



# **Xavier Catholic Education Trust**

## **Attendance Policy**

**This policy has been approved and adopted by the Xavier Catholic Education Trust in Oct 2022 and will be reviewed in Sept 2023.**

**Committee Responsible: Audit and Risk Committee**

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## 1. Aims

The Xavier Trust is committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Promoting and support punctuality in attending school on time.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### **3. Roles and responsibilities**

#### **3.1 The Trust Board**

The Trust Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties

#### **3.2 The Local Governing Committee**

The Trust Board is responsible for:

- Regularly reviewing and challenging school level attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

#### **3.3 The Headteacher**

The Headteacher is responsible for:

- 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 pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

#### **3.4 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Leanne Harris and can be contacted via [head@stannes-chertsey.surrey.sch.uk](mailto:head@stannes-chertsey.surrey.sch.uk)

#### **3.5 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with Surrey CC Education Welfare Officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

The attendance officer is Niamh Burke and can be contacted via [hslw@stannes-chertsey.surrey.sch.uk](mailto:hslw@stannes-chertsey.surrey.sch.uk).

### **3.6 Teachers**

Teachers, Coaches and Learning Support Staff are responsible for recording attendance on a twice daily basis, using the correct codes, and submitting this information to the school office by 9:10am and 1:30pm respectively.

### **3.7 School office staff**

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the home school link worker in order to provide them with more detailed support on attendance as required.

### **3.8 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with at least 3 emergency contacts for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.9 Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording attendance**

## 4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Registration takes place at 9:00am and children who arrive after the register has been taken will be recorded as late for school – coded 'L' on the registration certificate.

Registers close at 9:10am and after this lateness is recorded as an unauthorised absence – 'U' on the registration certificate - and can be subject to referral to the Inclusion Service and possible prosecution by the Local Authority.

If a child comes in late due to a medical appointment (before 10:30am) it will be recorded as a medical matter (coded 'M').

Persistent lateness before close of register by a student will be addressed by the school.

## 4.2 Unplanned absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office staff (see also section 7).

This can be done via the Arbor InApp messaging service or by calling anytime and leaving a message on the absence or late answer phone. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

To request a leave of absence parents must complete a form which can be picked up at the office. This form, once completed, must be returned to the school office. The headteacher will then authorize / unauthorize the absence, following the policy guidelines and a letter noting the decision will be given to the parent.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Registration takes place at 9:00am and children who arrive after the register has been taken will be recorded as late, using the appropriate code (L).
- Registers close at 9:10am and after this lateness is recorded as an unauthorised absence, using the appropriate code. (U)
- If a child comes in late due to a medical appointment (before 10:30am) it will be recorded as a medical matter, using the appropriate code (M)

### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason, if we have not received a response by 10am a phone call will be made. If the school cannot reach any of the pupil's emergency contacts, the school may make a home visit and consult the inclusion service or may even need to notify Child Services or the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Text or Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

### **4.6 Reporting to parents/carers**

Each parent always has access to their child's attendance and absence levels via Arbor App in real time. Absence reports including reason for the attendance marks are available on request at any time.

In addition, staff grade attendance and punctuality on the mid-term report sent to parents each February.

Parents also get their child's full attendance record with their end of year report.

If there is concern about a child's attendance or punctuality, then the parents will receive a letter – these are issued half termly.

Children's attendance which remains at 100% will receive a certificate at the end of each term.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as **circumstances** that are temporary and involve an extraordinary event.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- A wedding, funeral or big birthday where the pupil is an immediate family member or in the case of a wedding a significant part, e.g. page boy or bridesmaid. The travel to these events will not be authorized just the event yourself.

### 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## **6. Strategies for promoting attendance**

The school will reward the class with the highest attendance each term and details of monthly attendance by class will be published in the school newsletter.

All pupils who achieve 100% attendance for the term will get a certificate and anyone who achieves 100% for the school year will get a prize.

## **7. Attendance monitoring**

The HSLW/attendance officer looks at the statistical data for attendance weekly and identifies patterns in attendance, monitoring persistent absences and following up with families to help support better attendance. Holding termly meetings with the Surrey Inclusion Officer to for support and advice in dealing with any areas of concern.

### **7.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:



- Provide regular attendance reports to class teachers/form tutors, and other school leaders, to facilitate discussions with pupils and families.
- Based on data issue warning letters which increase in severity, e.g. Initial warning, need for medical evidence, inclusion officer is involved.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Will issue warning letters which increase in severity, e.g. Initial warning, need for medical evidence, inclusion officer is involved.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Supporting children when they are in school to ensure they are happy and willing to attend
- HSLW will promote positive behavior, develop, and maintain positive, amenable relationships and connections between home and school. To also, help identify potential attendance issues and reduce any current stressful situations to prevent future difficulties.

If there is persistent absence parents will receive a letter along with a copy of the pupil attendance certificate advising of the need to improve attendance. The school will work with the family and any necessary authorities to support and help resolve any barriers to improved attendance.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by Xavier COO. At every review, the policy will be approved by the full Trustee Board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
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<b>I</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day