



2022
—
2023

Policy adopted: June 2019

Last review date: November 2022

Next review date: November 2023

Signed by: Mr J. Cassin.

Position: Chair of Governors

A handwritten signature in black ink, appearing to read "J. Cassin".

ATTENDANCE POLICY AND PROCEDURES



Saint John Henry
Newman Catholic College

LOVE ONE ANOTHER

FAITH IN OUR COMMUNITY

COURAGE TO DO THE RIGHT THING

VOCATION TO MAKE A POSITIVE CONTRIBUTION

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE

“We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

ATTENDANCE POLICY AND PROCEDURES

1. Rationale:

Saint John Henry Newman Catholic College recognises that regular attendance is crucial if students are to achieve their God given talent and potential. Good attendance to college has a positive impact upon levels of attainment, relationships with peers, engagement with learning and future educational and employment opportunities. In line with our values, the college will seek to work with our young people, parents and external partners to strive for high levels of attendance and punctuality for all our children, thereby affording them every opportunity to achieve 'dignity and excellence.'

This policy outlines how the college will seek to promote good attendance, defines expectations of those involved, explains the systems used for recording and monitoring attendance and summarises the intervention and support available for those whose attendance falls short of the expected standard.

2. Legal Framework:

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under Section 444(1) of the Education Act 1996. This policy meets the requirements of the school attendance [guidance from the Department for Education](#) (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

3. Targets

The college strives for all pupils to achieve 100% attendance. However, it is recognised that on occasion a young person may be too unwell to attend college. To allow for such an occasion, **the minimum expected attendance to college is 97%** in any college year. The college uses the following system to monitor attendance of pupils.

100%	Excellent: This is the standard we expect from you. It will prepare you for the world of work.
97%-99%	Good: This will ensure that your learning is continuous and give you a good start in life.
91%-96%	Cause for concern: Your absences are affecting your learning. You may not get the grades you are capable of.
90% and below	Persistently absent: This is a serious concern . Your learning and attainment are being disrupted. Doors may be closed to you in the future.

The table below demonstrates how attendance links to lost learning time.

% Attendance	Days missed	Lessons missed
95	9	45
90	19	95
85	29	145
80	38	190
75	48	240
70	57	285
65	67	335

4. Roles and Responsibilities

Pupils are expected to:

- Arrive at the college on time at or before **08.45** when the first bell sounds and be in their form room by the second bell at **08.50**.
- Attend all lessons on time. Lesson times can be found on the school website or MyEd app.
- Sign in at the attendance office/reception if they are late providing a reason for their late arrival.
- Sign out at the attendance office/reception should they need to leave the college prior to **15:15**.
- Inform their form tutor or the attendance officer of any known absence in advance.
- Report to medical room if they feel unwell during the college day. **Pupils are not allowed to contact their parent/s directly.**

Parents are expected to:

- Ensure their child achieves the minimum expected attendance of 97%. Ensuring their child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting any absence that is not authorised by the college is an offence in law for which the college may take legal action through the issuing of a Penalty Notice.
- Ensure their child arrives punctually every day in time for morning registration at **08.50**.
- Inform the college on their **first day of any absence** providing a clear explanation as to the reason for absence. This should be reported via the MyEd app or telephoning the college.
- Work in liaison with the college to overcome any barriers to their child achieving good attendance including attending meetings in college when requested.
- Not request holidays in term time as these **will not be authorised by the college**.
- Make every effort to ensure that medical appointments are taken outside of college hours where possible.
- Familiarise themselves with the contents of this attendance policy and accept the contents.

Form Tutors are expected to:

- Be punctual to their form room for morning registration.
- Record morning registers accurately and submitted by **09:00** ensuring a physical check of all pupils is made.
- Monitor the attendance and punctuality of their tutees and raise any concerns with Year Leaders as soon as they are identified.
- Give praise to pupils that have good attendance and show encouragement to pupils whose attendance has improved.
- Speak to their tutees regularly about their attendance and punctuality.
- Celebrate good attendance or raise relevant concerns about poor attendance with parents on relevant parents' and consultation events.

Year Leaders are expected to:

- Promote good attendance and punctuality to college via planned form tutor sessions, assemblies and other year group events.
- Monitor the attendance and punctuality of their year group at whole cohort, key group and individual pupil level.
- Provide leadership support to Form Tutors and Pastoral Co-ordinators in the monitoring of attendance and planning of attendance improvement strategies.
- Report to relevant senior leaders on the attendance and punctuality of their year group.
- Plan and implement interventions to raise attendance and improve punctuality as relevant for their year group, key groups and individual pupils.
- Arrange targeted attendance panel meetings with pupils and parents for pupils whose attendance is a cause for concern, setting targets for improvement and evaluating impact.
- Meet with the attendance team every two weeks as a minimum to jointly monitor attendance and punctuality and to plan intervention and support strategies as appropriate.
- Ensure that any truancy from college or lesson truancy is dealt with appropriately including contacting parents, implementing a relevant sanction, and placing the pupil onto attendance report.

The Attendance Team are expected to:

- Monitor accurate completion of form time and lesson registers throughout a college day referring inaccuracies and anomalies to senior leaders for follow up.
- Be the first point of contact for parents reporting the absence of their child and record absences accordingly.
- Contact parents of absent pupils on the first day of absence if no parental contact is made to explain the reason for absence.
- Ensure that all absences have the relevant code in SIMs according to the reason for absence including whether the college has authorised or unauthorised any absence.
- Ensure that pupils arriving late to college receive the relevant late code and that pupil's punctuality is monitored weekly with appropriate sanctions issued.
- Report the absence of any pupil who is on child protection or any pupil in care to the safeguarding team by 09:30 in order that this can be followed up with direct contact to parents, parents or other relevant agencies.
- Make relevant safeguarding checks every morning and afternoon session for pupils who are coded as B (educated off site), D (Dual registered), E (excluded) or C (an absence authorised by the college) and report on these daily to the relevant senior leader.
- Provide weekly attendance data reports to senior leaders.

- Respond to all parental requests for all requests for absence including any holidays requests.
- Respond to attendance triggers as per section 5 of this policy.
- Issue Penalty Notices and initiate legal proceedings for unauthorised absence where relevant.
- Liaise with the Local Authority attendance team regarding pupils who are persistently absent (below 90% attendance).

The Assistant Head Teacher with responsibility for attendance is expected to:

- Assume strategic leadership responsibility for establishing high levels of attendance and punctuality to college and to lessons.
- Lead and inspire all staff to promote good attendance and punctuality.
- Ensure that attendance is a key strategic priority for the college and that development planning addresses improvements to attendance year on year.
- Ensure that attendance systems and processes are in line with national statutory guidance and local authority guidance.
- Providing leadership support to the attendance team.
- Ensure effective methods of communication between attendance, pastoral, SEND, CLA and safeguarding teams so that pupils who experience multiple difficulties have a co-ordinated response to overcoming barriers to attendance.
- Provide regular attendance and punctuality reports to the Head Teacher and Governing Body.
- Ensure that regular attendance information is communicated to parents via MyEd, letters and the college website.
- Provide regular information to Governors, parents, LEA and DFE regarding training undertaken, monitoring and evaluation of the College Attendance Policy and the associated in-school practices.

Governors are expected to:

- Under the Education (Pupil Registration) (England) Regulations 2006 (and amendments made in 2010 and 2013) the governing body is responsible for making sure that admissions and attendance registers are kept. College governors are also bound by the statutory requirement under Section 538 of the Education Act 2006 which requires governing bodies to provide information requested by the Secretary of State - absence data that will be collected every term through the school census.
- Consider how the ethos of the college, the curriculum, standards of teaching and learning and leadership and management all contribute to promoting the highest levels of attendance and punctuality.
- Ensure that a robust and regularly reviewed attendance policy is in place that communicates to all stakeholders how attendance will be promoted, recorded, managed and monitored including how requests for absence will be considered and what support is available for those whose attendance is a cause for concern.
- Hold senior leaders to account on the attendance and punctuality of the college.

5. Recording and monitoring of attendance and punctuality

At each session (AM and PM) the college must record whether every pupil is

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

AM and PM registers:

The college are required to take two formal registers per day. These are at morning registration at (08.50) and period 3 (12:05).

Lesson registers:

An electronic register is taken at the start of each lesson by the subject teacher.

Recording pupils who are late:

The college gates are locked at **08.50** and pupils arriving after this time are classed as late. Pupils arriving between **08.50** and **09:15** must enter through the Pastoral Care centre and sign in with the attendance team who will record them as late. Pupils arriving after 09:15 must sign in at reception using the electronic sign in system. Registers close at 09:30. Pupils arriving between 09:00 and 09:30 will be recorded as L (Late before registers close). Pupils arriving after 09:30 will be recorded as U (late after registers have closed). Parents will be contacted to provide reasons for the late arrival of their child. Children who arrive late due to the **Newman busses** are given a ticket to hand to their form tutor and no late code is recorded against them.

Monitoring of register completion

The attendance team monitor the completion of registers throughout a college day. Any register not completed on time is followed up swiftly to ensure full completion as quickly as possible.

Daily absence recording procedure

Advance request for absence made by parent / carer	Parent contacts college on first day of absence	No contact from parent regarding absence	Pupil arrives to college late (after 09:00)	Pupils arrive after 09:00 due to late arrival of college bus	Incomplete registers and register errors	Pupil leaves the college site during the college day
<p>1. Attendance team to make decision whether to authorise the absence and communicate to parent as relevant.</p> <p>2. Attendance team to notify form tutor, PACO and Year Leader to inform of absence in advance.</p> <p>3. Attendance team to input relevant code for absence as relevant.</p> <p>4. Where C code is used, attendance team are to carry out safeguarding checks for AM and PM sessions.</p>	<p>1. Attendance team to make decision whether to authorise the absence.</p> <p>2. Attendance team to record the reason for absence and code appropriately in SIMs.</p>	<p>1. Attendance team to send truancy call via MyEd.</p> <p>2. Where a reply is received from parent, a decision whether to authorise will be made and relevant absence code recorded.</p> <p>3. Where no reply to truancy call is received, the Attendance Team will initially contact parents by phone to establish reason for absence.</p> <p>4. In the case of vulnerable pupils, where parental contact cannot be made a home visit will be made on the first day of absence and daily until parental contact is made. In addition an email will be sent to the 'safeguarding@newman' email in order that absence can be followed up by safeguarding staff with parent/carers/social care as relevant.</p> <p>5. In the case of other pupils, where parental contact cannot be made, a home visit will be made on the third day of absence and daily until parental contact is made.</p> <p>6. Once parental contact is made, decision whether to authorise is made and relevant absence code recorded.</p> <p>7. All parental contact and home visits to be logged electronically.</p>	<p>1. Pupils arriving between 08.50 and 09:15 will sign in with Attendance Team in The PCC. Attendance will ensure L code in recorded.</p> <p>2. Pupils arriving between 09:15 and 09:30 will sign in via electronic system at reception. L code (late before register closes) will be recorded.</p> <p>3. Pupils arriving after 09:30 to sign in via electronic system at reception. U code (late after register closes) will be recorded. Parents contacted to provide reasons.</p>	<p>1. Pupils sign in at reception with attendance team. Registers will be amended to / (present) code.</p> <p>2. Student will be issued with a "late school bus" ticket.</p>	<p>All incomplete registers, in accuracies or anomalies will be dealt with using the following protocols:</p> <p>1. A cumulative log will be made by the attendance team.</p> <p>2. For incomplete registers a verbal instruction will be given to the member of staff via the on call team and/or senior leader and the register completed on instruction.</p> <p>3. In the case of errors, a daily log will be provided to AHT Attendance who will send formal email to relevant member of staff and faculty leader.</p> <p>4. For 3 errors or incomplete registers a letter of concern will be issued to the member of staff.</p>	<p>1. If a pupil leaves for an authorised reason (eg medical appointment) they will sign out via the electronic system at reception. The attendance team will ensure an appropriate absence code is recorded.</p> <p>2. If a pupil leaves college premises without permission the Attendance Team will:</p> <ul style="list-style-type: none"> - notify parents immediately - notify the police using '101' telephone number - notify the Year Team in order for truancy to be recorded and a sanction implemented. - record the absence as unauthorised. <p>3. If a pupil is to be sent home ill the PACO must notify the attendance team in order that the relevant absence code can be recorded.</p>

Attendance Codes

The following attendance codes will be used to mark AM and PM registers.

/	Present at AM registration	M	Medical
\	Present at PM registration	N	No reason provided for absence
B	Educated off site	O	Unauthorised absence
C	Other authorised absence	P	Approved sporting activity
D	Dual registration	R	Religious observance
E	Excluded	S	Study Leave
G	Unauthorised family holiday	T	Travellers Absence
H	Authorised holiday	U	Late after register has closed
I	Illness	V	Educational Trip or Visit
J	Interview	W	Work experience
L	Late before register closed	Y	Enforced closure

Educational Trips and Visits

The trip leader must ensure that a list of pupils scheduled to attend the any school visit or trip during college hours is provided to the attendance team a minimum of 48 hours prior to any trip taking place. On the day of the trip, the trip leader must ensure that an accurate attendance register is taken prior to departure from college and that a copy of this is handed directly to the attendance team prior to leaving the college premises.

B, C, D and E codes

In line with safeguarding requirements, the Attendance Team will carry out safeguarding checks for pupils recorded as B (educated off site), C (other authorised absence), D (dual registered) and E (excluded) by making contact with parents/external providers as relevant for all morning and afternoon sessions. A daily log of these checks are provided to the AHT Attendance and a cumulative log maintained and stored centrally in the Attendance Office alongside copies of public liability insurance certificates for relevant providers.

Authorised / Unauthorised absence

Any absence is authorised at the discretion of the college. Parental notification of absence and / or illness is not sufficient reason for an absence to be authorised by the college. Only college can state whether an absence has been authorised. This is why parental contact for any absence is required, including a clear explanation for the absence. Parents will be notified as to whether the College has deemed an absence to be authorised or unauthorised.

Medical Evidence

The college may require medical evidence in order for an absence from college to be authorised. This will be determined on an individual pupil level but will always be required in the following circumstances:

- for any single period of absence of more than 5 college days
- for the third separate period of illness in any half term and for ALL subsequent absences thereafter
- for any absence for a pupil who is in the 'persistently absent' category (less than 90% attendance)

Medical evidence can take any of the following forms:

- A medical appointment card
- A medical appointment letter
- A copy of a prescription with the name of the child and a relevant date clearly visible
- Medication with a chemist's label showing the name of the child and a relevant date clearly visible
- An "unfit for School" declaration or letter from your GP
- A hospital discharge letter

6. College response to absence

The college operates a structured response to absence triggers. These are detailed in the table below. Copies of letter to parents can be found in Appendix A.

Attendance	Category	College response
100%	Excellent	Attendance celebrated via MyEd communication, rewards assemblies, progress reporting systems and parents' evenings.
97% – 100%	Good	
93% – 96.9%	Cause for concern	Stage 1 letter sent home to parents. Future absences only authorised at discretion of the college.
90% – 92.9%	Poor	Stage 2 letter sent home to parents. All future absences unauthorised without relevant medical evidence being provided. Year Leader to make telephone contact to discuss attendance concern directly with parent/s. Issuing of Penalty Notice where there is sufficient grounds. SENCO to be notified and to contact parents to arrange a person centred review (for all SEND pupils).
Below 90%	Very Poor / persistently absent	Stage 3 letter sent home to parents All absences to continue to be unauthorised without relevant medical evidence being provided. Formal attendance meeting to take place in college or a home visit to be arranged. Attendance contract (see Appendix B) to be completed including formal improvement targets. SENCO to be notified. Emergency review to be instigated for all pupils with an EHCP.
Below 50%	Severely absent	In addition to the above parents are issued with a Fast track to attendance order, in which attendance will be monitored over a 12-week period. If there is no improvement the Local Authority will move to prosecution of the parent.

Children Missing Education:

The college adheres to the Oldham Local Authority procedures for children who are missing education. This is detailed in Appendix C.

7. Support and Intervention for absence concerns

The college wishes to work closely with parents in order to support the improvement of their child's attendance. As such, the college has a range of support strategies as follows:

Pastoral team support:

Support is available from your child's Form Tutor, Year Leader and Pastoral Co-ordinator. Please contact the college in order for you to arrange a mutually convenient time to discuss your child's attendance.

Attendance Team:

The college Attendance Officers are able to meet with parents and pupils to discuss attendance concerns. This includes where parents are finding it difficult to get their child into college each day. Attendance Officers are also willing to carry out home visits in order to support the improvement of attendance.

Attendance contracts:

The college may request parents and pupils to complete an attendance contract. This is a supportive measure that outlines the barriers to a pupil's attendance, improvement targets for future attendance and what support the college will offer. Whilst attendance contracts will be required for any pupil with below 90% attendance, this can be put in place at any stage in order to support a pupil's attendance.

Home visits:

The college Attendance Officers will carry out home visits, which may be pre-arranged or unannounced depending on the reason for the visit. In addition, parents with disabilities or any other barrier to them being able to come into college, can request a home visit in respect of advice around improving their child's attendance.

Attendance panels:

The college makes use of attendance panel meetings with pupils and/or parents and year Leaders and/or Governors/AHT-Attendance. These are supportive meetings where barriers to attendance and punctuality are raised and informal discussions about required improvements are undertaken.

Individual Health Care Plans:

An Individual healthcare plan (IHP) can be put in place to support pupils with a temporary or long term medical condition. This is written by either the Attendance Officer, SENCO or Learning Support Manager with input from the parent and the school health advisor. The aim of the IHP is to ensure appropriate support and adjustments are implemented to ensure that an ongoing medical condition does not present a barrier to attendance.

Referrals to external support agencies:

Where the college believe that internal support strategies have failed to bring about the necessary improvement to a pupil's attendance it may be necessary to make a referral to an external support agency such as social care or Early Help.

Fast Track to Attendance:

Where college intervention and support have failed to bring about the necessary impact, the college may refer to the Local Authority in order to implement a Fast Track to Attendance strategy. This is a formal plan to address a pupil's persistent absence from school.

8. Requests for leave of absence including holidays in term-time.

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. Applications for leave of absence should be made in writing a minimum of three weeks in advance of the planned absence. The leave of absence form can be found in Appendix D.

9. Requests for participation in approved sports activity or performances

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, at the Headteacher's discretion whether to authorise this and he/she will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be given if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C (absence authorised by the college).

The college will only authorise absence for the above where the company or provider has public liability insurance, a copy of which is provided to the college. In addition, the Headteacher will only authorise absence for such activity if the pupil concerned has overall good attendance to college and is making satisfactory academic progress. Permission for such activity can be withdrawn at any time.

10. Attendance procedures related COVID-19 :

Children who have a suspected case of COVID 19 and absent from school are recorded with 'X' on the attendance register. If the student receives a positive PCR result, then the code will be 'I' while the child isolates for the prescribed time. If the test is negative the child should return to school. If the child continues to feel ill, then this will be recorded as 'I' on the attendance register for the duration of the isolation period.

11. Links to other college policies:

This policy should be considered alongside the following policy documents:

Accessibility Plan

Special Educational Needs and Disability Policy

Supporting Children with Medical Needs

Behaviour for Learning Policy

Appendix A

Dear <parent salutation>

RE: <Pupil Name, form grp>

In accordance with our procedure to improve attendance and achievement, I am writing to inform you of your child's attendance to date.

COVID has made things very difficult this year and it has impacted significantly on school attendance. The government have insisted that attendance is mandatory, and children should attend school even if a family member is Clinically Extremely Vulnerable. Full government guidance can be found here:

[School attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-guidance)

The table below indicates how your child's attendance compares to that of children nationally and to that of their peers.

National attendance in secondary schools 8 th March-20 th May	Average attendance at Newman College September to May	Your Child's attendance	No of lates this term
%	%	<__> %	< >

The table below sets out our usual minimum expectations regarding attendance.

97% – 100%	Good This will give your child a good start in life and support a positive work ethic.
93% – 96.9%	Cause for concern Absence may begin to affect attainment and progress at school, please work with the school to improve this.
90% – 92.9%	Poor Absence is now affecting attainment and progress at school, please work with the school urgently to improve this.
Below 90%	Persistently absent This is a serious concern and is disrupting your child learning.

Thank you for your support in this matter.

Yours sincerely



Mr A Russell
Assistant Head Teacher-Attendance.

Appendix B

Blessed John Henry Newman RC College Attendance Contract

Date of meeting:	Name of pupil:	Who is present at the meeting:
Current attendance:	Current attendance concerns and barriers:	
Improvement targets:	1	
	2	
	3	

Tick as relevant	Agreed actions
	<parent name> must contact the college by 09:00am if their <pupil name> is absent from college.
	Future absences will not be authorised without supporting medical evidence.
	<pupil name> must attend on time for morning registration at 08:55am.
	<parent name> will contact the college between 09:30 and 10:00 to check whether <pupil name> has arrived in college.
	<pupil name> will not leave college without permission before 15:15
	<pupil name> must attend all lessons on time.
	<parent name> will keep the college updated on any circumstances that will potentially impact on the attendance of <pupil name>.
	The college will provide a weekly update to <parent name> including attendance for the week and cumulative attendance since September.

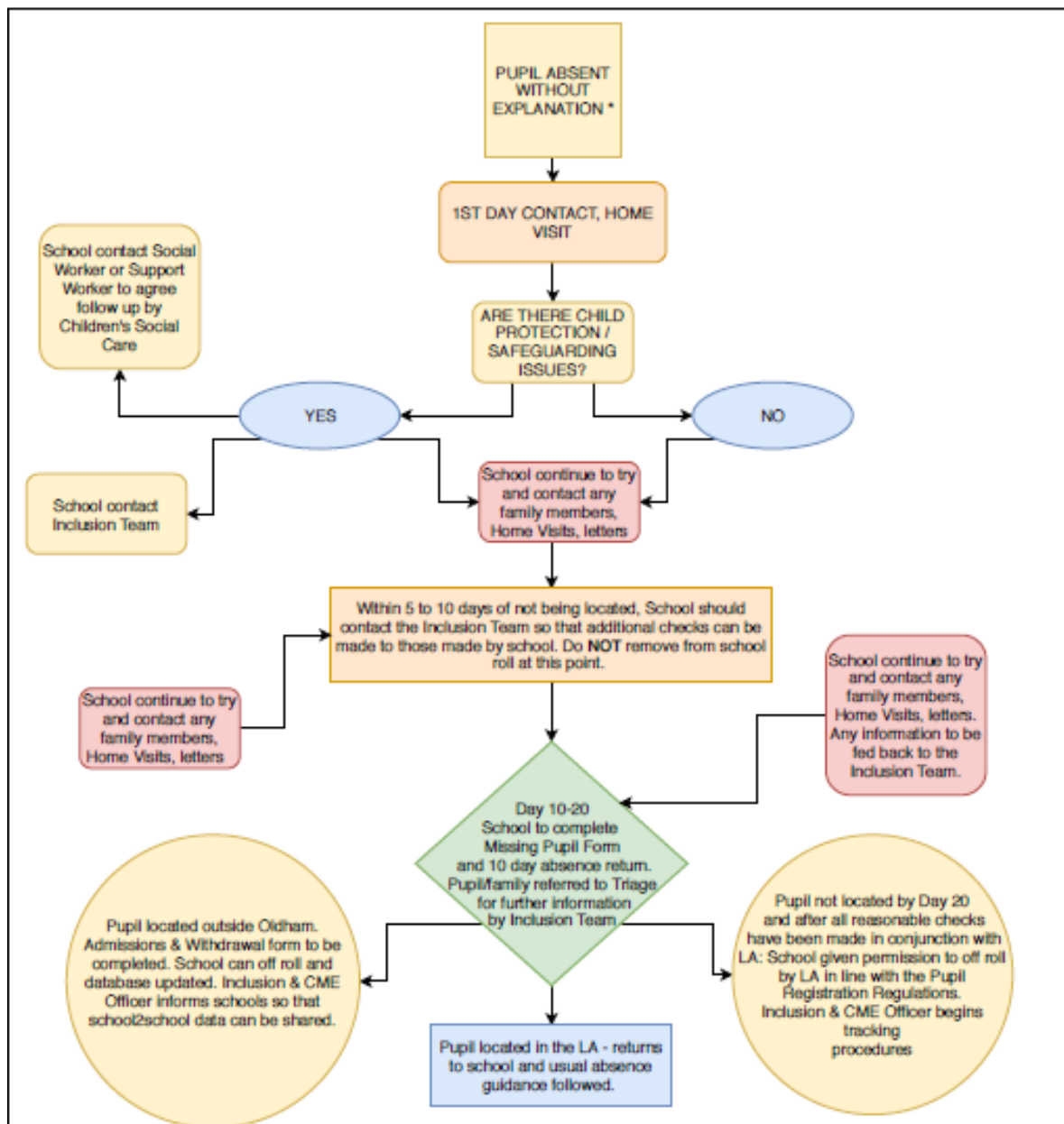
Should the agreements made in this contract be broken, the college may potentially issue a Penalty Notice, make a referral to the Local Authority Attendance Service or initiate legal proceedings.

Pupil name	Pupil signature
Parent name	Parent signature
College staff name	College staff signature

Appendix C



CHILDREN MISSING EDUCATION PROCEDURE



Appendix D

Blessed John Henry Newman RC College Leave of absence request form

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised which may lead to a Penalty Notice being issued.

YOU ARE ADVISED NOT TO MAKE ANY ARRANGEMENTS UNTIL YOU HAVE RECEIVED A RESPONSE TO THIS REQUEST.

Pupil/s name/s:	Date/s of birth:	
Date/s of requested absence (inclusive): From: To:	Reason for absence:	
<p>Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the normal 13 weeks annual holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on a separate page.</p>		
Parent name	Parent signature	Date of application

