



Attendance Policy

Policy Owner	Associate Assistant Principal (Attendance & Punctuality)
Date of Adoption	May 2024
Date for Review	May 2025
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Aspire not to have more but to be more

Archbishop Oscar Romero

+ Honourable Purpose + Respect + Compassion + Cooperation +
Stewardship +

All Hallows Catholic College is committed to encourage all students to have excellent attendance and punctuality. It is vital to the success of all our students so that they may have the best opportunities and future prospects ahead of them. We are committed to the continuous raising of progress for all students to allow students to achieve their full potential.

We recognise that any absence from school is detrimental. It is the legal responsibility of parents and carers to ensure good attendance and punctuality to College and to inform the College of any reasons for any absences. As a College, we will work with students and their families in a supportive approach in improving attendance and removing barriers to achievement.

From the outset the College promotes direct to students the link between attendance, academic qualifications gained, choices in life and success in the future.

All Hallows Catholic College aims:

- To ensure that College is a welcoming environment so that students are happy, feel safe and that a child's health and emotional well-being needs are met
- To create a culture in which high attendance is normality
- To recognise and reward good attendance
- To provide a clear framework of expectations in terms of attendance; this is accepted by parents, students, all staff and Governors

2. Specific Targets

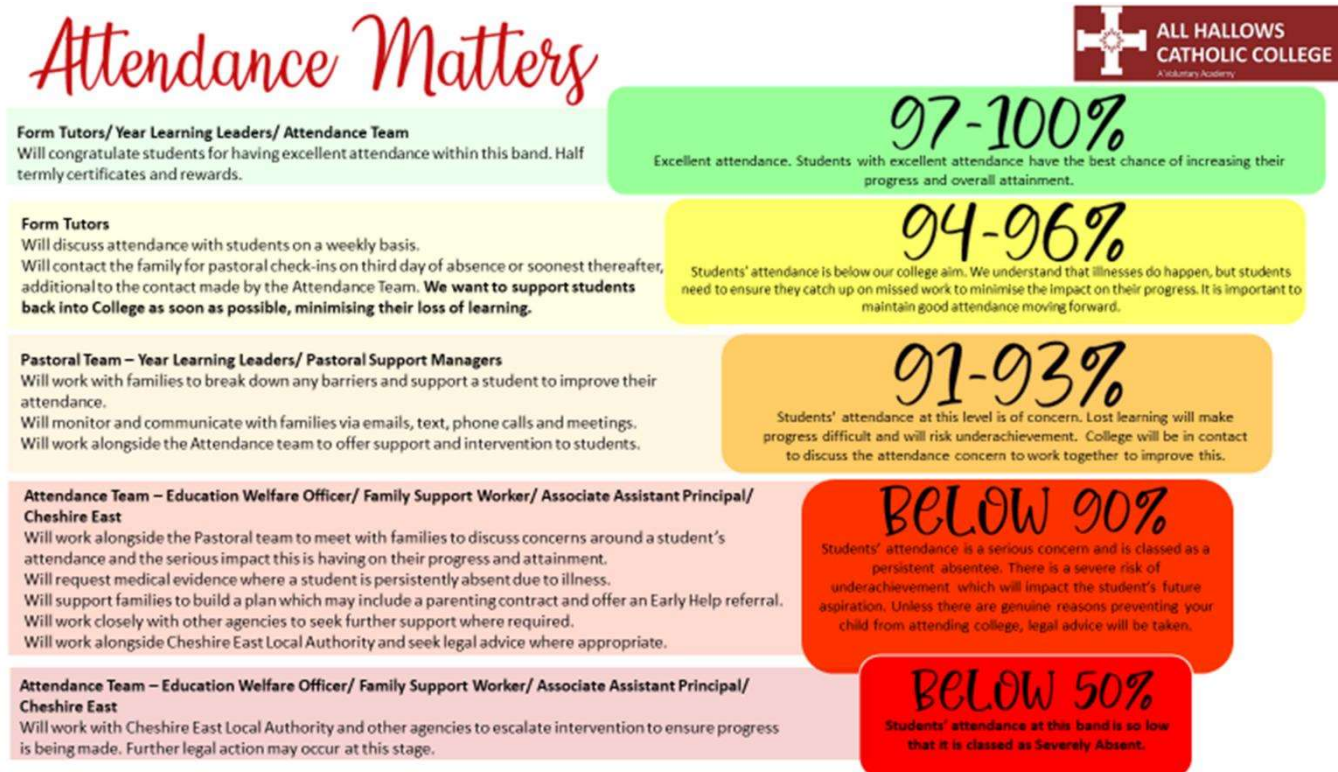
- To achieve an attendance rate of above 97%
- To lower persistent absence rates
- To regularly inform parents of attendance issues
- To discuss individual attendance concerns as appropriate with a team of staff in College and intervene where necessary (Form tutors, Pastoral Support Managers, Year Learning Leaders, Family Support Worker, Education Welfare Officer, Associate Assistant Principal)
- To work with relevant agencies, such as the Local Authority Attendance team when appropriate

3. Whole College Approach

Students' attendance is a responsibility shared by all College staff and we ensure that parents/carers and students are supported in achieving good attendance.

Our school Senior Attendance Champion is Sophie Thomason and is contactable via s.thomason@allhallows.org.uk. Our Education Welfare Officer is Natalie McNulty and is contactable via n.mculty@olhoc.org.uk. Our Attendance Office is contactable via attendance@allhallows.org.uk or by phone via reception on 01625 426138.

Our Whole College Staged Approach:



4. Procedures, Roles and Responsibilities

All Hallows Catholic College will:

- Investigate all unexplained absence
- Contact parents on the first day of absence (if parents/carers have not contacted College first). This will be done via a text message, followed by a phone call if there is no response from parents/carers. Such contact will be logged for future reference.
- Work closely with parents/carers (and external agencies if needed) should attendance or punctuality give cause for concern
- Inform the Local Authority of any student who has a continuous period of 10 or more days unauthorised absence
- Not authorise holidays in term time unless there are exceptional circumstances (See section 9 for more information).

Students will:

- Ensure that they attend College regularly and on time.
- Ensure they are punctual to every lesson.
- Not leave College without permission.

Parents / Carers will:

- Be required to provide an explanation if a student is absent on the first day the absence occurs **and each subsequent day**. This may be by telephone 01625 426138, email: attendance@allhallows.org.uk, MyEd app or in person to the College reception.
- Be encouraged to contact College if they have any concerns about their child's attendance and punctuality.
- Provide medical evidence to support absence when requested.

5. Types of Absence

Every half-day absence will be classified by the College, as either authorised or unauthorised. Please note that one session is the equivalent to half a College day.

Lateness after 9.15am is unauthorised and coded as 'U' (recorded as one session of absence/absent for half day).

Students are expected to attend College for the full 190 days of the academic year, unless there is good reason for absence. There are two types of absence:

- Authorised (College approved)
- Unauthorised (College will not approve absence)

5.1 Authorised Absence

Authorised absence is where the College has either:

- Given authorisation in advance for a student to be absent; or
- Where an explanation offered afterwards (within 5 days of absence) has been accepted as satisfactory justification for absence

Absence from school may be authorised if it is for the following reasons:

- Illness
- Unavoidable/ urgent medical/dental appointments. All non-urgent medical or routine dental appointments **should be arranged outside of the College day or during the holiday periods**. Where this is not possible, **students should attend College before and after the appointment**. Families should provide the appointment letter, prescription or medication to enable the absence to be authorised as appropriate.
- Days of religious observance (requested in advance)
- Exceptional family circumstances, such as bereavement
- Study leave (Sixth Form)
- Exclusion
- Gypsy, Roma and Traveller absence
- Other exceptional circumstances (the nature of these occasions will be determined by College on an individual basis)

Medical Evidence Request

Parents/ Carers will be asked to provide medical evidence where there are repeated absences due to reported illness. Medical evidence may also be requested if a child is absent for 5 consecutive days or more, or where there are repeated instances of absence.

In the event that College has reason to doubt that the explanation offered about a particular absence is genuine, the absence will be treated as unauthorised.

5.2 Unauthorised Absence

Unauthorised absence is where no explanation has been given for a student's absence or where the College does not consider it to be reasonable. Absence from College will not be authorised for:

Unauthorised absences include:

- Absences with no explanation by the parent/carer
- Absences which have no proper explanation
- Persistent absence due to illness that has no supporting medical evidence
- Students who arrive late after the registers have closed.
- Absence for the purpose of shopping, birthdays, minding the house or looking after other children.
- Day trips or Family Holidays in term time.

5.3 Persistent Absenteeism

Nationally, 'Persistent absenteeism' (PA) is the equivalent of 10% or more absence. Therefore, a student is deemed to be a persistent absentee if their attendance is less than 90% (regardless of whether or not the absences have been authorised). College will work closely with PA students and their families to support improvement of the ongoing absence.

5.4 Lateness

Morning registration is at 8.55am but students are expected to be in College for 8.45am. Students are expected to be in registration on time or they will gain a L code (late mark).

Morning registration finishes at 9.15am and students arriving late after this time must sign in at the attendance office. Lateness after 9.15am is unauthorised and coded as a 'U' (counts as absent for half day). The register closes at 9.25am each day.

Being late to subsequent lessons throughout the day will be monitored and sanctioned by class teachers.

Students who are late to school twice in a 5 day period, will be issued a lunch time detention on the day of their second late mark. If a student is late after the register has closed at 9:15am, students will receive a lunch time detention on the same day.

Pupils returned by Truancy Patrols

Any students returned by the Police or Local Authority will be placed in our Emmaus Inclusion Room for the rest of the day and parents notified of the incident.

8. Rewards / Incentives

Different rewards and incentives will be used each half term. Year groups and forms with the best attendance each week will be recognised in the school's newsletter.

There will be certificates, postcards and other rewards for individual students. These will be given for excellent attendance and also significant improvements.

9. Leave of Absence

Leave of absence in term time (see Section 12: Legislation) - Headteachers / Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers / Principals should determine the number of school days a student can be away from school should the leave be granted.

Parents / Carers should be aware that applications for "special circumstance leave of absence" that are refused may result in a Penalty Notice being issued for 5 or more days of absence. Applications must be made in writing at least 4 weeks prior to the absence. Applications should be made to the Attendance Officer, in letter or email to attendance@allhallows.org.uk. Where no application or communication with school is made, the leave of absence will be marked unauthorised and may result in a Penalty Notice being issued.

10. Completion of Register

Registers will be completed twice daily (am/pm) by teachers in lessons or, when students are absent, by support staff who will input an appropriate code.

Electronic registers will be registered by the Governing Body with the Data Protection Registrar under the Data Protection Act 1998.

Electronic registers are accessible by parents through the parental gateway.

11. Equality

AHCC has taken into account the fact that Cheshire is an ethnically diverse community. Our practice safeguards against disadvantaging any sections of the community.

Improving the performance of underachieving / disadvantaged students is a key priority in the improvement plan of the College.

12. Legislation

Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".

Section 444 (1) of the Education Act 1996 states that “if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence”. Therefore, regular and punctual attendance at school is a legal requirement, as well as being essential to enable children to maximise their educational attainments and opportunities.

If parents decide to take their child on holiday, despite the request for Leave of Absence being declined, they are advised that this may result in the issuing of a Penalty Notice (Fine) under section 444 of the 1996 Act. A warning letter will be sent out informing parents of this.

School will report a child missing from education to the local authority if a child fails to attend school for 20 consecutive school days and school are unable to ascertain their whereabouts.

In September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Head Teachers may not grant any Leave of Absence (holiday) during term time unless there are ‘Exceptional Circumstances’. The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis.

It should be noted that if any application is declined and the absence occurs, then school may apply to the Local Authority for a Penalty Notice to be issued to each parent/carer.

We may contact the Local Authority if a pupil has 10 or more unauthorised absences in any one term (one full day equates to two absences) to request that a Penalty Notice be issued. The Penalty Notice is issued individually to each parent/carer who fails to ensure their child’s regular attendance at school.

From the 19th August 2024, amendments to the National Framework for Penalty Notices from the DfE have been made and set out the following:

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days (10 unauthorised absence) as already set out, however there will be an increase for repeated offences.

First Offence – The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at £160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days. (Unpaid penalty notices may result in a parental prosecution).

Second Offence – Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at £160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution).

Third Offence – On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of ‘Failure to send a child to school’ the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.

13. Links with Other Policies

This policy should be read in conjunction with all other relevant policies.