



CARDINAL  
NEWMAN  
CATHOLIC SCHOOL

# ATTENDANCE POLICY

Dated: Spring 2018

## Raising Attendance to Raise Performance

### Aim

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for pupils to maximise their chances of success. There is clear evidence showing strong links between excellent examination results and excellent school attendance.

### Key personnel

<b>Headteacher</b>	The Headteacher is the only person who can authorise leave in 'exceptional circumstances'
<b>SLT Link</b>	The SLT link for attendance is Ms S Caherty
<b>Attendance Officer</b>	The Attendance Officer is Miss Davina Bird
<b>Heads of year</b>	Your child's head of year should be the first point of contact for any attendance concerns

Cardinal Newman School recognises the strong link between attainment and attendance and the important role parents play in ensuring that it is as high as possible.

A student's progress is severely hampered if he/she does not regularly attend school. To illustrate:

- ✓ 90% attendance is an average of one day out of school per fortnight over a school year.
- ✓ 90% attendance over 5 years at secondary school is half a school year missed.
- ✓ 80% attendance over 5 years at secondary school is the same as one whole school year missed.

### Cardinal Newman: Attendance Definitions

98-100%	Excellent
96-98%	Very Good – At School Target
Below 96%	Room for Improvement
Below 94%	Cause for Concern
Below 90%	Serious Cause for Concern – Categorised as Persistently Absence from school

### Principles:

We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co-operate with each other.

## Students

We expect that all students will:

### • Attend school regularly and arrive on time

- Students are expected to be on site by 8.30am and in classrooms by 8.40am
- Tell a member of staff (e.g. Form Tutor, HOY, Attendance Officer) about any problem which is making it hard for them to attend school regularly and on time.

## Parents/Carers

We expect that all parents/carers will:

### • Encourage their children to attend school every day and on time

- Ensure that they contact school on first day of absence whenever their child is unable to attend school and **every subsequent day** they are absent from school.
- Ensure that their children arrive in school fully prepared for the school day and provide the school with up to date home, work and emergency contact numbers and not arrange family holidays during the school term.
- Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.
- Ensure that their child maintains at least good attendance (96%)

## School

Parents/carers can expect that the school will:

### • Provide a good quality education appropriate to their child's needs via a published timetable which necessitates regular and punctual attendance.

- Accurately complete attendance registers at the beginning of each session using SIMS ATTENDANCE.
- Record late arrival accurately on SIMS and ensure that the school's sanctions policy is followed with regard to the allocation of negative points and detentions (where appropriate).
- Make every reasonable effort to contact the parent when their child fails to attend school without good reason.
- Deal discretely and properly with any problem notified to the school by the parent.
- Make every effort to encourage excellent attendance, punctuality and behaviour.

### Expectations of 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 manager for filing/action.
- ✓ Form Tutors will bring to the attention of the Head of Year those pupils who are either late for registration or who are absent on a persistent basis
- ✓ To monitor & apply intervention for 2 students per half term for attendance concerns. These will centre mostly on students who have broken weeks and fall into the threshold of 93-96% attendance

### Expectations of Heads of Year:

- ✓ Will liaise closely with Form Tutors in checking that registers are completed
- ✓ Are responsible for notifying the Attendance Officer of attendance problems and patterns
- ✓ Are responsible for discussing with Form Tutors problems relating to pupil attendance and intervention to date
- ✓ Will undertake proactive intervention with a targeted group of students each half term that meet the threshold between 90-93%

### School Day:

- ✓ Students are expected to be on site by 8.30am
- ✓ All students are expected to be in class '**Ready to Learn**' by 8.40am
- ✓ Pupils entering the school premises after this time are late for school;
- ✓ Afternoon registration takes place within Period 4. It begins at 12.30pm (12.00pm on Tuesdays)
- ✓ The school day ends at 15.10pm. (2.40pm on Tuesdays)

## Punctuality and Lateness:

Registration times are 8.40am and 12.30pm (12.00pm on a Tuesday) and students must be in their form rooms by 8.40am and their teaching rooms by 12:30pm (12:00pm on a Tuesday). The school gates are locked promptly at 8.40am. The morning register will close at 10.00am, students arriving via student reception between 8.40 & 10.00am will be recorded as late and a negative point will be awarded. The student will also be issued an after school detention of 30 minutes. Students arriving into school after 10.00am will be issued a U code which is 'late after registration' mark. This is equivalent to an unauthorised absence for the session. Any student who arrives after 10:00am will be issued with a 1 hour DT that same day.

Students who are persistently late for school will have a meeting with the Head of year to help identify any issues which need to be addressed. Persistently late for school equates to being late on 5 or more occasions in any Half Term

The intention is that a strict line on punctuality will lead to improved attendance in the long term.

## Absence

Parents **must** telephone the school by **08:00** on the first day of their child's absence and **every day thereafter** and follow directions on the answering service to record the absence. Parents must record (i) their child's name, (ii) their form and (iii) the reason for their absence. The attendance secretary will transfer this information each day to the registers.

Alternatively, parents may contact the school via the school messaging service before 08:00 on the first day of their child's absence and **every day thereafter**

## Continuing Absence

Should a student be absent for more than a day without parental contact, this will be treated as a matter of concern and a potential safeguarding issue. Contact will be made by the school and external agencies will be involved where necessary.

## Frequent Absence

It is the responsibility of the relevant Head of Year and/or AHT to be aware of and bring attention to, any emerging attendance concerns.

In cases where a student begins to develop a pattern of absence, the school will try to resolve the problem with the parent/s, but at the same time may have to ask for the provision of medical evidence (e.g. a doctor's stamp in the student's planner / a photocopy of a prescription / a medical certificate) or indeed contact the GP's surgery ourselves.

## Promoting Good Attendance and Punctuality:

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- following-up absence on the first day wherever possible (via text/phone call)
- undertaking attendance checks at appropriate times
- recording good attendance on students' records, e.g. school report
- acknowledging individual's improvements in attendance
- providing feedback on individual attendance data to students and, where necessary, parents
- encouraging informal liaison between the school, EWO and other agencies wherever possible
- welcoming and supporting children returning to school after a long term absence and, where necessary, provide support via our Pastoral Team
- reward attendance for individual students on a half termly basis
- encouraging improvement
- collecting weekly data on attendance for the whole school and by year group and making this available to governors and to parents

- emphasise the importance of punctuality and good attendance during the induction process for new students via individual meetings with the Head of Year and information given to parents during the evening events

## Rewarding good attendance & Punctuality

Rewarding good attendance and punctuality is important. The ultimate reward for attending school every day and being on time is that the student will have the best possible chance of achieving their potential. However we will also reward all students who have received 100% punctuality and/or 100% attendance with ASPIRE points each half term.

On top of this, all students who have 97% attendance or improved on their last half term attendance will receive HOY raffle tickets for a Half Termly draw of prizes. This is in addition to the whole school attendance draw at the end of each Term.

## Holiday during Term time:

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. Applications should be requested before any expenses are committed. Costs already incurred are not considered when a leave for absence request is reviewed.

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. This can be collected from reception or downloaded from the school's website. Completed forms should be returned to the school's Attendance Officer at least 3 months before the proposed absence (where possible).

Leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. A request for a leave of absence involving a pupil missing 4 or more days of school will not be authorised without a formal discussion between a parent/guardian and a member of the senior leadership team.

## Unauthorised Absence

An absence will be recorded as unauthorised if:

1. Cardinal Newman has not given approval in advance for a student to be absent.
2. Cardinal Newman does not accept a given explanation as satisfactory justification for absence.
3. Medical evidence requested by Cardinal Newman is not forthcoming.
4. No explanation of absence is received within 2 weeks.
5. Only designated members of staff can authorise student absence; a parent/carer may not authorise any absence. In cases where parents/carers seem to condone unauthorised absence, Cardinal Newman may involve the Educational Social Worker.
6. Cardinal Newman adopts 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. Failure to ensure improvement in their child's attendance/punctuality will lead to the issue of a Penalty Notice.

## School Attendance Review Meetings:

In order to effectively work with parents, we will hold School Attendance Review Meetings (SARM) clinics during the year. Parents will be invited to this meeting to discuss the reasons for poor attendance and strategies will be put in place to help improve this. These review meetings will be always by Attendance Officer and will have in attendance a member of the leadership team, the Education Welfare Service and a school governor where possible.

## The Law currently states:

You must make sure that your child gets a full-time education that meets their needs. Once a child is registered at a school you are legally responsible for making sure that they attend regularly. If your child is missing school, you may be visited by a member of the Educational Welfare Service. The EWS can apply to the courts to issue fines to parents who are not attending school regularly. In magistrates court the maximum fine that can be imposed is £1000 in respect of each child who is missing school.

A child is only allowed to miss school if one of the following occur:

- They are too ill to go in
- They have advance permission from the school

Holidays during term time are only allowed under exceptional circumstances which is at the discretion of the Headteacher and are extremely rare.

Parents who take their child out of school during term time without prior permission may be fined. This is currently £60 per child, per parent which will rise to £120 if paid after 21 days but within 28 days. Any non-payments may result in prosecution with a fine of up to £2500 or a jail sentence of up to 3 months.

## Penalty Notices

1. When a student has 10 unauthorised consecutive day's absence or 12 unauthorised sessions in a 30 day period of unauthorised absence Cardinal Newman will send out a warning in the form of a letter from the Headteacher and a copy of the attendance record so far
2. If a student's attendance does not improve and there is a further 12 sessions of unauthorised absence within 5 weeks then Cardinal Newman can request that the EWS issue a penalty notice.
3. If a student takes unauthorised leave of absence of 5 days or more Cardinal Newman can request that the EWS Worker issue a penalty notice.
4. If a student's attendance does not improve and there is a further 18 sessions of unauthorised absence within 30 days then Cardinal Newman can request that the EWS investigate and prosecution may be considered.
6. If a child is identified in a public place whilst on either a fixed term or permanent exclusion, Cardinal Newman can request that EWS investigate and a penalty fine considered.

## Persistent Absences

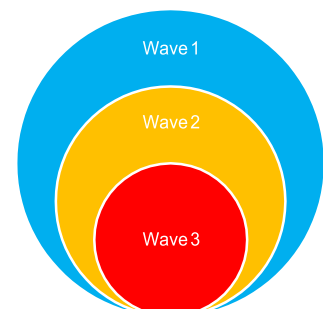
Where a child's absence falls below 95% after the October Half term, the attendance policy procedure on the next page will come into place. Prior to this point, absences will be reviewed on an individual basis.

Any child under 90% attendance is categorised by the Department for Education as Persistently Absent. If your child does fall into this category then the school may consider not authorising any further absence without medical evidence until the attendance moves out of the PA category. For further information please speak with the Attendance Officer or your child's Head of Year.

## Levels of Intervention

We offer varying levels of support for students within Cardinal Newman. The following categories are as follows:

Wave 1	Tutor Intervention	93-96% attendance
Wave 2	HOY Intervention	90-93% attendance
Wave 3	Attendance Office	< 90% attendance





	Wave 1 Intervention		Wave 2 Intervention	
	Attendance 96% or below but above 93%		Attendance 93% or below but above 90%	
	Target Group - Tutors		Target Group – HOY	
	Action	Person responsible	Action	Person responsible
Review of attendance  1 <sup>st</sup> Week of HT	<ol style="list-style-type: none"> <li>Attendance Office to issue data to HOY</li> <li>HOY to allocate students to FT</li> <li>Tutor to respond by communicating with home</li> <li>Intervention logged on SIMS under interventions</li> </ol> <p><i>* A group of identified students will be allocated to each FT via the HOY for intervention</i></p>	<ol style="list-style-type: none"> <li>Att Officer</li> <li>HOY</li> <li>Form Tutor</li> <li>Form Tutor</li> </ol>	<ol style="list-style-type: none"> <li>Attendance Office to issue data to HOY</li> <li>HOY to meet with students and prepare intervention strategy</li> <li>Letter 2a sent to parents</li> <li>Intervention filled in on HOY tracker</li> <li>HOY to phone parents and agree targets over the phone</li> <li>Targets set for improvement on form T2. Copy sent home to parents &amp; uploaded to link Docs on SIMS</li> </ol>	<ol style="list-style-type: none"> <li>Att Officer</li> <li>HOY</li> <li>Att Officer</li> <li>HOY</li> <li>HOY</li> <li>Admin Support</li> </ol>
First review  Nominated attendance week – ½ way through the HT	<ol style="list-style-type: none"> <li>Attendance Office to issue data to HOY</li> <li>HOY to share data during tutor briefing</li> </ol> <p><b><u>Attendance improved =</u></b> Tutor communicate with home</p> <p><b><u>Attendance declined =</u></b></p> <ol style="list-style-type: none"> <li>Tutor to respond that week by meeting with student and filling in target sheet T1</li> <li>Target sheet T1 filled in, copy sent home to parents &amp; uploaded to link Docs on SIMS</li> <li>Intervention logged on SIMS under interventions</li> <li>Letter 1b sent to parents</li> </ol>	<ol style="list-style-type: none"> <li>Att Officer</li> <li>HOY</li> </ol> <p>Att Office (praise postcard)</p> <ol style="list-style-type: none"> <li>Tutor</li> <li>Admin Support</li> <li>Tutor</li> <li>Attendance officer</li> </ol>	<ol style="list-style-type: none"> <li>Attendance Office to issue data to HOY</li> </ol> <p><b><u>Attendance improved =</u></b> HOY communicate with home</p> <p><b><u>Attendance declined =</u></b></p> <ol style="list-style-type: none"> <li>Letter 2b sent out to parents</li> <li>Intervention filled out HOY tracker</li> <li>Parent meeting with HOY</li> <li>Attendance awareness course</li> <li>Targets set for improvement on form T3 filled in, copy sent home to parents &amp; uploaded to link Docs on SIMS</li> </ol>	<ol style="list-style-type: none"> <li>Attendance Officer</li> </ol> <p>Att Office (praise postcard)</p> <ol style="list-style-type: none"> <li>Admin Support</li> <li>HOY</li> <li>HOY</li> <li>HOY/BSC</li> <li>Admin support</li> </ol>



	<p><b>HOY to action according to attendance figure:</b>  <i>Attendance &gt;93% - Student to stay in target group</i></p> <p><i>Attendance &gt;96% - student moves from intervention list</i></p> <p><i>Attendance &lt;93% - students to move to next target group &amp; pick up intervention from next stage.</i></p>		<p><b>HOY to action according to attendance figure:</b>  <i>Attendance 90-93% - Student to stay in wave 2</i></p> <p><i>Attendance &lt; 90% - student to move into Wave 3 (PA category)</i></p> <p><i>Attendance &gt; 93% - students to move into Wave 1</i></p>	
<p>Second review</p> <p>(End of HT)</p>	<p><b>1. Attendance Office to issue data to HOY</b></p> <p><b>2. HOY to share data during tutor briefing</b></p> <p><b><u>Attendance improved =</u></b> Tutor communicate with home</p> <p><b><u>Attendance declined -</u></b></p> <p>3. Tutor to respond by meeting with student and/or parents (face to face/phone call)</p> <p>4. Intervention logged on SIMS under interventions</p> <p>5. HOY to join tutors on difficult meetings</p> <p>6. Target sheet T1 filled in, copy sent home to parents &amp; uploaded to link Docs on SIMS</p> <p>7. Letter 1C sent home</p> <p><b>HOY to action according to attendance figure:</b>  <i>Attendance &gt;93% - Student to stay in wave 1 intervention and repeat process</i></p> <p><i>Attendance &gt;96% - no intervention needed</i></p> <p><i>Attendance &lt;93% - students to move to wave 2 intervention</i></p>	<p>1. Att Officer</p> <p>2. HOY</p> <p>Att Office (praise postcard)</p> <p>3. Tutor</p> <p>4. Tutor</p> <p>5. HOY</p> <p>6. Admin staff</p> <p>7. Att Officer</p>	<p><b>1. Attendance Office to issue data to HOY</b></p> <p><b><u>Attendance improved =</u></b> HOY communicate with home</p> <p><b><u>Attendance declined -</u></b></p> <p>2. Letter 2c sent out to parents</p> <p>3. Intervention filled out on HOY tracker</p> <p>4. Students to be considered for the next round of SARM meetings with CAF &amp; Attendance lead</p> <p>5. Parent meeting with HOY &amp; AHT</p> <p>6. EWO informed</p> <p><b>HOY to action according to attendance figure:</b>  <i>Attendance 90-93% - Student to stay in wave 2 intervention and repeat process</i></p> <p><i>Attendance &lt; 90% - student to move down into wave 3 intervention (PA Category)</i></p> <p><i>Attendance &gt; 93% - students to move into wave 1 intervention</i></p>	<p>1. Att Officer</p> <p>Att Office (praise postcard)</p> <p>2. Admin Support</p> <p>3. HOY</p> <p>4. Attendance SLT</p> <p>5. Att SLT/HOY</p> <p>6. Att officer</p>





## WAVE 3

### Attendance 90% or below

#### Target Group – Attendance Officer

Review of attendance  1 <sup>st</sup> Week of HT	<ol style="list-style-type: none"><li>1. Attendance office to analyse data and identify target group of students</li><li>2. Add student names to the Wave 3 spreadsheet and log any intervention so far</li><li>3. Review Vulnerable student watch list to cross reference names for 1<sup>st</sup> day follow of an absence</li><li>4. Create user defined group in SIMS</li><li>5. Review &amp; Prepare names for the half termly SARM Meeting</li><li>6. Letter 3PA to be send to parents</li></ol>	Attendance officer responsible along with guidance from Attendance LT member.
Weekly Thereafter	<ol style="list-style-type: none"><li>1. Collate weekly attendance data and track attendance for students in this category</li><li>2. Meet fortnightly with Attendance LT to discuss students</li><li>3. Allocate case worker for student (normally this will be the attendance officer)</li><li>4. Invite parents into school for a meeting (good practice to involve HOY as well)</li><li>5. Share weekly attendance data with key stakeholders</li></ol>	

Students in Wave 3 for a long period of time maybe subject to the school initiating a CAF to help support the student and family concerned.

