

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School

ATTENDANCE POLICY

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Attendance Policy

1. School Ethos

Our vision of joint Catholic and Anglican education calls us to acknowledge that the Body of Christ is in the school community. We believe that God is incarnate (present) in the 'day to day' life of our school. Our understanding of Christian spirituality is therefore as much about dealing with each other as it is about meeting God.

We believe that each member of our community has a divine origin and an eternal destiny.

We believe that through his Incarnation Jesus affirmed us as whole people and redeemed us through his resurrection.

We believe therefore that the intrinsic dignity of each member of our school community is to be honoured in spirit, in word, in deed and in law.

These beliefs underpin our approach to ATTENDANCE and thereby commit us to encouraging all members of our community, staff and students alike, to grow towards human wholeness. The Governing Body aims to meet this responsibility by:

- Affirming, consolidating and celebrating the achievements of our teachers (Challenge, affirmation, evaluation, consolidation, celebration and prayerful reflection will be important characteristics to our approach in this school and will be an accepted part of the process)
- Challenging ourselves, staff and students to recognise the unique contribution that each of us can make and work towards making that contribution in the fullest sense
- Supporting staff in this process in a positive manner

In order to fulfil our wishes and expectations in relation to safeguarding students the attendance policy is considered to be one of the mechanisms to safeguard our students.

2. Legislation

Legislation and regulations govern what schools and parents are expected to do in relation to school attendance. The key pieces of legislation include;

- Section 7 of the Education Act 1996, which creates a duty on parents to ensure their children attend school regularly
- Section 434 of the Act, which requires schools to keep accurate attendance registers and places a duty on staff to do so accurately
- Section 444 of the Act which creates an offence that parents can commit if their children do not attend school regularly and the Education (Pupil Registration) (England) Regulations of 2006, which specify how registers will be kept

3. Areas Determined by the Governing Body

Official registration period:

The governors of St Cuthbert Mayne School have established the school day as starting at 8:45am and this is the time by which all students should be in school. It has been decided by the Governing Body, that the morning registration period will run until 9:15am. The afternoon registration is from 2:20pm to 2:30pm. **In the Sixth form the afternoon registration is from 2:10pm to 2:20pm.**

In addition to the above, staff will complete an electronic lesson register in SIMS every period and this will be completed within the first 10 minutes of the lesson. If an electronic register is not accessible then a paper register should be taken and returned to the Attendance Office.

Requests for absence in exceptional circumstance:

The legislation only allows schools to authorise absences in exceptional circumstances. Each request will be considered on an individual basis.

Persistently late students:

Sanctions in relation to students who are persistently late for school and/or lessons will be issued as per the Punctuality Protocol Appendix 8.

Unauthorised absences:

Parents of students who acquire an unacceptable number of unauthorised absences must be referred to the Local Authority for consideration of legal interventions. Please refer to **Appendix 2.**

4. Expectations of Students, Parents, Carers & Staff

Students:

Students are expected to attend school regularly; this means every day the school is open. Furthermore, they are expected to take responsibility for attending on time, and ready to learn with the appropriate equipment and in the correct uniform.

Parents and Carers:

Parents are expected to support their children in fully accessing education at St Cuthbert Mayne School and are required to notify the school each and every day that their child is unable to attend due to medical or any other issue. If parents are concerned about an issue that might be impacting on their child's attendance, they are expected to phone and leave a message for the student's Tutor or Deputy Year Co-ordinator.

We expect parents to avoid making non-urgent medical/dental appointments during the school day. Students are expected to attend school before any unavoidable medical appointments and return to school after the appointment.

Staff:

All members of staff at St Cuthbert Mayne are expected to undertake their role with a view to supporting students to maximise their attendance. They have a duty to report any issue that they feel may be impinging on the student's ability to do this. We require staff to make the clear links between attendance and safeguarding, which is everyone's responsibility.

The roles and responsibilities of students, parents/carers and staff can be found in Appendix 1 of this policy.

APPENDICES

Appendix 1 – Roles & Responsibilities

1. Students:

Every student should aim to achieve 100% attendance.

Students are expected to attend school regularly; this means every day the school is open. Furthermore, they are expected to attend ready to learn with the appropriate equipment and in the correct uniform. We expect students to notify their Tutor during Ready to Learn time if they haven't got the required uniform/equipment.

Every minute of every lesson is important. Students are expected to move between lessons in an orderly manner so to arrive at lessons on time. Punctuality at lessons is monitored and students may find themselves being challenged if they arrive late.

If you are absent from school it is important that you return to school as soon as possible in order to minimise the disruption to your learning. We would expect you to talk to your teachers to find out what work you have missed and you should expect to be supported by staff in catching up. In addition, if you are unable to attend school for a prolonged period, the school will arrange for work to be completed at home. It is important that you take responsibility for completing work set under such arrangements.

You should encourage your parents/carers to make medical and dental appointments outside of the school day in order to minimise your loss of learning time.

You should be mindful of your peers and if you are alerted to any issue that is adversely impacting on your peers, then you should report it to the relevant member of staff.

One of the main impacts for young people can be anxiety through not completing Home Learning. We therefore expect all students to complete Home Learning on time and in accordance with the Knowledge Organiser timetable. Should this not be achievable due to exceptional circumstances, then you should discuss this with your tutor or class teacher, explaining the reasons why you were unable to complete it.

Bullying is rare at St Cuthbert Mayne, but it is acknowledged that it could occur and the whole school community, including students have a responsibility for challenging this. You are therefore expected to report any bullying by talking to your tutor or any member of staff.

St Cuthbert Mayne celebrates success relating to good attendance through a reward scheme.

2. Parents/Carers

At St Cuthbert Mayne School, we are extremely proactive in ensuring that all students have the opportunity to fulfil their potential. A key element of this is that students attend school regularly and on time with the required uniform and equipment.

Education legislation defines a parent as a natural parent as well as any adult who has day to day care and control of a young person. This does include step parents and or other adults with whom the child lives.

Parents have a vital role in supporting the school in achieving the very best outcomes for their child. We ask that any absence from school is for unavoidable reasons only and that these reasons are made known to the school. Non-urgent medical/dental appointments should not be made during school hours. Where unavoidable medical/dental appointments are made during school hours, students are expected to attend school before the appointment and return after the appointment.

Parents should contact the school absence line **(01803 317901)** on each and every day that a young person is unable to attend school.

School will require medical evidence where a child has been absent, for 5 days or more due to illness or where a child's attendance is a serious concern and parents have been specifically requested to provide this. Medical evidence can include – Appointment cards, sick note or evidence of prescribed medication. If you are requested to provide medical evidence and are unable to do so the school will have no alternative other than to record this absence as unauthorised.

If a student has a significant and on-going medical conditions then we ask parents to arrange for the appropriate medical professional to communicate with the school in order that any appropriate adjustments can be made.

For all absences, the school has to determine whether the absence can be legally authorised and parents must be aware that an unauthorised absence will lead to interventions which could escalate to the Local Authority taking formal legal action.

Legal action taken by the local authority can include:

- Penalty Notice which if paid within 21 days is for £60 or if paid between 22-28 days is £120. Any parent issued with a penalty notice will be summonsed, to the Magistrates Court by the Local Authority if they do not pay it. Parents should note that each parent could receive an individual Penalty Notice for each child with unauthorised absences.
- Summonsed straight to the Magistrates Court for an offence under either section 444(1) or section 444(1)(A) of the Education Act 1996. The maximum penalty for a 444(1) offence is £1000 per parent per child whilst the maximum penalty for the 444(1) (A) is a fine of up to £2500 and or a term of imprisonment of up to three months.

Legislation does not allow schools to authorise holidays during term time unless there is an exceptional circumstance. If a parent feels they meet these criteria they are required to

complete an Absence Request Form (Available on the school website) in advance of taking the absence, as legally they cannot be authorised retrospectively. School will notify the parents whether it is legally able to authorise the absence based on the information provided. Any absence taken that hasn't been authorised may result in the Local Authority instigating legal action.

As a result of this we would encourage all parents to work with us in order to maximise attendance and to avoid any possibility of parents being taken to court.

Parents are asked to contact the school in relation to any issue that they become aware of that could impact on their child's willingness and or ability to attend school.

3. Staff

3.1 Governors

Governors have a key role and responsibility for supporting the good attendance of students at school. This will include having an overview of attendance as well as providing appropriate support and challenge to the Headteacher and Senior Leaders. Governors acknowledge that good attendance and safeguarding are intrinsically linked and will always endeavour to ensure that school policy and practice supports good attendance.

The Ethos Committee of the Governing Body will receive attendance data reports on a termly basis. This data should identify:

- Overall school attendance and persistent absent data for the school, year to date
- Comparable data for the same period
- Attendance and PA data for vulnerable groups and or ability
- Attendance and PA data by year groups
- Absence by reason
- Update on formal legal interventions
- Evidence of strategies used and the impact of these
- Barriers to good attendance

3.2 Headteacher

The Headteacher is responsible for ensuring that the school complies with section 434 of the Education Act 1996 and that an accurate attendance register is kept in accordance with the regulations. It is acknowledged that a staff member who contravenes or fails to comply with any requirement imposed on them by the regulations is guilty of an offence. Please see Appendix 2 for more details on how the school will robustly challenge and support staff to comply with the regulations.

The Headteacher will:

Maintain an overview of attendance trends and patterns through receiving updates on a half termly basis from the Attendance Lead.

Provide challenge to the Attendance Leader to ensure that policy and practice is complied with; fit for purpose and delivering expected outcomes.

Recognise excellent attendance and promote this outcome with all staff, parents and students.

Fulfil his role in relation to the non-compliance escalation procedure.

Receive, check and sign the Headteacher declarations for forwarding to the Local Authority where case of legal action is required.

3.3 Attendance Leader

The Attendance Leader will:

Provide data on a half termly basis to the Governors/Headteacher/Wider Senior Leadership Team reporting on:

- Overall school attendance and persistent absent data for the school, year to date
- Comparable data for the same period
- Attendance and PA data for vulnerable groups and or ability
- Attendance and PA data by year groups
- Absence by reason
- Update on formal legal interventions
- Evidence of strategies used and the impact of these
- Barriers to good attendance

Monitor the Register Tracker to ensure compliance by all staff and taking appropriate action at Stage 4.

Meet with The School Attendance Improvement Officer fortnightly to monitor persistent absent and to provide challenge on key individuals and the outcomes of the support/challenge they have been provided with.

Meet with the Director of KS3-4 to check compliance relating to actions taken in relation to the YCO absence tracker, and discussions areas of concern.

Ensure appropriate CPD is available for all staff working on attendance.

Process parental request for absence in exceptional circumstances in accordance with school policy.

Maintain an over-view of the attendance of students at alternative provisions/off-site.

Identify in year applications with attendance issues and ensuring appropriate information is sought from previous setting.

3.4 School Attendance Improvement Officer

The School Attendance Improvement Officer (SAIO) will:

Receive attendance data from Attendance Administrator and to analyse attendance data each week and circulate this to the whole staff

Use the PA tracker to identify students who need support and interventions and to ensure these are provided personally or through other members of staff

Work with the Whole School Attendance Lead to moderate School Attendance Meeting 1 and 2 (SAM1 and SAM2) forms for quality and consistency.

Meet with YCO's every three weeks to discuss the attendance of children causing concern and identify strategies to bring about improvements

Monitor and evaluate the outcomes of the interventions recorded in the PA tracker

Maintain and up to date 'Attendance Watch List' and to take appropriate follow up actions if contact is not received.

Maintain an overview that the DOS and YCOS are monitoring and providing support and challenge as appropriate to students and DYCO's as appropriate

Maintain an over-view of students on a part-time timetable, ensuring the appropriate documentation is submitted to the Local Authority

Communicate with, support and challenge parents as appropriate when there are attendance issues for their children

Support consistency throughout the school to raise any concerns relating to any member of staff involved in recording/monitoring attendance to the Whole School Attendance Lead.

Identify students eligible for rewards pertaining to good attendance and ensuring these are celebrate/ promoted.

Support the Attendance Administrator and Pastoral Team where appropriate in meetings where attendance is part of the issue for the young person.

Make referrals to outside agencies to access support for students and their families

Work with targeted groups of students (90% and below) to improve attendance and punctuality.

Complete a SAM 2 form for students in this category (Appendix 6)

Undertake home visits as required in order to challenge hard to reach parents.

Apply school criteria to complete legal paperwork and pass to Whole School Attendance Lead for moderation.

Attend multi-agency meetings if attendance concerns exist.

Support Senior Leaders with the morning late gate and recording students late to school

develop training packages relating to attendance and punctuality for students that could be delivered during detentions.

Be a point of contact for the Local Authority.

Keep attendance files up to date.

Identify students requiring School Attendance/Late Letters and passing details to the administrator.

Return phone calls within 24h.

3.5 Attendance Administrator

The school Attendance Administrator will:

Manage the whole school absence line

Ensure daily that all school attendance registers are completed.

Identify if the school attendance register appears to be inaccurate and clarify with appropriate staff. They will log this on the Register Tracker.

Produce the daily fire lists.

Check student attendance and punctuality to lessons throughout the day

Record accurately in SIMS the reason for student absence

Applying the correct code to record a student absence

Following the school Absence Management to Safeguard Students protocol

Action first day calling/texting

Contacting parents when no reason for absence is given and red Flag this in SIMS

Identify missing registers (10 minutes after they are due) e-mail a screen shot to the member of staff concerned and copy in the SIAO and Attendance Lead.

Rectify missing registers and missing marks

Manage the school signing in and out system. If a student arrived after 9:15am then a U code will be entered.

Create and update Absence and Persistent Absence Tracker spreadsheets

Production of the weekly RAG report and distribution to Tutors

Complete the administration of School Attendance Letters and intervention tracking sheet

Provide attendance data reports for the Attendance Lead and School Attendance Improvement Officer, Year Co-ordinators and Subject Leaders as requested

Raise any concerns about absence with the DYCO/YCO and SAIO

Complete the administration of Requests for Absence in Exceptional Circumstances

Liaise with alternative provision settings to ensure accurate attendance registers are kept and to raise any concerns relation to this with the SAIO and/or Attendance Lead.

Return phone calls within 24 hours

3.6 Director of Key Stage 3&4

The Director of Key stage 3&4 will:

Meet every two weeks with the Attendance Lead to discuss attendance and persistent absence

Monitor the attendance and PA of years 7 to 11

Provide challenge and support to Year Co-ordinators as appropriate

Holding YCO's to account for appropriate attendance interventions (95% - 90%) and outcomes through the YCO/DYCO tracker.

Have an overview of the attendance rates and PA rates of vulnerable groups

Raise any serious concerns with the School Attendance Improvement Officer and Attendance Lead

Return phone calls within 24h

3.7 Director of Sixth Form/ Year Co-ordinators

The Director of Sixth Form and Year Co-ordinators will:

Monitor the attendance of the tutor groups in their year and have an awareness of the attendance rates of vulnerable groups of students across the year group, raising concerns with the Director of Key Stage 3&4/Deputy Headteacher (Sixth form).

Identify any tutor groups where attendance is a concern and discuss with the relevant tutor

Meet with the SAIO every three weeks to discuss attendance of children causing concern and identify strategies to bring about improvements

Challenge tutors who are not fulfilling their legal requirements with regard to taking attendance registers on the third occasion within a term.

Sample 10% of the SAM1 forms to ensure quality and consistency

Actively challenge and support students in the 90% – 92% attendance range to improve their attendance.

Complete a SAM 2 form for students in this category (Appendix 6)

Refer to the DYCO any student who has improved attendance to above 92%

Refer to the SAIO any student whose attendance have dropped below 92%

Promote good attendance through inter-form attendance competitions

Lead on celebrating good attendance within the year group

Have an overview of the relationship between attendance and attainment in order to make parents and students aware of how this has an impact

Take action with regards to punctuality to school/lessons in the year group

Ensure sanctions for poor punctuality are issued in line with school policy in order to support consistency across the school

Raise any serious concerns with the School Attendance Improvement Officer

Return phone calls within 24h

3.8 Deputy Year Co-ordinators

The Deputy Year Co-ordinators will:

Know the attendance data for the Year group and have an awareness of the attendance rates of vulnerable groups of students across

Seek advice from the SAIO or YCO in relation to any student for whom they have a concern

Actively support and challenging individual students in the 95% – 92% attendance range to improve their attendance.

Complete a SAM 1 form for students in this category (Appendix 6) and store in Google Drive

Refer any student to the YCO whose attendance drops below 92%

Refer to Tutors those students whose attendance has risen to 95% or above

Promote good attendance through inter-form attendance competitions

Support in celebrating good attendance within the year group

Have an awareness of the links between attendance and attainment in order to make parents and students aware of how this has an impact

Take action with regards to punctuality to school in the year group

To ensure sanctions for poor punctuality are issued in line with school policy in order to support consistency across the school

Return phone calls within 24h

3.9 Tutors

Tutors will:

Accurately complete an attendance register within the first 10 minutes of the school day (Students should get a / mark if they are present at the time the register is taken; an L mark if they arrive after the register is taken but before the end of the registration period.)

Promote positive messages in relation to attendance within the tutor group
Raise awareness of the Attendance RAG through individual conversations with students

Have conversations with students who have acquired an absence to identify if there are any on-going issues the school needs to be aware of

Ensure students returning for a period of absence are welcomed back and given the opportunity to discuss any particular anxieties e.g. in relation to missed work

Actively support students returning from a period of absence with structuring their catch up

Refer to the DYCO and students whose attendance drops below 95%

Take action with regards to punctuality to school and lessons in the Tutor group

Flag up any issues that are likely to seriously impact on a child's attendance

Promote tutor competitions in relation to attendance

Return phone calls within 24h

3.10 Heads of Department

Heads of Department will:

Ensure subject staff are supporting students who are returning from a period of absence to structure their catch up.

Use SISRA as part of Academic Review Meetings to explore the link between attendance and attainment

Have an awareness of the trends and patterns pertaining to the vulnerable groups and to identify any potential barriers or interventions

Raise any subject related attendance issues with their Line Manager that may have a wider impact on the overall attendance of students

Challenge and support subject teachers who fail to complete attendance records on the third occasion within a term

Take action with regards to punctuality to lessons within their subject area

Raise any wider attendance concerns with the DYCO/YCO/SAIO

Will be provided with attendance rates for their subject in order to identify teaching/class issues

Return phone calls within 24h

3.11 Subject Teachers

Subject Teacher will:

Plan and prepare lessons that engage and challenge all students.

Welcome students into class at the start of every lesson.

Accurately complete an attendance register in SIMS within the first 10 minutes of the start of the lesson. (Students should get a / mark if they are present at the time the register is taken; an L mark if they arrive after the register is taken. They should enter in SIMS the number of minutes the student is late.) If an electronic register is not accessible a paper register should be taken and returned to the Attendance Office.

Alert the Attendance Administrator by e-mail if a student has suddenly become absent during the day.

Actively welcome students back after an absence.

Actively support the students and tutor in identifying missed learning and planning catch-up.

Take action with regards to punctuality to their lessons

Report any information regarding student attendance/absence to Tutor/DYCO/YCO/SAIO

Return phone calls within 24h

3.12 Staff performing any other role in school

Other staff working in school will:

Support in creating a safe and pleasant environment that supports the ethos of the school.

Promote the importance of good attendance

Encourage students to make their way promptly to lessons

Report to the Tutors/DYCO any issues that could have a negative impact on a student's enjoyment of the school or impact on their attendance

Appendix 2 – Challenging and supporting staff to meet their responsibilities for completing accurate school registers

The Headteacher is responsible for ensuring that the school complies with section 434 of the Education Act 1996 and that an accurate attendance register is kept in accordance with the regulations. It is acknowledged that a staff member who contravenes or fails to comply with any requirement imposed on them by the regulations is guilty of an offence.

The school will robustly support and challenge staff who fail to complete an accurate attendance register.

Stage	Action
First instance of inaccuracy	Alert sent by e-mail from the attendance Administrator. Incident logged and dated on the register tracker.
Second instance of inaccuracy	Alert sent by e-mail from the School Attendance Improvement Officer. Incident logged and dated on the register tracker.
Third instance of inaccuracy	Attendance Lead alerts HOD/YCO or Line Manager. The HOD/YCO or Line Manager will have a conversation with the member of staff. JPD needs identified. Incident logged and dated on the register tracker.
Fourth instance of inaccuracy	Meeting with the SLT responsible for Attendance. Staff member informed of legal requirements. JPD needs identified. Incident logged and dated on the register tracker.
Fifth instance of inaccuracy	Formal Meeting with the Headteacher. Disciplinary action taken.

Appendix 3 – Request for absence in exceptional circumstances

From 1st September 2013, Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

At St Cuthbert Mayne School, requests for absence due to exceptional circumstances must be made using the 'Absence Request in Exceptional Circumstances' form. All absences will be considered on a case by case basis and only authorised where there are exceptional circumstances. The Headteacher will determine the number of school days a student can be away from school in the absence is granted.

Absences from school will not be authorised for:

- Holidays in term time
- Birthdays
- Shopping
- Attending a music festival or concert
- Looking after family members
- Visiting relatives

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

WARNING TO PARENTS

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

Parents should note that in normal circumstances, current practice is that only one penalty notice will be issued to a parent relating to the absence of a particular child within a two-year period. Should a further period of unauthorised absence be recorded, then the parent(s) will normally be summonsed to appear at a Magistrates Court.

St Cuthbert Mayne School

ABSENCE REQUEST IN EXCEPTIONAL CIRCUMSTANCES FORM

To: *Mr P.S. Brown – Headteacher of St Cuthbert Mayne School*

I wish to apply to have an absence authorised for:

Child's name Class/Year

Child's name Class/Year

Do you have another child who attends at a different school that will also be absent? If so, please state the child's name and school

Date of Absence from date to(inclusive)

Name of Parent(s)/Carer(s):

Address:

Please fully explain the **exceptional circumstances** that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s) _____

Date: _____

✂-----

This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Pupil(s) name(s).....

Class/Year.....

Office use only					<input type="checkbox"/> Absence authorised <input type="checkbox"/> Absence unauthorised
Date form Received	Current attendance	No. of school days absence requested	No. of Learning hours to be missed	No. of Home Learning hours to be missed	Code _____
					Signed _____ Mr Down

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

WARNING TO PARENTS

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

Parents should note that in normal circumstances, current practice is that only one penalty notice will be issued to a parent relating to the absence of a particular child within a two year period. Should a further period of unauthorised absence be recorded, then the parent(s) will normally be summonsed to appear at a Magistrates Court.

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Torbay maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

Unavoidable absence from school will be authorised if following reasons:	Other examples of absence from school that <u>will not</u>
<ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<ul style="list-style-type: none"> ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives

Please contact your child's head teacher if you wish to discuss this issue.

The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

Appendix 4 – Attendance Letters

Letter 1

<<DATE>>

«Parental_Salutation»
«HouseNumber» «HouseName»«Street»
«District»
«Town»
«Postcode»

Dear «Parental_Salutation»

Re: «Forename» «Surname»: Attendance below 95%

I would like to bring to your attention that our records show «Forename»'s attendance is currently %.

I enclose a copy of the registration certificate to keep you updated on the recorded absences so far this year. Should you not agree with this record of attendance, please contact «Forename»'s form tutor or Deputy Year Co-ordinator to discuss this further.

I do appreciate that some of these absences may be due to illness or other authorised circumstances but I would like to remind you that low attendance will have a detrimental effect to your child's educational progress and attainment.

If «Forename» has a medical condition that the school should be aware of please provide evidence of this, which can be placed in the school file.

I am sure you will do your utmost to ensure your child is not absent from school unnecessarily. If there are any underlying difficulties that I can assist you with, please do not hesitate to contact me. If your child's attendance doesn't improve it will be referred to our School Attendance Improvement Officer, Miss Begley.

Yours sincerely,

<<YCO's Name >>
Year Coordinator

Can I please refer you to our school attendance policy if you have not yet read this:
Example as being updated (<http://www.st-cuthbertmayne.co.uk/wp-content/uploads/2015/09/Attendance-Policy-Updated-September-2016.pdf>)

.....
PLEASE RETURN SLIP TO ATTENDANCE OFFICER-STUDENT SERVICES

Student Name: _____

I acknowledge receipt of your letter regarding my son/daughters attendance. Signed/Dated -

Letter 2

<<DATE>>

«Parental_Salutation»
«HouseNumber» «HouseName»
«Street»
«Town»
«Postcode»

Dear «Parental_Salutation»

Re: «Forename» «Surname»: Attendance below 92%

I regret that it is necessary for us to write again regarding «Forename»'s continued poor attendance which now stands at __%. This means that «Forename» «Surname» has now missed a total of __ sessions and is close to being persistently absent from school. Also, can I please make you aware if a student has 5 days or more of illness, it is the school policy that this absence has medical evidence provided.

On receipt of this letter it is important that you contact me to discuss this letter further with you. I believe it would be helpful if we could decide a way forward and arrange a mutually agreeable time.

In situations where a child accumulates 10 or more unauthorised absences (the equivalent of 5 school days) within any six month period, parents/carers will make themselves liable to receiving a Penalty Notice per parent/carer, per child.

The Penalty Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payments and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being taken against you for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. If convicted, you may face a fine of up to £2500 and/or a maximum 3 months imprisonment.

I look forward to hearing from you.

Yours sincerely,

<<YCO's Name >>
Year Coordinator

Can I please refer you to our school attendance policy if you have not yet read this:
Example as being updated (<http://www.st-cuthbertmayne.co.uk/wp-content/uploads/2015/09/Attendance-Policy-Updated-September-2016.pdf>)

Penalty Notice Warning

<<DATE>>

«Parental_Salutation»
«HouseNumber» «HouseName»«Street»
«District»
«Town»
«Postcode»

Dear «Parental_Salutation»

Re: «Forename» «Surname»: Not Improved Attendance

Warning of possible issuing of a Penalty Notice for Unauthorised Absences from School

We are required to inform the Local Authority of your child's attendance. The Local Authority can issue Penalty Notices where a pupil has accrued at least 10 sessions (5 days) of unauthorised absence in a six month period.

During the past six months «Forename» «Surname» has recordedunauthorised absences between..... and

Before the Local Authority make a decision on whether to issue a Penalty Notice, you will be given an opportunity to improve «Forename» «Surname»'s attendance for a period of 15 school days between and where no unauthorised absences must be recorded during this time.

The Penalty Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payments and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being taken against you for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. If convicted, you may face a fine of up to £2500 and/or a maximum 3 months imprisonment.

Please note: If your child's attendance does improve over the 15 day period, but then deteriorates and further unauthorised absences are recorded, a Penalty Notice may be issued without further warning.

You may wish to discuss this matter further, and please don't hesitate to contact me.

Yours Sincerely,

Miss L Begley
School Attendance Improvement Officer

Letter after Paid Penalty Notice

«Parental_Salutation»
«HouseNumber» «Street»«HouseName»«HouseName»
«Town»
«Postcode»

Dear «Parental_Salutation»

Re: «Forename» «Surname»: Attendance below __%

On the _____ you received a Penalty Notice from the Local Authority as a result of _____'s poor school attendance, which you paid. However I note that there has not been a noticeable improvement in _____'s attendance and there have continued to be unauthorised absences.

I would like you to contact me to arrange a meeting to discuss the ongoing attendance issues. If any further unauthorised absences occur, we are required to make another referral will be made to the Local Authority and this will result in you being summonsed to Court for an offence contrary to s444 Education Act 1996. If convicted, you could receive a fine of up to £2500 and/or a custodial sentence. It is therefore important that you contact me as soon as possible to arrange a meeting to try to address the outstanding attendance issues.

Please note that if I do not hear from you in response to this letter by _____ then a referral will automatically be made to the Local Authority for legal action.

I hope to hear from you very soon to arrange a meeting.

Yours sincerely,

Miss L Begley
School Attendance Improvement Officer

Parenting Contract

Voluntary Parenting Contract in Respect of School Attendance

This contract is a formal agreement between:

Full name of Parent/Carers:	
-----------------------------	--

And

Name and position of staff member	Laura Begley , School Attendance Improvement Officer
On behalf of (school):	St Cuthbert Mayne School

And

Other agency (if applicable):	
-------------------------------	--

Arising from concerns about the ATTENDANCE and/or PUNCTUALITY of:

Name of Pupil:	
DOB:	
A registered pupil at:	
Of (address):	

Parenting Contract to be reviewed on (date & time):	
At (venue):	

*All parties to sign to indicate their agreement to undertake all actions as detailed overleaf.

As the parent of the above named pupil, in order to try to improve their attendance and/or punctuality, I agree to:

Signed:		Date:	

In order to support the parent, I will, on behalf of (school)....., agree to:

Signed:		Date:	
---------	--	-------	--

In order to support the parent, I will, on behalf of (agency)....., agree to:

--	--	--	--

Signed:		Date:	
---------	--	-------	--

<p>Has the child attended the meeting: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If no, reason for not attending <i>e.g. not appropriate due to age/vulnerability, refusal:</i></p> <p>Child's views:</p>			
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Signed:		Date:	
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Appendix 5 – Children Missing from Education

Absence Management to Safeguard Students

Action to be taken on First Day of Absence

Attendance Administrator = (AA) and School Attendance Improvement Officer= (SAIO)

On the first day of any absence the parent/carer should ring the absence line at school before 08:30am to inform the school that their child will be absent from school and give a reason for that absence. An indication of the likely period of absence is to be requested



The AA must keep a log of absence calls and reasons received each day. This is logged on SIMS. Registers must be returned to Student Services by 09:00am in order for any absenteeism to be followed up by AA



If any member of staff receives any information about an absence, the concerns will be raised with AA/SAIO at their earliest convenience. If this is a safeguarding concern then the normal process for making a safeguarding referral should be followed



DAY 1:

Between 09:30am – 10:30am the AA will text. Students on the 'Attendance Watch List' are always contacted on first day as a priority. Higher risk students will be visited by the SAIO on day one if no contact is made. If the SAIO is concerned initially this is to be discussed with the school DSL



DAY 2:

Between 09:30-10:30 the AA will try and call all contacts available for parent(s)/carer(s). If this is unsuccessful a text will be sent advising the parent/s to make contact by the end of the day or this raises safeguarding concerns for the student



DAY 3:

Between 09:30-10:30 the AA will try to call all contacts on SIMS and email. If there is no notification as to why a student is absent by the third day the SAIO will visit the home. If the SAIO is concerned initially this is to be discussed with the school DSL



DAY 10:

If after 10 days the child has continued unauthorised absence and no contact has been made a Child Missing an Education (CME) form is to be completed

If the child is subject to a child protection plan or if the school has particular safeguarding concerns and feel the child is at risk of immediate harm, the school will immediately notify the Multi-Agency Safeguarding Hub (MASH) without waiting for 10 school days.

A child may be referred to the MASH if it is considered that they have totally disengaged from learning and/or the parent is subject to statutory intervention.

Appendix 6 – School Attendance Meeting Templates

St Cuthbert Mayne School



School Attendance Meeting 1

Student name:			
Year Group:		DOB:	
Parent/carer name:		Parent/carer name:	
% attendance:		No of unauthorised sessions:	
Key issues/reasons given for absence:	Details:		
<ul style="list-style-type: none"> • Health • Bullying • Transport • Family circumstances 			

Targets and actions agreed to improve attendance			
School:			
Student:			
Parent/carer:			
Placed on attendance reports:	Yes/No	Review date: (4 weeks)	
Signed and agreed PL/PLA:		Signed and agreed SAIO:	
Parent/carer 1:		Parent/carer 2:	
Signed and agreed by student:		Date:	

Key meeting objectives:
 Obtain parent/carer full name(s)
 Ascertain reasons for absence
 Set target(s)
 Set review date

St Cuthbert Mayne School



School Attendance Meeting 2

Student name:			
Year Group:		DOB:	
Parent/carer name:		Parent/carer name:	
% attendance:		No of unauthorised sessions:	
Key issues/reasons given for absence:	Details:		
<ul style="list-style-type: none"> • Health • Bullying • Transport • Family circumstances 			

Targets and actions agreed to improve attendance			
School:			
Student:			
Parent/carer:			
Handed a copy of HAS:	Yes/No	Review date: (4 weeks)	
Advised of legal action:	Yes/No	Review date: (4 weeks)	
Signed and agreed SAIO:		Signed and agreed student:	
Parent/carer 1:		Parent/carer 2:	
Assistant Headteacher:		Date:	

Key meeting objectives:

1. Obtain parent/carer full name(s)
2. Ascertain reasons for absence
 3. Set target(s)
 4. Set review date

5. **Appendix 7 – Rewards for good attendance**

At St Cuthbert Mayne School we actively look for ways to recognise students who have good attendance. Our Student Council are involved in shaping the way we celebrate good attendance.

We celebrate good attendance in a variety of different ways. These include:

- Positive Attendance letters
- Non-Uniform days
- Fast-Pass canteen vouchers
- Carrot Reward Stickers
- Prize Draws
- Celebration of Achievement Evening
- Hot chocolate with the Headteacher
- Attendance trophies
- Free lunches/picnics
- Free trips

Appendix 8 – Punctuality Protocol

At St Cuthbert Mayne School we expect all students to arrive at school and lessons on time. Punctuality is an important life-skill. Students who arrive late to school or late to lessons, miss learning time and learning opportunities.

Students who arrive after 8:45am are considered as late to school and will be marked accordingly in the attendance register.

Students who arrive after 9:00am are required to sign in at the Attendance Office.

Students who arrive after 9:15am are considered as late to school after the registers have closed. They will be marked accordingly in the attendance register. Students who arrive after the registers have closed will normally have their absence recorded as an unauthorised absence. The Attendance Administrator will call home when parents have not made contact.

Students who arrive late more than twice in any week will be sanctioned through the school detention system.

When a student is persistently late to school a letter will be sent to parents/carers

Students who are persistently late to lessons during the school day will be sanctioned through the school detention system. They may also be placed on report.

Appendix 9 – Part-time Timetables

The Department for Education acknowledges the educational need for reduced timetables for limited periods but they should not normally be treated as a long-term plan.

St Cuthbert Mayne School follows the protocols as outlined in the Torbay Council 'Using Part-time Timetables' – Good practice guide for Schools and Academies.