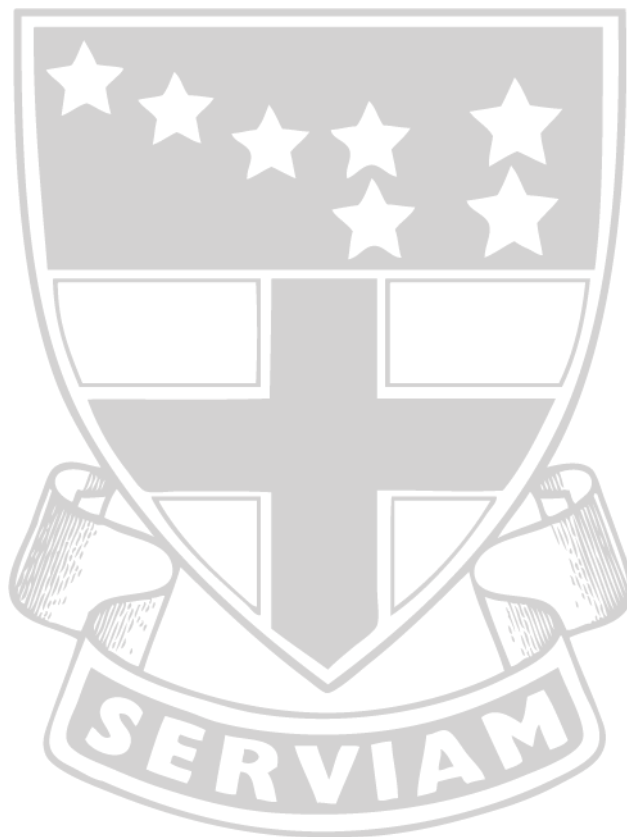


## **ATTENDANCE POLICY AND PROCEDURE YEAR 7-13**



**Date of Review: October 2024**

**Date of Next Review: October 2026**

## ATTENDANCE POLICY AND PROCEDURE

Regular attendance is a crucial factor in every student's educational development and ability to achieve their full potential. Irregular attendance leads to educational disadvantage and also places children at risk. St Angela's parents, carers and staff work in partnership to **secure the attendance** of students. Absence of 10% is considered very unsatisfactory and is the equivalent of a day off every two weeks.

*Understanding attendance percentages:*

*95% attendance equates to half a day off every two weeks*

*90% attendance equates to a day of every two weeks*

*85% attendance equates to one and half days off every two weeks*

*80% attendance equates to one whole day off every week*

***A secondary school child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school***

It is the parents and carers' responsibility in law to ensure their children attend, and stay at school all day. It is the school's responsibility to support in this matter and to take seriously problems which may lead to non-attendance.

The following points and procedures clarify the precise responsibilities of each:

1. Parents and carers are asked to limit their children's absences to cases of real illness and not to book holidays in school time. Such holidays are not automatically authorised and permission is at the discretion of the school. All letters regarding holidays must be forwarded (as set out in the Home School Agreement) to the Deputy Head Teacher. In the case where bereavement leave is requested we reserve the right to request a copy of the death certificate and/or a letter from a religious leader if the death is abroad. Appointments for doctors, dentists, opticians etc should be made out of school hours wherever possible and evidence of appointments should be provided.

Examples of unjustifiable reasons for absence from school would be:

- Going shopping with parents
- Birthdays
- Minding younger children in the family
- Staying at home because other family members are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark (after registration)
- Truancy

2. Parents and carers are reminded that arrival after the register closes is recorded as absent for that session (the whole morning). Punctuality is therefore very important, and arrivals after close of registration will be treated in the same way as absence. The school expectation is that students are within the school gate by the latest at 8.40am and in their form room by 8.45am. The morning registration session of the school is 8.50am-9.20am. If a student has three recorded lates in a week a pastoral telephone call is made home in addition to the communication outlined below.

**8.50 - 9.05am**

All students who arrive to school after lineups, are centrally signed in the Drama Studio  
SCHOOL ACTION - Flag text regarding form time sent to parents. Tracked in SIMs.

**9.05 - 9.20am**

All students who arrive to school after 9.05am and before 9.20am signed in via InVentry  
SCHOOL ACTION - Late text sent to parents and L code in SIMs.

**9.20am onwards**

All students who arrive to school after 9.20am signed in via InVentry  
SCHOOL ACTION - Morning session absence message sent to parents and U code in SIMs.

3. In cases of absence, parents and carers must inform the school via reception of the reason on the first day of absence and every day thereafter. Any communication by telephone should be confirmed in writing to school. In special circumstances pre-arranged with the school, verbal confirmation will be accepted and a note made on the student attendance record.
4. Form Tutors will monitor the attendance of their class constantly and carefully. Any absence without communication from home will be followed up immediately by admin for all students on a daily basis.
5. A letter citing any case of unexplained absence will be sent to parents via students and via email to enable parents to explain the reason for absence in writing. This is

to be returned to the main school office. Daily calls for absent students are made and if a parent is not spoken to a WEDUC message is sent home.

8. The pastoral team monitors the attendance patterns across the year groups, and is watchful for signs of group truancy. The school will also from time to time hold spot checks on attendance at lessons.
9. Pastoral Team / Admin Officer should refer to the Deputy Head Teacher
  - ii. all cases where there has been no parental response to communications from the school regarding absence
  - ii) cases where attendance continues to be unsatisfactory in spite of contact with parents and carers

as these may raise Child Protection Concerns.

10. All parents are written to on a half termly basis regarding their child's attendance. Copies of all letters relating to attendance will be placed on the student file. The parents of students who show persistent absenteeism will be contacted directly by the school. A student is classed as a persistent absentee when they miss 10% or more schooling across the year, **for whatever reason, whether it be authorised or unauthorised, or a mixture of both.** These students and their parents and carers will be subject to an Attendance Action Plan by the Pastoral Team, which may include allocation of appropriate support and could lead to Penalty Notice procedures.
11. All causes for concern which are not improving should be made known to the SLT.

### **The procedure for attendance concerns is as follows:**

- Half Termly Attendance Letter to each parent in the school
- Warning letters will be issued if students are reaching trigger levels for attendance support. If attendance continues to be a concern, penalty notice procedures may commence.
- A school decision may be taken whether to consider issuing a penalty notice\* or to instigate court action on an individual basis in Year 7-11

\*Penalty notices can now be issued for a range of attendance related offences, including unauthorised term – time holidays , poor attendance and poor punctuality,

a child coming to the attention of the police in school time, or located twice or more in truancy sweeps in 6 months.

There was a national update on attendance coding in August 2024. The school is utilising all published attendance codes to support all students with their attendance. The school is utilising the [working together attendance document](#) in full.

### **Additional procedures for Post 16 Attendance Concerns:**

- Students on Bursary will be reviewed regarding their attendance and punctuality and payments adjusted accordingly
- In relation to the Sixth Form, poor attendance will have a bearing on exam entry

#### *Legal references*

*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 suitable to his/her age, ability and aptitude, and to any special educational needs he/ she may have, either by regular attendance to school or otherwise'.*

*Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to Safeguarding and promoting the welfare of children and students under the age of 18.*

*The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare, on the premise that the welfare of the child is paramount.*