



Holy Cross

CATHOLIC HIGH SCHOOL

Attendance Policy

Rationale

Pupils can only be taught and achieve if they attend school regularly and punctually. Holy Cross expects parents to ensure the continuous and regular attendance of their children at school. A concern for regular and continuous attendance fosters not only recognition of the important value of learning but also of self-discipline, responsibility and reliability. A positive attitude to school attendance will be fostered by the school by making each child's experience of school worthwhile and hopefully enjoyable.

Purposes

- to encourage all pupils at Holy Cross to see the virtue and importance of high standards of attendance to effective learning
- to instil in pupils the importance of high standards of attendance and punctuality for success in life after school
- to offer information, guidance and support to parents in matters of attendance so as to maximise pupil attendance and punctuality
- to ensure a well understood and functioning system is in place which meets national and local requirements for pupil attendance at school

Guidelines

- group tutors will be responsible for the monitoring of attendance of their tutor absence notes from parents and initiating correspondence with parents where children have returned to school without proper explanation, as defined by the current arrangements given to parents about authorised and unauthorised absence. Attendance details will be kept on computer which will be updated weekly. Students are expected to be in school at 8.55am for morning registration. All N marks are to be resolved by from tutors on a weekly basis. This process will be supported by Attendance Improvement Officers (AIO)
- students who arrive late without a valid reason will be expected to attend a break time detention on the same day. Three late marks accumulated over time result in an after school detention on Tuesday or Friday evening
- clear guidance will be given to tutors about the accurate completion of registration forms which will be taken at the beginning of the school day. Class teachers will complete registers at the start of each lesson. Registers will be monitored daily by the schools Attendance Improvement Officer (AIO), Mr Dooley, and supported by Year Heads and the Assistant Head Teacher. A text will be sent to any parents who have not informed the school of their child's absence on any given day the AIO will be responsible for publishing statistics to key staff on a weekly basis. Mr Dooley will be responsible for analysing the attendance statistics and taking action as issues arise. Where this analysis reveals pupils with an attendance percentage of below 90% or more than five broken weeks in a term the Attendance Improvement Officer (AIO) will contact home to inform the parents of this. Parents are then offered support and new targets are set in an attempt to improve the figures using Attendance Contracts. External Agencies may also be used to support this process. Where improvement does not occur the AIO is involved and a target of 100% during next 20 days is set.
- persistent offenders are identified and the local authority is asked by the Assistant Head to begin the legal process of initiating warning letters to parents
- the Assistant Head will liaise with the Welfare Committee of the Governing Body in matters

of attendance - furnishing this committee regularly with Attendance Statistics and the details of particular problem pupils

- the school will maintain and regularly publish attendance statistics as required by statute and also within the school via bulletins and newsletters, so that the importance of good attendance is kept at the forefront of everyone's mind
- the school will also endeavour to assist pupils with setting appropriate work to be completed at home when pupils for reason of longer term illness are unable to attend school. The school will also make every effort to liaise effectively with home tutors when home tutoring has been established. The guidelines set out by Shaftesbury High will be followed in consultation with AIO
- pupils returning after lengthy absence will be monitored by AIO, Heads of Year and supported by tutors, subject staff and where needed the school's counsellor, Chaplain and The Routledge Centre
- issues of attendance and punctuality will be a standard agenda item at all year team meetings and all pastoral heads' meetings
- subject teachers should maintain regular checks on class attendance and insist on good punctuality. Each half term a prize draw takes place in each year group for pupils with 100% attendance. A whole school draw also takes place for a voucher
- pupils are automatically awarded 10 A1 points for 100% attendance in a week
- 100% attendance certificates are given to pupils at the end of each term
- certification of full attendance is awarded annually at the Awards Days
- holidays are not authorised in term time. Parents/carers may apply for leave of absence for exceptional circumstances to the Headteacher. Parents do not have an automatic right to take their child out of school for leave during term time and may be issued with a penalty notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher

Penalty Notices

The school may seek to use Penalty Notices in the following cases:

- following a formal meeting where parents have been warned in writing of the school's intention to use a penalty notice
- where an application for leave of absence has been refused and the pupil is subsequently absent during the requested dates
- pupils failing to return after an authorised leave of absence
- pupils who are persistently late after registration has closed
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Holy Cross expects its pupils to have enjoyed very high standards of attendance for its own sake and also for pupils' future needs. Every encouragement will be given to develop standards and positive attitudes and every effort made to ensure follow-up procedures to deal with lack of attendance as required.

Approved: 5 March 2018

Review date: Spring 2019



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Addendum to the Whole School Attendance Policy in the light of Covid- 19

Academic year 2020 -21 Autumn Term

Expectations of attendance

The DfE have now indicated that:

- From the start of the autumn term 2020 attendance in school is mandatory and the usual rules on attendance apply
- Schools should now record attendance and follow up absence in the usual way
- The duty on parents to ensure the regular attendance of children of compulsory school age is no longer disapplied
- The ability to issue sanctions such as penalty notices is no longer disapplied

The school day

To address the requirements of reopening safely there are some changes to processes in school. The school day is now:

8.50am to 3.05pm

Excellent punctuality remains an essential expectation for all students. Students are expected to be in school by 8.50am, ready for the start of registration at 8.55am.

The recording of attendance

Attendance registers will be marked in line with the DfE statutory guidance and as detailed in our main Whole School Attendance Policy. During this academic year, there will be the use of an additional code X. This will be used to record situations when students are:

- Self isolating
- Household isolation
- Quarantine
- Local lockdown arrangements
- Students with medical evidence from a consultant advising against school attendance due to pre-existing health concerns

This code does not count as present or absent on the students attendance record.

Students testing positive for Covid 19 will be marked as Ill in the school attendance register. This is an authorised absence.

School attendance framework and support to encourage good attendance

The school attendance framework remains as on pages 2 and 3 of our school attendance policy. In addition, during this time we have additional support for students:

- Access to Head of Year, Assistant Head of Year or a Form Tutor daily
- Access to School Counsellor, Chaplain, Attendance Officer, Pastoral Mentor, Learning Mentor, SENDCo or Assistant SENDCo, as appropriate
- Signposting or referral to specialist external support
- A whole-school focus on supporting a culture of recovery and re-establishing routine throughout

Sanctions for failure to attend school regularly

The DfE have indicated that sanctions will now be used to address non-attendance at school. As a school, in the first instance, we will continue to offer as much support as is reasonable to prevent the need for such an approach. However, when needed, legal interventions as detailed on page 3 of the Whole School Attendance Policy may be used.

Leave requests

The usual school policy applies which requires a request in advance of leave. Parents should also consider the consequences of potential quarantine on school attendance.

We do not authorise any applications for holidays during term time, and this still applies to restrictions with any vouchers issued for holidays cancelled due to Covid 19.

Students who should not attend school

1. **Students who display symptoms of Covid 19** should not attend school. A test should be arranged and the results communicated to school. School will ask to see a copy of the test results in order to confirm positive cases.

It is essential that school are aware at the earliest opportunity that there is a potential Covid 19 case.

Students testing negative should return to school at this point (any continued absence would be recorded as either an authorised or an unauthorised absence dependent on the evidence provided)

Students testing positive should isolate for 10 days from the onset of the symptoms

2. **Students with underlying health conditions following recent medical advice**

In most cases those students shielding or with family members shielding should now return to school.

In a very small number of cases, students may receive a letter from their consultant to inform them that they should not return to school. These students will be offered online education.

School will ask for a copy of this letter.