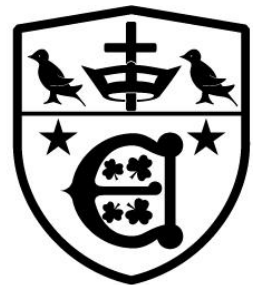


# Attendance and Punctuality Policy

---



**ST EDWARD'S  
COLLEGE**  
LIVERPOOL

## **1. Introduction**

St Edward's College is committed to providing a full and appropriate education to all pupils and embraces the concept of equal opportunities for all.

We recognise the clear link between the attendance and achievement of pupils. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils within St Edward's to support pupils' learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. *As a school, we define regular attendance as 97% or above.*

St Edward's College believes teachers, parents, carers, pupils and all members of the community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve.

## **2. People Responsible for Attendance Matters**

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success

## **3. The Law**

- Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. The law says that they should attend regularly (Section 444 of the Education Act 1996). If a compulsory school age pupil is absent the register must show whether the absence is authorised or unauthorised. It must also record the nature of any approved, supervised educational activities.
- Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure
- that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

#### 4. Aims

- Maximise the overall percentage of pupil attendance and punctuality
- Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- Provide support, advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

#### 5. Promoting Regular Attendance

This is everyone's responsibility, all members of staff, parents/carers and pupils. To help us all focus on this, we will ensure we all focus on the Attendance Strategy (appendix 1 and 2)

- An appropriate curriculum is provided and will be reviewed regularly.
- Appropriate interventions by are put in place by the appropriate staff to improve punctuality.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes the academy and multi-agency provision as appropriate.
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- Good attendance and punctuality is rewarded through regular incentives (appendix 4)
- Attendance and punctuality is regularly discussed with pupils in form and classes – posters promoting attendance in every classroom. (appendix 3)
- Form Teachers and class teachers weekly speak to triage pupils (pupils at risk of PA)

#### 6. Why Regular Attendance is very important:

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week, which is approximately 18 days or 90 lessons per year

The DFE has produced evidence showing there is a strong link between poor school attendance and low levels of achievement:

<b>Students attendance</b>	<b>Chance of achieving 5 good pass grades at GCSE</b>
100% - 96%	73% of students achieve 5 good pass grades
96% - 94%	64% of students achieve 5 good pass grades
93%- 90%	55% of students achieve 5 good pass grades
80% to 70%	Only 20% chance of achieving 5 good pass grades
50% and below	Only 6% of students achieve 5 good pass grades

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

## **7. Understanding types of Absence**

St Edward's College has to record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by text or phone on the first day of absence, update us on each day the absence continues and inform us in writing on the pupil's return.

### *Authorised Absence*

Authorised Absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Principal, not parents who make the decision to authorise absence from school.

### *Unauthorised Absence*

Unauthorised Absence is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings;
- Absences which have not been explained;
- Pupils who arrive at school too late to get their mark.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. St Edward's College can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer to case to the local authority requesting a Penalty Notice be issued.

## **8. Persistent Absence**

- Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects schools to intervene well before pupils reach a level of persistent absence.
- Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.
- Parent/Carers are asked to contact the Head of House in the first instance

## **9. Attendance Expectations and Absence Procedures**

### 9.1 Expectations of Pupils:

- Pupils will be expected to attend school
- Pupils are expected to attend period 1 class to be marked in for the morning session.
- The school expects all pupils to attend lessons punctually
- Pupils are expected to clearly answer their name when the register is called out.
- If the pupil is late they must sign their name and time of arrival on the late sheet held at reception

- It is the pupil's responsibility to ensure that they are marked in and receive a late slip before they attend class

## 9.2 Expectations of Parent/Carer

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

- Ensure your child arrives for school on time.
- Telephone school if your child is to be late. The number is 01517271284. Please choose the appropriate option from the switchboard.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
- Contact school preferably by 8am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school. We request a phone call/ message for each day of your child's absence with a brief update on possible return.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the school if the reason for absence requires a more personal contact.
- In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided)
- Requests for exceptional circumstances leave of absence must be in writing to the Principal and can only be authorised by the Principal. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

## 10. Medical Concerns and Medical or Dental Appointment

- If any pupil is absent due to illness a letter should be provided by parents/carers. Prolonged absence will require medical evidence (e.g. doctor's note, hospital appointment card, prescription etc).
- Any medical or dental appointments should be made outside of the school day. If this isn't possible, the appointment should be made at the start or end of the school day in order to minimise absence.

## 11. Our School Procedures

If a pupil is absent:

- Message a parent/carer via SIMs InTouch on the first day of absence if we have not heard from them by 9:30am. We require a response to this message.
- If no response is received and the absence is unauthorised a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet with the Pastoral Wellbeing Officer or the Head of House, if appropriate.
- If absences persist the Assistant Principal will discuss actions with the Principal.

When the pupil returns to School:

- They will have a “welfare” conversation with their House Tutor
- They will be given extra support if needed by the Pastoral team to support their return. They will need to collect the work missed as a result of the absence

## **12. Attendance Team Meetings**

The Attendance Officer will monitor daily attendance and will liaise with Heads of House, Pastoral Officer and Assistant Principal.

The Assistant Principal will meet fortnightly with each Head of House to update and discuss the attendance of the pupils in their House.

The Assistant Principal will meet fortnightly (supervision meeting) with the Attendance Officer, Heads of House, Pastoral officer, Pastoral Manager and Learning mentor

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.

## **13. Managing PA**

In order to ensure the school has effective procedures for managing PA,

- Attendance and Punctuality Roles and Responsibilities Guidance (Appendix 1)

Strategies used:

- Send letters to parents.
- Fortnightly Supervision Safeguarding meetings
- Having a weekly form tutor attendance focus on Triage list
- Poster – Promoting the importance of good attendance
- Attendance 4 week programme with pupils attendance below 90%
- Pastoral Mentoring - weekly check-ins to review progress and assess the impact of support
- Fixed penalty notice issued
- Team around the Child meetings
- Open EHATs if required to support the pupil
- Welcome the pupil back following any absence and provide catch-up support to build confidence and bridge gaps in learning.
- Head of House - meet with the pupil to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.

## **14 External Agencies**

*School's Safer Police Officer*

Our School's Safer Police Officer provides support and advice to both the school and parents to ensure that all students are in a safe environment and attend school regularly. The Community Police Officer works with the Attendance Officer to run the Acceptable Attendance Agreement (triple AAA) programme. This is a programme that helps students and parents become aware of their attendance percentage. This programme can help prevent having to take legal proceedings which include: Penalty Notices, Parental Prosecution and Education Supervision orders.

## **15 Leave of absence in Term Time**

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.

Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Principal will determine the number of school days a child can be away from school if the leave is granted.

## **16 Lateness**

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

### *How we manage lateness*

The school gates open to pupils at 0815

- The school day starts and registers are taken at 08.40 (period 1) by a teacher and pupils receive a late mark if they are not in their teaching room by that time.
- Late arrival to school following the close of registers (at 9:40am) is classified as an unauthorised absence (u) if no contact is made with the school.
- If a pupil is late to school without good reason they will be issued a break detention to be served on the same day.
- If a pupil is persistently late after the official close of the register, the pupil will be issued an extended detention on Friday afterschool (1 and half hours). The Head of House will also meet with the parents/ carers.
- If a Parent/Carer has any problem getting their child to attend school on time they should contact the Head of House who will offer support to resolve the problem.

## **17 Removal from Roll**

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016.

These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school, we are now required to:

- Inform the LA in every circumstance when deleting a pupil's name from the admission register.
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the Head of House comprehensive information about their plans, including any date of a move and the new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information,

these investigations can be avoided.

## **18 Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning. All pupils are expected to be in their classes on time, where the teacher will record the attendance electronically.

Any pupil with permission to leave the school during the day must sign out at reception and sign back in again on their return. Immediate action will be taken when there are any concerns that a pupil might be truanting.

If truancy is suspected, a member of CLT is notified, and the parent/carer will be contacted in order to assess the reasons behind the pupil not attending school. The following procedures will be taken in the event of a truancy: Pupil will be issued with a Principal's detention

If any further truancy occurs, then the school will consider issuing a penalty notice. A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school

## **19 Child Missing Education (CME)**

A student is regarded as CME when the pupil has:

- Has not returned to school for ten days after an authorised absence
- Is absent from school without authorisation for twenty consecutive school days
- The pupil is no longer at a known address and all efforts to locate them have failed
- The pupil will be removed from the admission register when the College and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.
- The Attendance Officer will notify the local authority CME team by completing the appropriate online form. This only applies if the College does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- If there is evidence to suggest the pupil has moved to a different local authority area, contact should be made with the named person in the new authority using secure communication methods.

## **20 Attendance Rewards**

Good attendance will be celebrated by rewarding individuals, groups and classes.

(appendix 4 )

Pupils with 100% attendance will be invited to attend reward events.

School trips and events will be considered a privilege. Where attendance drops below 95 percent, these privileges may be taken away.

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.



## **21 Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a legal duty to make sure that their children attend. All school staff are committed to working with parents and students to ensure as high a level of attendance as possible

***This Policy was adopted by the Full Governing Body in October 2022. The next review will take place in October 2025.***

## Attendance and Punctuality Roles and Responsibilities Guidance

### Whole School Approach

Whom	Actions Expected
Pupils	<ul style="list-style-type: none"> <li>Attend school every day unless too ill to do so.</li> <li>Arrive on school site by PURE at the beginning of period 1</li> </ul>
House/ Subject Teacher	<ul style="list-style-type: none"> <li>Complete registers on SIMS each day for each lesson on time</li> <li>Ensure attendance has a high profile in tutor time and class</li> <li>Ensure all members of the form know the school target and their current attendance (HTs)</li> <li>Discuss absence with pupils returning to school (HTs / pastoral Staff)</li> <li>Welcome and support long-term absentees back into the class by supporting/ monitoring catch up work. (Pastoral Staff)</li> </ul>
Attendance Officer	<ul style="list-style-type: none"> <li>Ensure staff have completed AM/PM registers</li> <li>Ensure input of accurate attendance marks in the register via SIMS</li> <li>Identify pupils who are absent from school without reason (after 9:30am)</li> <li>Log on SIMS, parental voicemails, text messages and emails regarding student absences</li> <li>SIMS In Touch messages sent to parent/carers who have failed to contact regarding their child's absence and also pupils who arrive late.</li> <li>First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. To forward this on to Pastoral teams if necessary.</li> <li>Contact subject teachers with specific attendance queries and necessary follow ups required.</li> <li>Log attendance of all pupils going out /in school for medical, dental or visits.</li> <li>Daily contact with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters. If pupils fail to attend with reasons unknown, this is passed onto the Head of House</li> <li>Vulnerable pupils' attendance is monitored daily. Any unauthorized absence is immediately followed up with the DSL or Safeguarding team</li> <li>Generate weekly attendance figures for house tutors and pastoral leader – Triage list</li> <li>Generate weekly attendance for CLT</li> </ul>
Head of House	<ul style="list-style-type: none"> <li>Track and monitor absenteeism and to intervene appropriately.</li> <li>Track and monitor persistent lateness and to intervene appropriately.</li> <li>Liaise with parents/ carers regarding absenteeism/ lateness.</li> <li>Inform Assistant Principal (Pastoral) of any irregular patterns of attendance.</li> <li>Work on strategies for improving attendance across their House.</li> <li>Work closely with House Tutors on managing absentees and latecomers effectively – triage list</li> <li>Offer individualised support with the support of the Pastoral wellbeing officer and pastoral mentor for PA return to school</li> <li>Meet with the Assistant Principal (Pastoral) on a regular basis to discuss attendance issues.</li> <li>Liaise with teaching staff regarding support work with identified pupils.</li> <li>Ensure excellent attendance and improvements in attendance are rewarded – Attendance award strategy</li> <li>Support the Pastoral Officers with pupils in other educational settings.</li> </ul>

<p style="text-align: center;"><b>Curriculum Leaders</b></p>	<ul style="list-style-type: none"> <li>• Ensure informal discussions take place with identified pupils to follow up attendance issues and agree if future action is required – Triage list</li> <li>• Discuss with subject teachers, when required, identified pupils of concern regarding specific attendance queries and if necessary follow ups are required.</li> <li>• Coordinate with the subject teacher, help for pupils to catch up on missed work due to prolonged absence.</li> </ul>
<p style="text-align: center;"><b>Pastoral Officers / Mentors</b></p>	<ul style="list-style-type: none"> <li>• Focused casework interventions with persistent absence pupils and families, working with the Pastoral when necessary.</li> <li>• Phone call contact with pupils/parent/carers when required.</li> <li>• Home visits when required.</li> <li>• Track actions and interventions, and feedback to Assistant Principal, Head of House and Attendance Officer</li> <li>• Mentor pupils who require support</li> </ul>
<p style="text-align: center;"><b>Assistant Principal (Pastoral)</b></p>	<ul style="list-style-type: none"> <li>• Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>• Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to Heads of House, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and that systems are operating effectively.</li> <li>• Track and monitor all disadvantaged pupils in relation to attendance.</li> <li>• Use attendance data to identify and take action to improve the attendance of vulnerable pupils</li> <li>• Daily action based on Pastoral Officer's log of attendance of targeted vulnerable students. Action is taken as a matter of urgency</li> <li>• Point of contact for pupils in other settings. Conduct or arrange for others to conduct QA visits.</li> <li>• Lead on fortnightly Safeguarding Meetings where attendance and particularly, PA, is a standing item.</li> <li>• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision (led by DSL).</li> <li>• Work closely with the parents of PA.</li> <li>• Liaise with external agencies to offer families support to overcome barriers to attendance when necessary.</li> <li>• Support HOH in all matters related to attendance.</li> </ul>
<p style="text-align: center;"><b>Principal</b></p>	<ul style="list-style-type: none"> <li>• Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with CLT and Governors.</li> </ul>

# SEC Strategic Plan



# ATTENDANCE MATTERS!

**When you're in school you...**

- Build your confidence & self-esteem 
- Achieve 
- Grow as a person 
- Develop new skills & interests 
- Develop awareness of other cultures, religion, ethnicity & gender differences 
- Gain qualifications to secure a positive future 

## Have the best possible start in life!

At St Edward's we consider good attendance to be over 98%

Pupils who arrive after 08.45 will receive a corrective sanction

GREATER THAN <b>98%</b> ATTENDANCE		Pupils more than 98% attendance secure over half a grade higher in their GCSEs than predicted in Y7
LESS THAN <b>90%</b> ATTENDANCE		Pupils who attend less than 90% underperform by more than two thirds of a GCSE grade than predicted in Y7

**PUPILS WITH HIGHER ATTENDANCE ACHIEVE BETTER QUALIFICATIONS!**



ST EDWARD'S COLLEGE



# Attendance Rewards



HOUSE COMPETITION - THE HOUSE WITH THE BEST ATTENDANCE EACH HALF-TERM WILL RECEIVE 100 HOUSE POINTS



TERMLY FORM COMPETITION - FOR EVERY DAY YOUR FORM HAS 100% ATTENDANCE YOU WILL GET A POINT, THE FIRST FORM TO ACHIEVE TEN POINTS WINS A BREAKFAST!



END OF TERM RAFFLE FOR PUPILS WITH 100% ATTENDANCE - SODEXO VOUCHER TO BE USED IN THE REFECTORY PRIZE FOR ONE PUPIL FROM EACH YEAR GROUP (Y7-11)



A FINAL RAFFLE AT THE END OF THE YEAR FOR PUPILS WHO HAVE HAD 100% ATTENDANCE OVERALL - HIGH STREET VOUCHER PRIZE FOR ONE PUPIL FROM EACH YEAR GROUP (Y7-11)



ALL PUPILS WITH 100% ATTENDANCE FOR THE YEAR WILL RECEIVE A PIN BADGE IN THEIR HOUSE COLOUR



ALL PUPILS WHO HAVE OVER 98% ATTENDANCE AT THE END OF THE YEAR WILL ATTEND A SPECIAL SUMMER EVENT