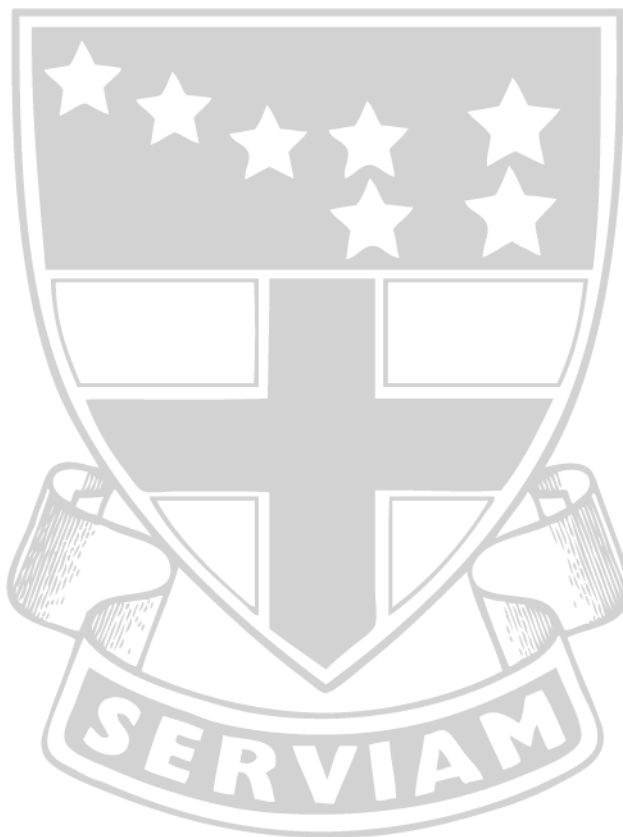


ATTENDANCE POLICY AND PROCEDURES YEAR 7-13



Date of Review: July 2026

Date of Next Review: July 2028

ATTENDANCE POLICY AND PROCEDURE

St Angela's is committed to ensuring that every student attends school regularly and punctually so that they can achieve their full educational potential. We recognise that promoting good attendance is the responsibility of everyone within the school and requires a partnership between students, parents and carers, school staff, the governing body, the Local Authority and other relevant agencies.

This policy reflects the Department for Education's statutory guidance Working Together to Improve School Attendance (updated June 2026) and the School Attendance Regulations.

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 all students.

The DfE has introduced generated attendance targets for all schools. The school utilises all of the strategies developed from the Working Together Meetings with the Local Authority including;

- School Leaders utilising the Monitoring your Secondary School Attendance information to target attendance support and feedback to parents.
- The school shares student attendance data with the Department for Education (DfE) daily. This ensures the DfE, local authorities and the school track absenteeism and support students early.
- Weekly attendance shared on the central notice board (which students visit), the plasmas and through the staff bulletin.
- Celebrations of 100% attendance to demonstrate the school's value of attendance.
- Specific monitoring and supporting for specific students in each cohort to support positive attendance.

Understanding attendance percentages:

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

90% attendance equates to a day off 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.

Students with attendance below 90% are classed nationally as persistently absent.

Students with attendance below 50% are classed as severely absent and require intensive support.

Roles to support Attendance

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels

Sharing information from the school register with the local authority, including:

- Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

The designated senior leader is our Senior Attendance Champion (Mrs Siaw- contact through the main office) and is responsible for attendance is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues with the HOY team
- Delivering targeted intervention and support to students and families

Form Tutors and class teachers are responsible;

For recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information through SIMs

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance for the HOY team

Students are expected to;

Attend school every day, on time

Safeguarding- The school recognises that poor attendance may be an indicator that a child is at risk. Attendance concerns will be shared with the Designated Safeguarding Lead (DSL) where appropriate.

Attendance concerns will always be considered alongside:

- Safeguarding concerns
- Child protection
- Mental health
- SEND
- Medical needs
- Contextual safeguarding

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 parents and carers in this matter and to take seriously issues which may lead to non-attendance.

Parents and carers are therefore asked to limit their children's absences to cases of real illness. Leave of absence during term time will only be authorised in exceptional circumstances and must be requested in advance. **Family holidays are not considered exceptional circumstances.**

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. The school may request medical evidence where there are concerns regarding the authenticity or frequency of illness absence. This will always be proportionate and considered on an individual basis.

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

The school will:

- Promote excellent attendance through a positive school culture
- Ensure attendance is everyone's responsibility
- Identify attendance concerns at the earliest opportunity
- Remove barriers preventing attendance
- Provide targeted support before considering legal intervention
- Celebrate excellent and improving attendance
- Work collaboratively with families and external agencies where appropriate

Approval for term-time absence

The Headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Serious family emergencies (eg death of a relative)

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at

least two weeks before the absence in writing. The Headteacher may require evidence to support any request for leave of absence.

Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance.
- Parent(s) travelling for occupational purposes.
- If the student is currently suspended or excluded from school (and no alternative provision has been made).

Absences from the school (which are not classified as absences)

The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings. **These are not classified as absences.**

Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

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 to 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 registration.

SCHOOL ACTION - Flag text regarding Form Period 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.

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.



Form Tutors will monitor the attendance of their class constantly and carefully. Any absence without communication from home will be followed up immediately by the administration team for all students on a daily basis.

A letter citing any case of unexplained absence will be sent to parents via email to enable parents to explain the reason for their child's absence in writing. Daily calls for absent students are made and if a parent is not spoken to a WEDUC message is sent home.

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. The school also has a reporting email for all staff to highlight classroom attendance concerns.

Pastoral Team/Administrator 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.

Attendance is monitored daily, weekly and half-termly.

The school identifies students who are:

- At risk of becoming persistently absent
- Persistently absent (attendance below 90%)
- Severely absent (attendance below 50%)
- Showing patterns of lateness.
- Displaying irregular attendance patterns.

Intervention is based upon individual circumstances rather than attendance percentage alone. 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. 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, as outlined below.

Post 16 Students - all causes for concern which are not improving should be made known to the SLT. Sixth Form students are expected to attend all timetabled learning, supervised study sessions, examinations, enrichment activities and other compulsory school activities.

Poor attendance may affect:

- Bursary eligibility
- References
- Progression opportunities
- Examination entries where examination board requirements are not met

Attendance Support- Where attendance begins to decline the school will seek to understand the barriers affecting attendance.

Support may include:

- Meetings with parents/carers
- Attendance Action Plans
- Mentoring
- Pastoral support
- SEND review
- Mental health support
- Early Help referrals
- Safeguarding referrals where appropriate
- Support from the Local Authority Attendance Team

Legal intervention will only be considered where appropriate support has been offered but has not secured sufficient improvement, or where support is not engaged with.

The school recognises that some students face barriers to attendance because of disability, medical conditions, SEND, mental health, family circumstances or other vulnerabilities. Reasonable adjustments and individual support plans will be implemented where appropriate.

The procedure for attendance concerns is as follows:

- The school analyses attendance data daily, weekly, half-termly and annually to identify trends and evaluate the impact of attendance interventions.
- Parents/carers will receive regular attendance information throughout the academic year.
- 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.
- Where support has been unsuccessful, or where parents/carers fail to engage with attendance support, the school may request that the Local Authority considers legal intervention in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct.
- Decisions regarding Penalty Notices are made by the Local Authority.

The school will consider issuing a Penalty Notice fine when a student has missed 10 or more sessions (usually equal to 5 school days) of unauthorised absence in a 10-school-week period. These sessions do not need to be consecutive and include unapproved lateness.

Notice to Improve

Before a fine (Penalty Notice) is issued, a **Notice to Improve** will be sent to parents.

- **What it is:** A final chance to improve your child's attendance and engage with support.
- **How it works:** It gives you a set amount of time to ensure there are no further unauthorised absences.

The school aims to work with families to secure positive attendance for each student to thrive.

There was a national update on attendance coding in August 2025. The school is utilising the working together attendance document in full. The school records attendance using the statutory attendance and absence codes contained within the Department for Education guidance. Attendance registers are maintained electronically and completed in accordance with statutory requirements.

This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of the Education Act 1996

Maintained schools: Part 3 of the Education Act 2002

Part 7 of the Education and Inspections Act 2006

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

The Equality Act 2010

It also refers to:

School census guidance

Keeping Children Safe in Education

Mental health issues affecting a pupil's attendance: guidance for schools

Ofsted's 2025 framework toolkit

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour Policy
- Supporting Students with Medical Conditions

Monitoring

This Policy is monitored by the Headteacher and Senior Leadership Team of St Angela's Ursuline School. Specialist staff related to the policy area also monitor its use and suitability making recommendations for development when the need arises.

Evaluation

The evaluation of the effectiveness of this policy is undertaken by the Governing Body of St Angela's Ursuline School as set at Governing Body meetings within a framework of annual/biannual compliance checks