



CARDINAL NEWMAN
CATHOLIC SCHOOL



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Attendance Policy

Dated: December 2023

Review: July 2024



Raising Attendance to Raise Performance

Aim

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for pupils to maximise their chances of success. There is clear evidence showing strong links between excellent examination results and excellent school attendance.

Key personnel

Headteacher	The Headteacher is the only person who can authorise leave in 'exceptional circumstances'
SLT Link	The SLT link for attendance is Mrs C Chester
Attendance Officer	The Attendance Officer is Ms Samantha Johnson (Miss Dynan – Temp)
Heads of year	Your child's head of year should be the first point of contact for any attendance concerns

Cardinal Newman School recognises the strong link between attainment and attendance and the important role parents play in ensuring that it is as high as possible.

A student's progress is severely hampered if he/she does not regularly attend school. To illustrate:

- ✓ 90% attendance is an average of one day out of school per fortnight over a school year.
- ✓ 90% attendance over 5 years at secondary school is half a school year missed.
- ✓ 80% attendance over 5 years at secondary school is the same as one whole school year missed.

Cardinal Newman: Attendance Definitions

98-100%	Excellent
96-98%	Good – At School Target
Below 96%	Room for Improvement
Below 94%	Cause for Concern
Below 90%	Serious Cause for Concern – Categorized as Persistently Absence from school

Principles:

We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co-operate with each other.

Students

We expect that all students will:

- **Attend school regularly and arrive on time**
- Students are expected to be on site by 8.30 am and in classrooms by 8.40am
- Tell a member of staff (e.g. Tutor, HOY, Attendance Officer) about any problem which is making it hard for them to attend school regularly and on time.

- ✓ Tutors have the responsibility

Parents/Carers

We expect that all parents/carers will:

- **Encourage their children to attend school every day and on time**
- Ensure that they contact school on first day of absence whenever their child is unable to attend school and every subsequent day they are absent from school.
- Ensure that their children arrive in school fully prepared for the school day and provide the school with up to date home, work and emergency contact numbers and not arrange family holidays during the school term.
- Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.
- Ensure that their child maintains at least good attendance (96%)

School

Parents/carers can expect that the school will:

- **Provide a good quality education appropriate to their child's needs via a published timetable which necessitates regular and punctual attendance.**
- Accurately complete attendance registers at the beginning of each session using ARBOR ATTENDANCE.
- Record late arrival accurately on ARBOR and ensure that the school's sanctions policy is followed with regard to the allocation of negative points and sanctions (where appropriate).
- Make every reasonable effort to contact the parent when their child fails to attend school without good reason.
- Deal discretely and properly with any problem notified to the school by the parent.
- Make every effort to encourage excellent attendance, punctuality and behaviour.



- ✓ Tutors will ensure that the registers are completed in accordance with the appropriate regulations.
- ✓ Tutors have a major role to play in encouraging pupils to be punctual and to attend school each day.
- ✓ Tutors will bring to the attention of the Head of Year those pupils who
 - ✓ are either late for registration or who are absent on a persistent basis
 - ✓ To monitor & apply intervention for 2 students per half term for attendance concerns. These will centre mostly on students who have broken weeks and fall into the threshold of 93-96% attendance

Expectations of Heads of Year:

- ✓ Will liaise closely with Tutors in checking that registers are completed
- ✓ Are responsible for notifying the Attendance Officer of attendance problems and patterns
- ✓ Are responsible for discussing with Tutors problems relating to pupil attendance and intervention to date
- ✓ Will undertake proactive intervention with a targeted group of students each half term that meet the threshold between 90-93%

School Day:

- ✓ Students are expected to be on site by 8.30am
- ✓ All students are expected to be in class '**Ready to Learn**' by 8.40am
- ✓ Pupils entering the school premises after this time are late for school;
- ✓ Afternoon registration takes place within Period 4. It begins at 12.30pm
- ✓ The school day ends at 15.10pm.



Punctuality and Lateness:

Registration times are 8.40am and 12.30pm and students must be in their form rooms by 8.40am and their teaching rooms by 12:30pm. The school gates are locked promptly at 8.40am. Students arriving via student reception between 8.40 & 8:45 will be recorded as late, given an L1 and attend a same day lunch DT for 10 minutes. Any students arriving after 8:45 will be recorded as late, given an L2 and attend a same day lunch DT for the whole of lunch time.

Students who are persistently late for school will have a meeting with the Head of year to help identify any issues which need to be addressed.

The intention is that a strict line on punctuality will lead to improved attendance in the long term.

Absence

Parents **must** telephone the school by **08:00** on the first day of their child's absence and **every day thereafter** and follow directions on the answering service to record the absence. Parents must record (i) their child's name, (ii) their form and (iii) the reason for their absence. The attendance secretary will transfer this information each day to the registers.

Alternatively, parents may contact the school via the school messaging service before 08:00 on the first day of their child's absence and **every day thereafter**

Continuing Absence

Should a student be absent for more than a day without parental contact, this will be treated as a matter of concern and a potential safeguarding issue. Contact will be made by the school and external agencies will be involved where necessary.

Frequent Absence

It is the responsibility of the relevant Head of Year and/or AHT to be aware of and bring attention to, any emerging attendance concerns.

In cases where a student begins to develop a pattern of absence, the school will try to resolve the problem with the parent/s, but at the same time may have to ask for the provision of medical evidence (e.g. a doctor's stamp in the student's planner / a photocopy of a prescription / a medical certificate) or indeed contact the GP's surgery ourselves.

Promoting Good Attendance and Punctuality:

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- following-up absence on the first day wherever possible (via text/phone call)
- undertaking attendance checks at appropriate times
- recording good attendance on students' records, e.g. school report
- acknowledging individual's improvements in attendance
- providing feedback on individual attendance data to students and, where necessary, parents
- encouraging informal liaison between the school, EWO and other agencies wherever possible
- welcoming and supporting children returning to school after a long-term absence and, where necessary, provide support via our Pastoral Team
- reward attendance for individual students on a half termly basis
- encouraging improvement
- collecting weekly data on attendance for the whole school and by year group and making this available to governors and to parents



- emphasise the importance of punctuality and good attendance during the induction process for new students via individual meetings with the Head of Year and information given to parents during the evening events

Rewarding good attendance & Punctuality

Rewarding good attendance and punctuality is important. The ultimate reward for attending school every day and being on time is that the student will have the best possible chance of achieving their potential. However we will also reward all students who have received 100% punctuality and/or 100% attendance with ASPIRE points each half term.

On top of this, all students who have 97% attendance or improved on their last half term attendance will receive HOY recognition during rewards assembly's. Students will also receive post cards home for good attendance.

Holiday during Term time:

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. Applications should be requested before any expenses are committed. Costs already incurred are not considered when a leave for absence request is reviewed.

There is **no** automatic entitlement in law to take leave during school time. All applications for leave must be made, in advance, by the parent. Parents who wish to apply for a leave of absence must complete the official request form. This can be collected from reception or downloaded from the school's website. Completed forms should be returned to the school's Attendance Officer at least 3 months before the proposed absence (where possible).

Leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. A request for a leave of absence involving a pupil missing 4 or more days of school will not be authorised without a formal discussion between a parent/guardian and a member of the senior leadership team.

Unauthorised Absence

An absence will be recorded as unauthorised if:

1. Cardinal Newman has not given approval in advance for a student to be absent.
2. Cardinal Newman does not accept a given explanation as satisfactory justification for absence.
3. Medical evidence requested by Cardinal Newman is not forthcoming.
4. No explanation of absence is received within 2 weeks.
5. Only designated members of staff can authorise student absence; a parent/carer may not authorise any absence. In cases where parents/carers seem to condone unauthorised absence, Cardinal Newman may involve the Educational Social Worker.
6. Cardinal Newman adopts the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence and persistent lateness to registration. Parents will receive a written warning of the possibility of a Penalty Notice being issued. Failure to ensure improvement in their child's attendance/punctuality will lead to the issue of a Penalty Notice.

School Attendance Review Meetings:

In order to effectively work with parents, we will hold School Attendance Review Meetings (SARM) clinics during the year. Parents will be invited to this meeting to discuss the reasons for poor attendance and strategies will be put in place to help improve this.



The Law currently states:

You must make sure that your child gets a full-time education that meets their needs. Once a child is registered at a school you are legally responsible for making sure that they attend regularly. If your child is missing school, you may be visited by a member of the Educational Welfare Service. The EWS can apply to the courts to issue fines to parents who are not attending school regularly. In magistrates court the maximum fine that can be imposed is £1000 in respect of each child who is missing school.

A child is only allowed to miss school if one of the following occur:

- They are too ill to go in
- They have advance permission from the school

Holidays during term time are only allowed under exceptional circumstances which is at the discretion of the Headteacher and are extremely rare.

Parents who take their child out of school during term time without prior permission may be fined. This is currently £60 per child, per parent which will rise to £120 if paid after 21 days but within 28 days. Any non-payments may result in prosecution with a fine of up to £2500 or a jail sentence of up to 3 months.

Penalty Notices

1. When a student has 10 unauthorised consecutive day's absence or 12 unauthorised sessions in a 30-day period of unauthorised absence Cardinal Newman will send out a warning in the form of a letter from the Headteacher and a copy of the attendance record so far. (appendix F)
2. If a student's attendance does not improve and there is a further 12 sessions of unauthorised absence within 5 weeks then Cardinal Newman can request that the EWS issue a penalty notice.
3. If a student takes unauthorised leave of absence of 5 days or more Cardinal Newman can request that the EWS Worker issue a penalty notice.
4. If a student's attendance does not improve and there is a further 18 sessions of unauthorised absence within 30 days then Cardinal Newman can request that the EWS investigate and prosecution may be considered.
6. If a child is identified in a public place whilst on either a fixed term or permanent exclusion, Cardinal Newman can request that EWS investigate and a penalty fine considered.

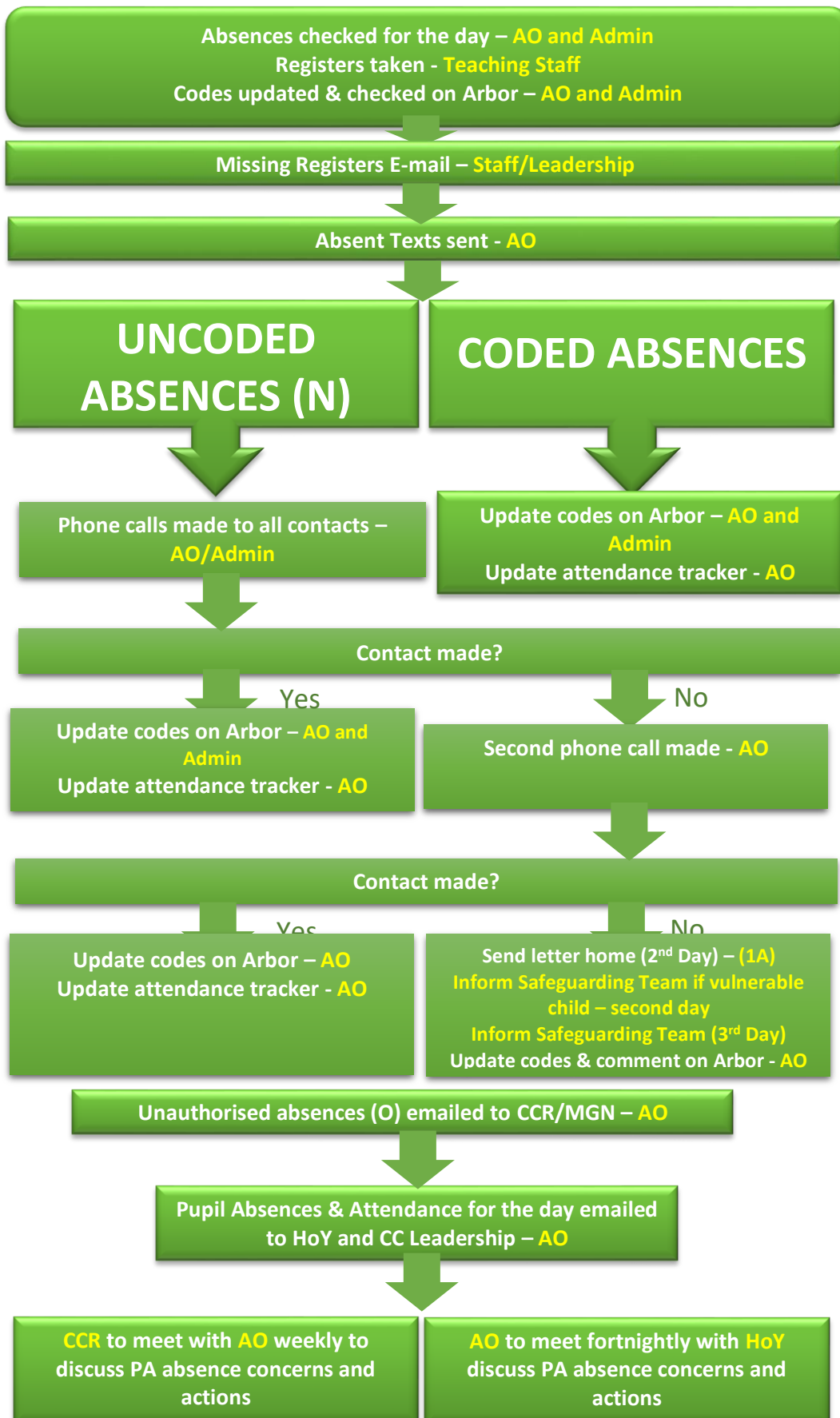
Persistent Absences

Where a child's absence falls below 95% after the October Half term, the attendance policy procedure on the next page will come into place. Prior to this point, absences will be reviewed on an individual basis.

Any child under 90% attendance is categorised by the Department for Education as Persistently Absent. If your child does fall into this category then the school may consider not authorising any further absence without medical evidence until the attendance moves out of the PA category. For further information please speak with the Attendance Officer or your child's Head of Year.

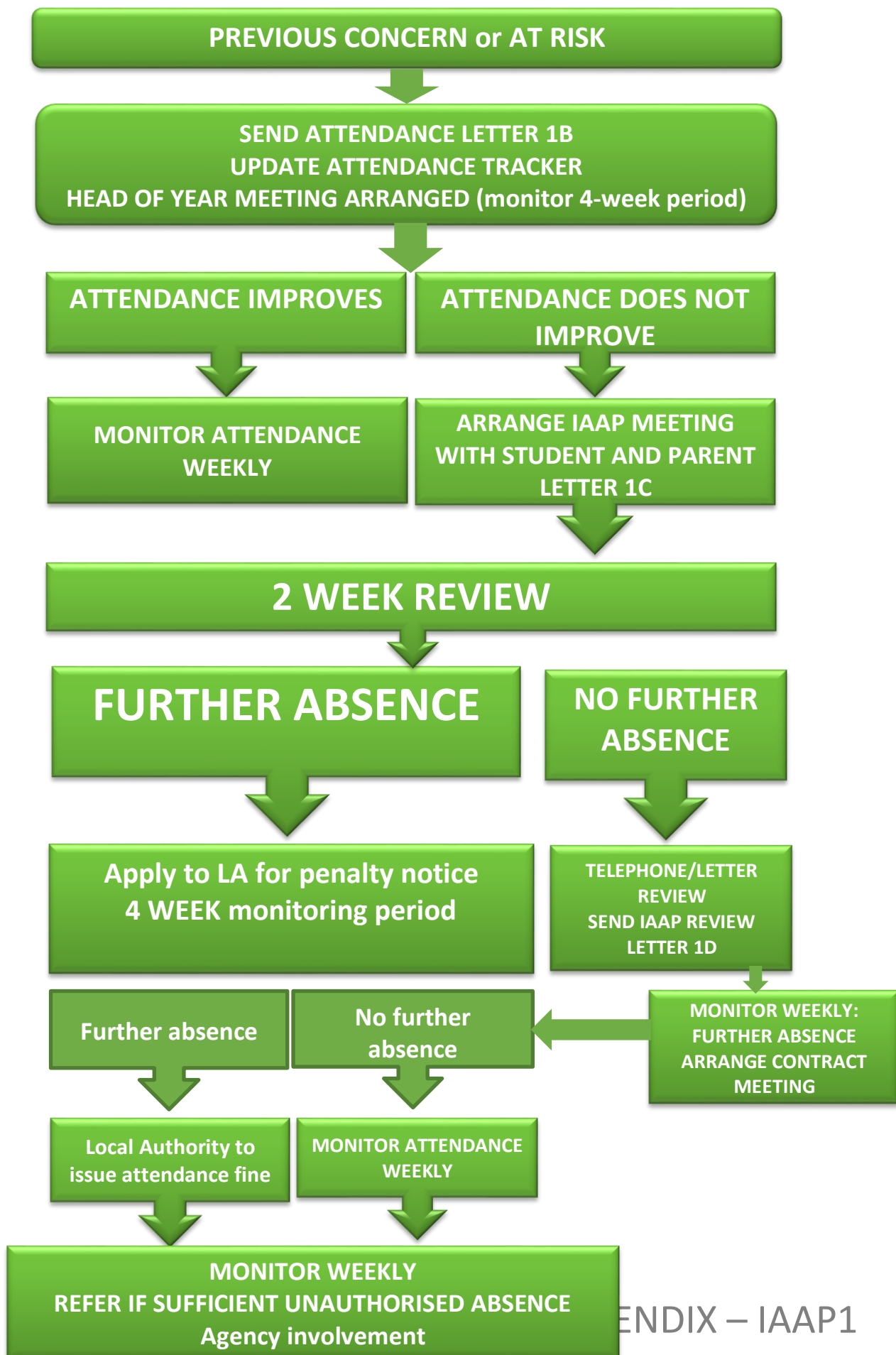


Daily Attendance Process





Persistent Absence Process





Individual Attendance Action Plan

Pupil:	DOB:	Year:
Parent 1:	DOB:	
Parent 2:	DOB:	

Academic year	Attendance %	Authorised absence		Unauthorised absence		Total	
		Number of sessions	%	Number of sessions	%	Number of sessions	5
/							
/							

Reasons for previous absences:	Pupil's views:

Issues that could prevent future attendance:

Actions required to ensure regular attendance:	By whom?

Target:

Review date: ____ / ____ / ____

Parent _____ Pupil: _____

Parent _____ School: _____