



Saint Pius X Catholic High School

STUDENT ATTENDANCE AND PUNCTUALITY POLICY

JULY 2011

Our Mission Statement:

"Saint Pius X Catholic High School is a Catholic School in which the Gospel message of the Kingdom of God is revealed through our work and through our relationships with our brothers and sisters in Christ"

This is encompassed in the statement: 'Love one another as I have loved you' *John 13*

This policy has been developed in conjunction with DfE and local authority guidance

Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement of all students
- There is a clear link between good attendance and educational achievement. Good attendance is an important consideration when applying for any Post – 16 placement, whether at College, Careership or employment.
- Regular and punctual attendance is vital if students are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging students to reach good attendance levels.
- A broad and balanced education is dependant in regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the students:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to a designated place and sign in the late book should they arrive after the official registration time.
- To inform their form tutor of any reason that will prevent them from attending school.

What the school expects of parents/carers

- To fulfill their responsibility by ensuring their children attend school regularly and on time.
- To ensure that they contact the school on the first day their child is unable to attend. In addition to respond to text messages or telephone calls regarding attendance.
- To ensure their child arrives on time and is well prepared for the school day (equipment, student planner, completed homework etc.)
- To contact the Form Tutor or Head of Year/in confidence whenever any problem occurs that may keep their child away from school.
- To inform the Form Tutor and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- To ensure the continuity of their children's education by taking holidays during the school holiday period and, in exceptional circumstances where this is not possible, to request leave in term time by completing the application form in advance of holidays.

What parents and students can expect of the school

- A broad and balanced education that is dependant on regular attendance at school.
- The encouragement and promotion of good attendance
- Regular, efficient and accurate recording of attendance
- First day contact with parents when a student fails to attend without providing good reason through text messages
- Prompt action on any problems notified
- Close liaison with the Educational Welfare Service (EWS) to assist and support parents and students where needed
- Notification to parents/carers of their child's attendance record through regular reports home
- The school will record all attendance related to incoming messages from parents and notify the relevant person.

- The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a student's absence
- When a student is absent and contact cannot be made by telephone, a standard letter may be sent home following two days of absence
- Regular post registration checks will be carried out
- Where the school has repeatedly failed to contact parent/carer or poor attendance persists, the school will discuss this with the Educational Welfare Officer (EWO)
- School and year group attendance data will be collected, analysed and monitored. The school should discuss this with the EWO. Areas of concern will be identified and action will be taken with regard to persistent absenteeism

Rewards and Targets

- Incentives are used to promote and maintain good attendance levels for example badges and certificates.
- Attendance targets will be set
- Monitor attendance when a child has reached a threshold for concern; a letter will be sent.
- At the end of the year, certificates may be awarded to all those with 100% attendance.

Involvement of Parents/Carers

It is important that parents are actively engaged in promoting good attendance.

- The Home School Agreement, the School Prospectus, Newsletters to parents, Records of Achievement and leaflets are sent to parents/carers to reinforce the importance of regular school attendance.
- The school will react positively to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.

Reintegration into School after Absence

- The school will endeavor to support students returning to school after a long period of absence
- School staff and the EWO, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating 'Individual Education Plans' and EWS Parenting Contracts Forms (EWS3) as required.
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan. Students could be referred to the Educational Support Team for LAC for support with reintegration, where appropriate.

ATTENDANCE ROLES AND RESPONSIBILITIES

Senior Management

Mrs. L. Kelly (Pastoral Support Manager) is the lead professional for attendance.

The Pastoral Support Manager is responsible for ensuring:

- Developing, monitoring and regularly reviewing the Attendance and Punctuality Policy.
- Producing and distributing attendance information for parents/carers
- Setting and monitoring targets for improving attendance within school
- Evaluating targets through line management meetings
- Supporting all staff in their work related to attendance
- Collating attendance data for the DfE, local authority and the Governing Body
- Liaising with the local authority over attendance targets.

Heads of Year

Heads of year are responsible for:

- Taking an overview of attendance data for their year group
- Identifying individual students with known punctuality/attendance problems and ensuring these students are monitored closely
- Supporting the role of the Form Tutor
- Ensuring regular post registration truancy checks are carried out
- Identifying those students whose attendance is significantly below average, but who do not fall within the group consistently being addressed by the EWS and work to support these students and their families
- Referring students to the Pastoral Support Manager when attendance gives severe cause for concern, and being aware of strategies used with these students and their families, and ensuring support for these strategies within school
- Liaising with other partners, agencies and services to improve and developing strategies to raise levels of attendance where relevant

Form Tutors

Form Tutors are responsible for:

- Completing electronic registers accurately and within the first 10 mins of the registration/period

- Have regular discussions with students about the importance of regular attendance and punctuality
- Obtaining reasons for absence from students and record on the electronic registration system in accordance with the school's procedures
- Monitor individuals, as well as whole Form Group attendance, in line with the school's procedures
- Identify trends in the attendance of individual students and respond appropriately
- Liaise regarding any queries surrounding absence

Administration

Mrs C Burley is responsible for:

- Telephoning parents on the first day of absence when students are absent without notification
- Communicating the reason for absence to the relevant member of staff
- Completing statistical returns for LA, DfE
- Ensuring that all electronic registers are completed by staff within the first ten minutes of registration and each lesson period.

The Governing Body

- Receives information from the Head Teacher and/or EWO on attendance
- Will be involved in setting school targets on attendance
- Will contribute to plans in response to where attendance is a cause for concern
- Will support the school in its efforts to raise attendance
- Will contribute to the school's strategies to improve attendance, e.g. school based Non School Attendance Panels

This policy will be reviewed every two years

Parents, staff and students will be made aware of this policy and reminded periodically of its contents.

Policy adopted by Governing Body July 2009
 Reviewed July 2011
 Next review July 2013