



*J.P. Hines*

**Signed by Head of School:**

### **Principles**

We are committed to ensuring that all families understand the importance of 100% attendance. Attendance in school is vital for academic success. Studies have shown that pupils who attend less than 95% of the time fail to achieve their full potential at GCSE and therefore are denied the chance to a successful, fulfilling life. For these reasons, we monitor attendance patterns with vigilance and hold parents to account where necessary. We expect all pupils to attend at all times, even if they are feeling unwell.

### **Practice**

- Pupils must arrive before 8.55am; morning registers are taken from 9.00am. Lesson registers are taken at the start of each lesson
- Pupils arriving after 9.00am will be marked as late and will receive a detention. Pupils late due to hospital/medical appointments must provide a signed letter from a parent.
- In exceptional circumstances (such as severe weather or public transport disruptions) the closing of registration may be delayed at the discretion of the Head of School.
- Parents are expected to notify the school office of pupil absence. In the case of illness, parents should phone the school office on the first day of absence and then each day thereafter. The office number is 01926 428416
- The school will contact parents on a daily basis if they fail to inform the school of an absence. The school must be notified of the reason for a child's absence in order to safeguard the child and protect their educational well-being.
- Family holidays and doctor's appointments are not permitted during term time. Pupils have 13 weeks' school holiday per year and further time off on teacher training days. We kindly ask parents to make routine doctor and dental appointments during these dates in order to avoid unnecessary absence.
- Pupil absence will be recorded as 'Unauthorised' when the school is not satisfied with the reasons for the absence. Continued unauthorised absence may result in a penalty notice from the Local Authority
- For a day set aside exclusively for religious observance, pupils will be granted one day of authorised absence per religious festival, up to a maximum of three days per academic year. Time taken beyond this will not be authorised.

- The school takes seriously its duty to safeguard the welfare of all its pupils. Unexplained absences and a lack of contact from parents may cause us concern and lead us to involve other agencies such as Children's Services. We will contact the Multi Agency Safeguarding Hub (MASH) within 2 days for any child on our Vulnerable Register
- Pupils must have strong attendance in order to qualify for any trip or educational visit. For a child to attend an educational visit or trip, their attendance must be above 95%. The school also rewards excellent attendance with certificates and prizes
- The school carefully monitors attendance on a daily basis and attendance is discussed weekly by the school's Senior Leaders.
- Parental meetings are held to challenge and support our parents in raising the attendance of any child the school has concerns about.
- Where a child is failing to attend school, a plan will be drawn up in consultation with the family and, possibly, external agencies, including Education and Social Welfare workers.
- Pupils who are off school for a long period due to severe illness will be issued with optional work to carry out at home to avoid falling behind.

#### Responsibilities of all Classroom Staff

- Promote good attendance with students at all appropriate opportunities
- Promote punctuality to ensure all students are available to access learning
- Ensure registers are completed accurately and according to school procedures
- Support pupils following absence to engage with their learning once they are back in school
- Communicate any concerns or underlying problems that may account for a child's absence
- When in the role of a Form Tutor, review weekly attendance documents issued by the Attendance Manager with their form group and returned promptly

#### Responsibilities of Attendance Manager

- Collate all leave of absence request forms and inform parents of the school's decision to authorise or unauthorise absence via letter
- Provide early identification of absent Vulnerable students
- Identify and intervene where patterns of absence occur
- Refer continued absence concerns to HoY
- Keep all school register codes up to date
- Collate interventions on absence, keeping a record of letters sent and penalty notices issued
- Liaise with Warwickshire County Council and initiate student tracking procedures
- Send out warning letters prior to a Penalty notice.

#### Responsibilities of Head of Year

- When a student's attendance falls below 95%, the HoY will communicate attendance with both the student and parents (**Stage 1 Absence Letter**)
- Liaise with the Attendance Team and SLT on matters of attendance and punctuality
- Promote & reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a students' absence and monitor any safeguarding issues

## Responsibility of SLT member responsible for Attendance

- When a student's attendance reaches 90% the SLT member will communicate with parent and student (**Stage 2 Absence Letter**)
- Information shared – In case of legal action
- External agencies considered
- Promote high levels of attendance across all students
- Support vulnerable groups
- Liaise with external agencies to safeguard students with attendance concerns.

## Responsibilities of Students

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time
- Go to all their registrations and lessons on time
- Take responsibility for registering at the Reception Desk if they are late or are leaving the school site during school hours
- Provide evidence following absence or appointments.

## Absence Procedures

In order to ensure the safety and educational well-being of all pupils, we have a rigorous monitoring system and follow up policy when absence occurs.

### Internal Stages

- On the first day of absence each academic year, the school must be notified of the reason for the absence. If we are satisfied with the reason, we will authorise the absence. If we are not satisfied, the absence will not be authorised.
- **When a pupil's attendance falls below 95%** (regardless of whether absences have been authorised or not), we will issue a **Stage 1 Absence Letter** advising the family that continued absence may result in prosecution.
- **When a pupil's attendance falls below 90%** (regardless of whether absences have been authorised or not), we will issue a **Stage 2 Absence Letter** inviting the parents in to meet with the Head of Year/SLT. During this meeting, support strategies will be discussed and parents will be made aware of the next stages in the procedure should their child fail to improve their attendance.
- After the parent meeting, **the pupil's attendance is monitored for 8 weeks**. If attendance improves during this time, we close the case and monitor in the usual way.
- If attendance does not improve during this time, we will issue a **Stage 3 Absence Letter** inviting the parents in for a further meeting where the attendance plan previously put in place is evaluated and updated.
- After the second meeting, **attendance is monitored for a further 3 week period. If unauthorised absences continue after this point, the school and Warwickshire Attendance Service will begin proceedings to issue legal penalty notices to parents.**

## Safeguarding and attendance

1. LAC, CP, CIN absent students (absent without notification) - same day home visit
2. Other students on VSR (absent without notification) - by the end of the next day.
3. All other students (absent without notification) within 3 days

## Children Missing from Education (CME)

The national definition of CME is: *“all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually 10 consecutive school days)”*

Children are at risk of becoming CME for many reasons, such as:

1. They cease to attend due to exclusion or withdrawal: removal from roll with no destination.
2. They fail to complete a transfer between providers.
3. They are offered alternative provision but fail to access this provision.
4. They have moved into the area and are not yet registered on a school roll (possibly including refugees/asylum seekers who have relocated from another authority from outside the area).

Trinity Catholic School has adopted Warwickshire County Council's procedures for monitoring and reporting pupils who we believe are vulnerable and/or missing from education (CME).

Should the child be the subject of a Child Protection Plan, or should the school have child protection concerns, the Designated Safeguarding Lead will immediately notify Children's Services.

We will not remove any child from our roll without consulting Warwickshire School Admissions Services, and the Education Welfare Service where appropriate.

It is our policy to ensure that a place has been secured and the pupil has enrolled at a new school before removing a pupil from roll when transfers take place.

## Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**