



## Broughton Hall Catholic High School

# PUPIL ATTENDANCE AND PUNCTUALITY POLICY

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## **1. INTRODUCTION**

Broughton Hall Catholic High School is committed to providing a full and appropriate education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued, safe and welcome.

For a pupil to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and the Broughton Hall Catholic High School Attendance and Punctuality Policy is written to reflect these laws and the guidance produced by the Department for Education.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals of a minimum of 97% attendance for all pupils.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Please note: As from September 2015 the government have amended the Persistent Absentee (PA) threshold to 90% attendance. This means that any pupil whose attendance falls below 90% will be issued with a penalty notice and there may be possible court action.

## **2. ATTENDANCE TEAM MEETINGS**

The Student Support Managers attached to each year group together with the Attendance and Educational Welfare Officer, Mrs A Greenhouse and the Assistant Head Teacher, Mrs Lodge, monitor attendance across the school. Any pupil who records an attendance level below **97%** will be discussed by the School Attendance Team.

The team makes decisions in relation to letters sent home, phone calls home, visits from the Attendance and Educational Welfare Officer and referrals to Attendance and Governor Panels as well as to Local Authority Attendance Panels.

The school Attendance and Educational Welfare Officer will decide on whether to issue Fixed Penalty Warning letters and may refer to the Local Authority for prosecution at court.

## **3. SCHOOL PROCEDURES**

Any child who is absent from school at the morning registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school).

Only the Head Teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at morning registration then the absence must be recorded in the first instance as unauthorised.

## **4. LATENESS**

Morning registration will take place at the start of school at 8.45am. The registers will remain open for twenty minutes. Pupils arriving after the start of school but before the end of the registration period will be treated as present but will be coded as 'L' (late before registers close). Any pupil arriving after this time will be marked as late.

In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

**Late Procedure:** If a pupil arrives late to school, parents are notified via text and the pupil is expected to attend a 25 minute lunchtime detention (on the same day), with a member of the Pastoral Staff. If a pupil does not attend the lunchtime detention, parents are contacted again via text and pupils are expected to attend an after school 1 hour detention with their Progress Manager. Failure to attend the Progress Manager detention results in parents being contacted by text and pupils are expected to attend a 1 hour detention with a member of the Senior Leadership Team. Lateness will be monitored by the School Attendance Team.

## **5. SIGNING IN AFTER 9.05 AM / SIGNING OUT**

Pupils must sign in at Pupil Reception. The Late Procedure in point 4 will then be followed.

If any pupil needs to leave whilst school is still in session, they must sign out at Pupil Reception. Pupils will only be allowed to sign out with their parents' or carers' permission which should be provided in writing. No pupil will be permitted to sign out without this permission. All pupils must be collected from reception by a parent / guardian.

## **6. FIRST DAY ABSENCE**

Parents and carers are expected to contact the school on the first day of their daughter's absence and provide a reason for their non-attendance at school as well as an estimate as to how long they expect their daughter to absent for.

If no contact has been made by the parents or carers the school will attempt to contact the pupil's parents or carers by telephone or text message.

## **7. SUBSEQUENT ABSENCES**

If there is no contact from the parent or carer, each subsequent day of absence will be treated the same as the first day of absence i.e. the school will attempt to contact the pupil's parents or carers by telephone or text message.

If there is no contact from the parent or carer within two days of absence, the Student Support Manager will raise a concern with the Assistant Head teacher and decide how to proceed. This is in conjunction with daily Truancy Call text messages/call to parent

### **Continuing Absence**

If no reason has been provided after three days, a referral will be made to the school's Attendance and Educational Welfare Officer.

### **Frequent Absence**

It is the responsibility of the Student Support Managers to be aware of and bring attention to any emerging attendance concerns to the School Attendance and Educational Welfare Officer. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents or carers. This is the responsibility of the Support Manager and Attendance and Educational Welfare Officer.

The school will seek advice from the LA when needed.

## **8. MEDICAL CONCERNS**

If any student is absent from school due to illness, a letter must be provided by their parents or carers.

Prolonged absence due to medical reasons will require medical evidence (i.e. a doctor's note, hospital appointment card, prescription etc).

## **9. ATTENDANCE PANEL**

Any pupil with a level of below 93% attendance can be subject to an Attendance Panel referral.

The panel will examine the reasons for the absence and develop strategies for improving the pupil's attendance. The pupil's attendance will be reviewed every six weeks until a 97% (or above) attendance level is achieved.

#### **10. A WELCOME BACK**

It is important that on return from an absence that all pupils are made to feel welcome. This is the responsibility of the Progress Tutor. The Progress Tutor will discuss the reasons for absence with the pupil and look at their attendance record for the academic year and support the pupil in developing strategies to ensure good attendance in the future.

The pupil should be brought up to date on any information that has been passed to the other pupils by the Progress Tutor.

If required, the Progress Tutor will involve the Director of Subject who will provide support to help the pupil catch up on missed work.

#### **11. ABSENCE NOTES**

If a written note explaining the pupil's absence has been received by the Progress Tutor, it must be put in the registration folder so the absence can be marked correctly on SIMS.

Notes from parents and carers will be kept on file and may be used for further investigation if required.

#### **12. PROMOTING ATTENDANCE**

The school will use opportunities as they arise to remind parents and carers that it is their responsibility to ensure that their daughter attends school.

The Home School Agreement is an example of this.

#### **13. HOLIDAYS IN TERM TIME**

Holidays during term time are not permitted. Parents and carers will be reminded of the effect that absence can have on a pupil's potential achievement. Holiday requests will not be authorised.

If parents or carers are applying for a leave of absence, they must ensure that a supporting letter is submitted to the Head Teacher at least two weeks before the date that the leave of absence relates to. They must not assume permission is granted if they have not received written confirmation.

The Head Teacher and the Attendance Team will consider every application individually; our policy is **not** to grant leave of absence for any reason other than in the **most exceptional circumstance**.

#### **14. ATTENDANCE REWARDS**

Good attendance will be rewarded.

The Year group notice boards and school screens display the pupil attendance figures.

At the end of each term, pupils with 100% attendance for the term will be invited to a reward event.

#### **15. THE REGISTRATION SYSTEM**

The School uses a computerised system (SIMS) for keeping the school's attendance records. The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. student attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to students	Not counted in possible attendances

Registers are electronically backed-up on a daily basis. Paper registers will only be used in exceptional circumstances (e.g. computer failure) and entries will be entered onto SIMS as soon as possible.