absentee (PA)
- Parents/carers will receive Attendance Letter 2
- Parents/carers will be required to attend a meeting with the students' Year Learning Leader

Below 90%

- A student whose attendance is at this level is identified as a **Persistent Absence (PA)**
- Parents/carers will receive a 'PA' letter and will be required to attend a second meeting with the students' Year Learning Leader/The Associate Assistant Principal/College's Family Support Worker.
-

Punctuality Detention

Students who are late to school twice in one week, will

6. Procedures, Roles and Responsibilities**All Hallows Catholic College will:**

- Investigate all unexplained absence
- Contact parents on the first day of absence (if parents/carers have not contacted College first). This will be done via a text message, followed by a phone call if there is no response from parents/carers. Such contact will be logged for future reference.
- Work closely with parents/carers (and external agencies if needed) should attendance or punctuality give cause for concern
- Inform the Local Authority of any students failing to attend regularly (students who have patterns of unauthorised absence without amassing 10 days of continuous absence)
- Inform the Local Authority of any student who has a continuous period of 10 or more days unauthorised absence
- Not authorise holidays in term time unless there are exceptional circumstances. Parents/carers need to be aware that applications for 'exceptional circumstance leave of absence' that are declined may result in a Penalty Notice being issued for 5 or more days of absence. Applications must be made in writing to the Associate Assistant Principal well in advance of the absence.

Students will:

- Ensure that they attend College regularly and on time.
- Ensure they are punctual to every lesson.
- Not leave College without permission

Parents / Carers will:

- Be encouraged to contact College if they have any concerns about their child's attendance and punctuality
- Be required to provide an explanation if a student is absent on the first day the absence occurs **and each subsequent day**.
This may be by telephone 01625 426138, email: attendance@allhallows.org.uk, MyEd app or in person to the College reception.

- Provide medical evidence to support absence when requested

7. Authorised / Unauthorised / Persistent Absenteeism / Lateness / Truancy / Medical Evidence

Authorised Absence

Authorised absence is where the College has either:

- Given authorisation in advance for a student to be absent; or
- Where an explanation offered afterwards has been accepted as satisfactory justification for absence

In the event that College has reason to doubt that the explanation offered about a particular absence is genuine, the absence will be treated as unauthorised.

Absence from school may be authorised if it is for the following reasons:

- Illness
- Unavoidable medical/dental appointments
- Days of religious observance (requested in advance)
- Exceptional family circumstances, such as bereavement
- Study leave
- Exclusion
- Gypsy, Roma and Traveller absence
- Other exceptional circumstances (the nature of these occasions will be determined by College on an individual basis)
- Lateness (when the student arrives after the register has closed and offers a satisfactory explanation)

Unauthorised Absence

Unauthorised absence is where no explanation has been given for a student's absence or where the explanation offered is considered by the school to be unacceptable. Absence from College will not be authorised for:

- Family Holidays
- Minding the house
- Birthdays
- Shopping

Absence will be recorded as unauthorised if:

- No explanation is offered by the parent/carer
- The explanation offered is unsatisfactory
- Lateness when the students arrives after the register has closed and fails to offer a satisfactory explanation

Persistent Absenteeism

Nationally, 'Persistent absenteeism' (PA) is the equivalent of 10% or more absence. Therefore, a student is deemed to be a persistent absentee if their attendance is less than 90% (regardless of whether or not the absences have been authorised). College will work closely with PA students and their families to help support the ongoing absence.

Lateness

Morning registration is at 8.55am but students are expected to be in College for 8.50am. Students are expected to be in registration on time or they will gain a L code.

Morning registration finishes at 9.15am and students arriving late after this time must sign in at the attendance office.

The register closes at 9.30am each day. Lateness after 9.30am is unauthorised and coded as a 'U' (counts as absent for half day).

Being late to subsequent lessons throughout the day will be monitored and sanctioned by class teachers.

Pupils returned by Truancy Patrols

Any students returned by the Police or Local Authority will be placed in internal isolation for the rest of the day and parents notified of the incident.

Medical Evidence

Parents/carers need to provide a full explanation for any absences due to illness or a medical condition and medical evidence may be requested.

8. Rewards / Incentives

Different rewards and incentives will be used each half term. Year groups and forms with the best attendance each week will be recognised in the school's newsletter.

There will be certificates, prizes and other rewards (non- uniform days, trips, Amazon vouchers) for form groups and individual students. These will be given for excellent attendance and also significant improvements.

9. Leave of Absence

Leave of absence in term time – amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Headteachers / Principals may not grant any leave of absence during term time unless there are exceptional circumstances.

Headteachers / Principals should determine the number of school days a student can be away from school should the leave be granted.

Parents / Carers should be aware that applications for "special circumstance leave of absence" that are refused may result in a Penalty Notice being issued for 5 or more days of absence. Applications must be made in writing well in advance of the absence.

10. Completion of Register

Registers will be completed twice daily (am/pm) by teachers in lessons or, when students are absent, by support staff who will input an appropriate code.

Electronic registers will be registered by the Governing Body with the Data Protection Registrar under the Data Protection Act 1998.

Electronic registers are accessible by parents through the parental gateway.

11. Equality

AHCC has taken into account the fact that Cheshire is an ethnically diverse community. Our practice safeguards against disadvantaging any sections of the community.

Improving the performance of underachieving / disadvantaged students is a key priority in the improvement plan of the College.

12. Legislation

Section 7 of the Education Act 1996 states that “The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise”.

Section 444 (1) of the Education Act 1996 states that “if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence”. Therefore, regular and punctual attendance at school is a legal requirement, as well as being essential to enable children to maximise their educational attainments and opportunities.

The school will inform the local authority of every student who fails to attend regularly (which is interpreted to mean those students who have patterns of unauthorised absence without amassing 10 days of continuous absence) in line with the Guidance on The Education (Student Registration) (England) Regulations 2006.

If parents decide to take their child on holiday, despite the request for Leave of Absence being declined, they are advised that this may result in the issuing of a Penalty Notice (Fine) under section 444 of the 1996 Act. A warning letter will be sent out informing parents of this.

School will report a child missing education to the local authority if a child fails to attend school for 20 consecutive school days and school are unable to ascertain their whereabouts. For the purposes of Education Law, the definition ‘parental responsibility’ lies with whomever the child resides. This could be one parent, both parents and/or carer/s.

In September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Head Teachers may not grant any Leave of Absence (holiday) during term time unless there are ‘Exceptional Circumstances’. The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis.

It should be noted that if any application is declined and the absence occurs, then school may apply to the Local Authority for a Penalty Notice to be issued to each parent/carer. The Penalty is £60 per parent/carer per child if paid within 21 days, rising to £120 if paid within 28 days. Non-payment of the Penalty Notice may result in prosecution in the Magistrates court.

We may contact the Local Authority if a pupil has 10 or more unauthorised absences in any one term (one full day equates to two absences) to request that a Penalty Notice be issued. The Penalty Notice is issued individually to each parent/carer who fails to ensure their child’s regular attendance at school.

The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Penalty Notice may result in prosecution in the Magistrates court.

13. Links with Other Policies

This policy should be read in conjunction with all other relevant policies.

