



St John Bosco  
ARTS COLLEGE

# Attendance & Punctuality Policy

### **Introduction**

St John Bosco Arts College is committed to providing a full and appropriate education to all pupils. We will endeavour to provide an environment where all pupils feel safe, valued and welcome. Improving attendance is in everyone's interests to ensure safe, healthy and successful students.

In order to reach their full potential, a high level of attendance is vital for pupils and, as such, all pupils should strive towards a goal of 100% attendance. We rely on the support of parents and carers to send their child to school EVERY DAY, on time, unless the reason for absence is unavoidable. It is a parent's legal responsibility to ensure their child is educated and permitting absence from school without good reason creates an offence in law and may result in prosecution.

The college, in line with the local authority, considers 97% or higher to be good attendance. We aim to act early to address patterns of absence and support parents in their legal duty to ensure their child of compulsory school age attends regularly.

Any parent needing support to ensure their daughter attends should contact the school as soon as the concern arises.

### **Attendance Expectation & Routines**

Due to the importance of being a good attender, parents/carers and students will regularly hear attendance messages through form time, assemblies, parent's evenings, ClassChart announcements, termly progress reports and meetings when required.

#### **Daily Routine for Students:**

- 8.00am – School opens with free breakfast items for all students – passive supervision.
- 8.30am – Students attend morning registration (registers taken at 8.35am).
- Students who arrive between 8.35am and 8.55am will enter school via reception and sign in using the schools Inventory system. Students arriving between 8.35am and 8.55am will receive a 'late' mark and complete a 20-minute detention at lunch time.
- Students who arrive after 8.55am will complete a 1-hour detention after school.

#### **Pupil Absence**

Parents/carers are expected to contact the school on the first day of their daughter's absence and provide a reason for non-attendance to school as well as an estimate as to how long they expect their daughter to be absent for. If no contact has been made, the school will attempt to contact the parent or carer (first day response calls).

A note should be provided on the first day of your daughter's return to school.

Parents/Carers should update the school office or PPC with any changes to telephone numbers or address as a priority.

#### **School Procedures**

- Attendance pre-school calls
- We will telephone parents/carers on the first day of absence if we have not already received a call
- We may send a member of staff to home visit
- We may invite parents/carers to a meeting to discuss absence

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- We will refer the matter to the Educational Welfare Officer if attendance falls to 90% or if appropriate in other circumstances.

### **When the pupil returns to school**

- They will have a back-to-school conversation with their form tutor/PPC/Senior Leadership Team
- They will need to collect the work missed as a result of the absence

### **Holidays in Term Time**

Holidays in term time are not permitted. There is no entitlement in law to time off school to go on holiday, therefore the Headteacher will only authorise leave of absence in EXCEPTIONAL circumstances. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm and therefore will not be authorised.

Any applications for leave of absence should be made to the Headteacher, in writing, at least 2 weeks in advance. It should not be assumed permission is granted if written confirmation has not been received.

Leave of absence will never be agreed:

- Before and during exam periods
- When a pupil's attendance record already includes any level of unauthorised absence
- Where a pupil's attendance is already below 97% or will fall to or below that level as a result of the absence

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as penalty notices issued by the Educational Welfare Officer.

### **Medical Concerns and Medical or Dental Appointments**

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.

### **Attendance and Data Monitoring**

The number of absentees in each year group is monitored daily using school data systems. The leadership team receive a daily 'absentee report' and weekly attendance data is routinely discussed with the Senior Leadership Team at a weekly meeting to identify any particular cohorts of pupils who are not attending school and what support might be needed. Special Educational Needs, disadvantaged and Looked After students are monitored rigorously to ensure they receive appropriate support.

### **Persistent Absence (P.A.)**

A pupil is considered a persistent absentee when they miss 10% or more of their schooling across the school year for any reason. This equates to 39 sessions of absence, or 19 school days which equates to 95 hours of lessons. Absence at this level has a huge impact on a pupil's achievement and we need full support from the parent/carer to address this.

***All P.A. cases will be referred to the Educational Welfare Officer***

### **Severe absence (S.A.)**

A pupil is considered a severe absentee when they miss 50% or more of their schooling across the school year for any reason. This equates to 190 sessions of absence in total, or 95 school days, which equates to 475 hours of lessons.

#### **Strategies to support Pupils with Persistent Absence and Severe Absence can include:**

- Oratory provision
- Opening EHAT for early help and support
- Allocation of Family Support Worker
- Referrals to targeted services
- SLT 'Project P.A.'
- Assessment by an educational psychologist
- Personalised adjustments for the student

#### **Attendance Team Meetings**

The Pupil Progress Co-ordinators together with the Attendance Officer, Educational Welfare Officer, SENCO, Pastoral Officer, School Police Officer and the Assistant Headteacher, Miss Crowley, monitor attendance across the school. Pupils who are a concern will be discussed by this attendance team in TAS and SA meetings.

The team will make decisions in relation to letters sent home, visits from the Attendance and/or Educational Welfare Officer and referrals to Attendance Panels.

The school Attendance Officer and Educational Welfare Officer will decide on whether to issue Fixed Penalty Warning letters and may refer to the Local Authority for prosecution at court.

#### **Communication to Parents/Carers**

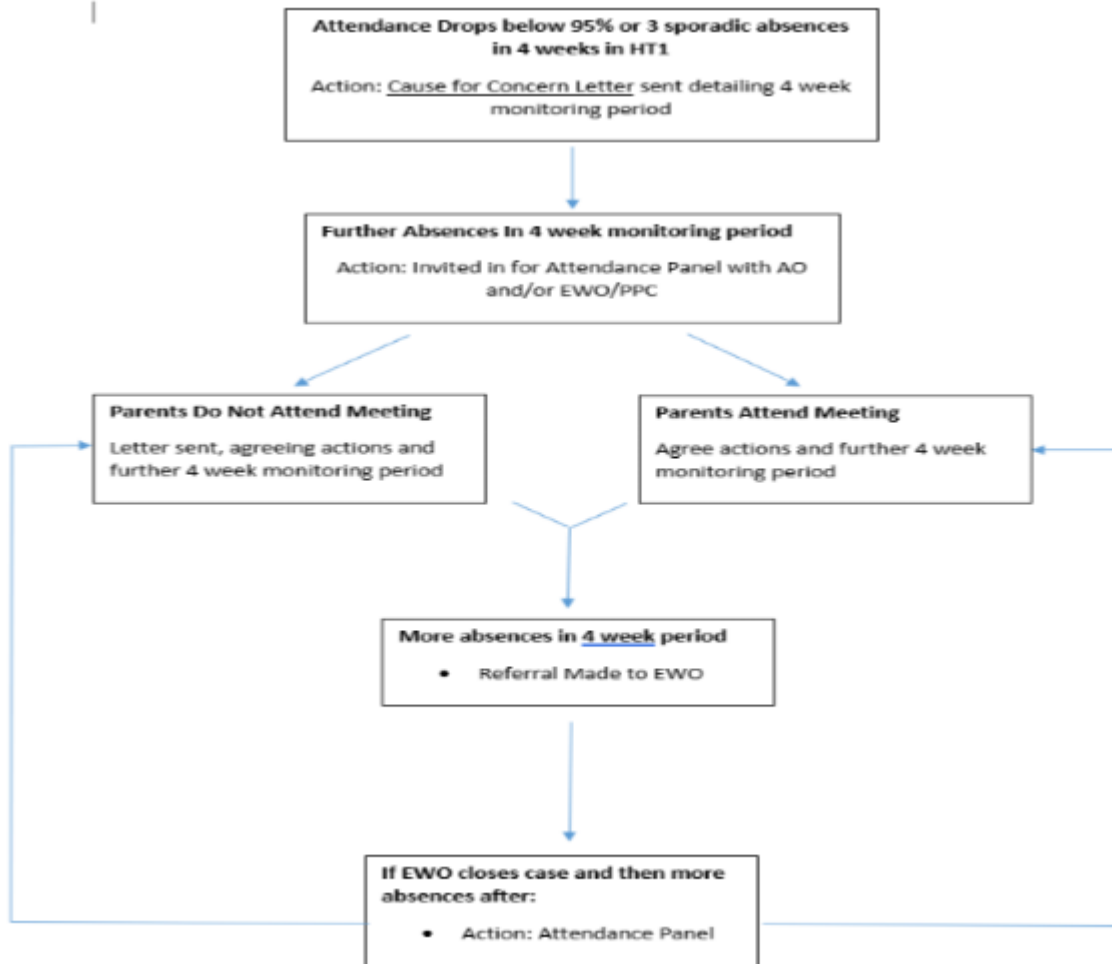
To assist parents, we will give details on attendance in correspondence including letters, texts, Parent App, ClassCharts, school website and social media. We will report to parents at least termly on how their daughter is performing in school including their attendance.

#### **Rewards and Incentives**

We aim to promote and reward good attendance throughout the academic year. Students and parents/carers will be made aware of the latest incentives, which may include a trip at the end of term, a one-off weekly prize (free breakfast items or vouchers) or certificates. These will be linked to the number of days of absence and are designed to encourage students to improve their own attendance.

#### **Escalation Procedures**

The flow chart below shows our graduated response to student absence



### Roles and Responsibilities

Attendance is everyone's responsibility: students, parents / carers, all school staff and agencies linked to individual students. Our aim is to create a culture in which students want to attend.

#### We:

Have high expectations, monitor, listen to and understand, facilitate support, formalise support and enforce when needed.

#### Students will:

- arrive on time to morning registration at 8.35am
- follow the school rules
- never leave site without permission
- complete any missed work that is provided and uploaded to ClassCharts
- make their PPC aware of any issues that may affect their attendance or punctuality

#### Parents/Carers will:

- inform school if your child is going to be late or absent
- respond to school communications if required to ensure your child is safe and well

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- contact the PPC if there are any issues that may affect attendance
- ensure the school has up to date contact details, this must include a minimum of 2 emergency contacts
- arrange all non-urgent medical or dental appointments outside of school hours
- avoid term time holidays
- work with us to improve your child's attendance and access any support agreed

#### ***Ensuring your child's regular attendance is a parent/carer's legal responsibility***

#### **Form Tutors & Teaching Staff will:**

- take registers accurately and promptly within 5 minutes of the lesson starting using the correct register code (SIMS)
- share curriculum information with students and parents/carers to encourage students attending
- welcome students returning after an absence and supporting them in catching up with any missed work
- praise and reward students in line with school incentives
- challenge students whose attendance or punctuality is a concern
- communication with wider pastoral team and safeguarding team regarding student concerns.

#### **PPC's and Attendance Team will:**

- conduct pre-school morning calls (to identified students)
- conduct first day response calls to parents/carers
- carry out daily home visits
- meet students and parents/carers where attendance and punctuality concerns arise and devise appropriate support
- challenge lateness with students and implement sanctions according to the school systems
- promote good attendance and punctuality on a daily basis in form and year group assemblies
- maintain the accuracy of attending coding, including ensuring registers are checked by the end of each day and 'N' codes (no reason for absence given) are converted within 5 days of the absence
- provide data for, and attend, weekly TAS and SA team meetings
- complete referral forms and penalty notices

#### **The Headteacher and Senior Leadership Team will:**

- work with all members of the school community to promote and enforce high expectations of attendance and punctuality
- contact families where concerns are raised including meetings to devise a plan of support
- ensure staff model good attendance and punctuality to lessons

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- work with external agencies to promote attendance and punctuality
- respond to trends in attendance data and apply intervention strategies to support identified cohorts
- support parents/carers to meet their parental responsibilities regarding attendance and punctuality
- support, praise and reward students
- ensure the whole school staff are clear about the strategies for promoting excellent attendance

### 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.

### Legislation and Guidance

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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)