



ST. ANNE'S
R.C. VOLUNTARY ACADEMY

Attendance Policy



St. Anne's RC Voluntary Academy exists to serve the community and improve the life chances of all its pupils. We can only do this however, if pupils attend school regularly. It is our intention that through outstanding teaching and learning, our pupils experience successes that motivate them to attend every day. Our pupils deserve an outstanding educational experience and therefore we are fully committed to both celebrating excellent attendance and challenging pupil absence.

1.0 Aim

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for pupils to maximise their chances of success. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance.

2.0 Duties

The Education Act 1996 requires parents and guardians to ensure that their children receive efficient, full-time education. This means parents/guardians are responsible for their child's school attendance and punctuality. Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's roll. In addition, lesson registers are taken each lesson.

This policy also has due regard to the following legislation and guidance, including, but not limited to:

- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2016) School Attendance Advice

3.0 Training of Staff

At St Anne's RC Voluntary Academy we recognise that early intervention can prevent absence from school and ensure appropriate support is in place. As such, members of staff will receive training in identifying potentially at-risk pupils and will receive regular and ongoing training as part of their development.

4.0 School Day:

- The school day for pupils begins at 8.30am — by this time all pupils should be on the school's premises.
- The first session begins at 8.40am when the "Registration Bell" is sounded; pupils should be on their yard and lined up by this time.
- Pupils entering the school premises after 8:40am are late to school and will be given a detention.
- Afternoon registration takes place in Period 4 at 12:30pm.
- The School day ends at 3:10pm.

5.0 Responsibilities

The Governing Body will:

- Maintain the responsibility for the monitoring of the implementation of the attendance policy and procedures of St Anne's RC Voluntary Academy.
- Maintain the responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Maintain the responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

The School will:

- Inform the LA of any pupil who fails to attend school regularly or has an unauthorised absence for a period of 10 days or more during the academic year.
- Inform the LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.



- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

6.0 Home School Agreement

The school will ensure that:

- Every pupil has access to full-time education.
- Pupils are registered accurately and efficiently.
- Attendance targets are set for individual pupils and year groups.
- Attendance and punctuality data is regularly reviewed.
- Early action is taken to address any patterns of absence.
- Appropriate support is put in place where needed

Pupils are expected to:

- Attend school regularly and be punctual.
- Attend all lessons on time

The Parents or Guardians will:

- Ensure good attendance (96% and above).
- Inform school before 9am on each day of absence and provide a specific reason for the absence.
- Discuss planned absences with the school in advance and request the appropriate approval.
- Inform staff if there is a problem that may lead to absences.
- Ensure school has been provided with at least two up-to-date contact details

7.0 Absence Procedures

- Parents must contact school prior to 9am on each day of absence by ringing 0161 432 8162 and selecting option 1.
- Appointments must be made outside of school hours other than in exceptional circumstances.
- Heads of Year and/or the Attendance Officer may contact parents/carers to discuss their child's absence and offer support as appropriate
- Any necessary appointments in term time should be made before 9:10am or after 12:30pm to ensure the amount of learning missed is kept to a minimum.
- Pupils who need to leave the premises during the school day will be expected to bring a letter from their parents or evidence of their appointment, notifying the Head of Year of the reason.

8.0 Unreported Absence and Truancy

- A phone call/text message/email will be made every morning to the parent of any child who has not reported their absence.
- The school will always follow up any absences in order to:
 - Ensure the safety of the child – are parents aware they are not in school?
 - Ascertain the reason for the absence.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data onto the School Census System.

9.0 Home Visits

- The Attendance Officer and/or Pastoral team may complete home visits where a child is absent in order to discuss absence and any barriers to attendance
- If a home visit is attempted but no one is home, a postcard will be left to notify the parent/carer that a visit took place.

10.0 Roles

Form tutors:

- Have responsibility for registering pupils' attendance at the beginning of the morning session.
- Will ensure that the registers are completed in accordance with the safeguarding policy.
- Have a major role to play in encouraging pupils to be punctual and to attend school each day.



- Will check absence notes for their authenticity and will pass these to the Attendance Officer.
- Will challenge pupils on their absences and ensure any necessary support is provided.
- Will check in with students on return from absence and co-ordinate with Head of Year around any support needs.

Heads of Year:

- Will challenge any unexplained absence.
- Will ensure an accurate log of attendance intervention and support.
- Will challenge pupils and parents on repeated absences and ensure any necessary and available support is provided.
- Raise safeguarding concerns related to attendance with the DSL.
- Will work with parents, students and Form Tutors to address barriers to attendance and put appropriate support in place

Attendance Officer:

- Will ensure registers are completed by all teachers throughout the day.
- Will make referrals to Social Care where there are concerns about a child's welfare due to absence.
- Will offer support and advice to parents and pupils with persistently poor attendance.
- Will challenge pupils with persistent absence
- Will ensure parents are notified of the schools concerns up to and prior to issuing an EPN.
- Will liaise with the LEA's Education Welfare Officer to request robust support for families.
- Will keep accurate records and logs of absence and interventions
- Will notify the LEA of the recommendation to issue a Fixed Penalty Notice (FPN) for poor attendance

11.0 Authorised and Unauthorised Absence

If a pupil of compulsory school age is absent, the register must show whether that absence is authorised or unauthorised. Parents may not authorise any absence. In cases where parents seem to condone unauthorised absence, school may involve Social Care or the LEA Education Welfare Officer.

12.0 Definitions

St Anne's RC Voluntary Academy defines an "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.

St Anne's RC Voluntary Academy defines an "unauthorised absence" as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed (9:30am).
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.
- School has not given approval in advance for a pupil to be absent.
- School does not accept a given explanation as satisfactory justification for absence.
- Medical evidence requested by school is not forthcoming.

St Anne's RC Voluntary Academy defines "persistent absenteeism (PA)" as:

- Missing 10% or more of schooling across the year for any reason.

13.0 Leave of Absence

There is no entitlement in law to that allows pupils to take leave during school time. Leave in term time will not be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. Any requests for authorised absence should be made in writing to the Executive Headteacher. A Leave of Absence request form can be obtained from reception. Only the Executive Headteacher can approve leave of absence.



14.0 Religious Observance

St Anne's RC Voluntary Academy will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals. Parents must inform the school in advance if absences are required for days of religious observance. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

15.0 Young Carers

St Anne's RC Voluntary Academy understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school. St Anne's RC Voluntary Academy takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

16.0 Education Penalty Notices

Persistent unauthorised absence and persistent lateness to registration may result in the issuing of a Education Penalty Notice (EPN):

- Parents will receive a written warning of the possibility of an Education Penalty Notice being issued and will have 15 days to ensure an improvement in attendance and / or punctuality. Failure to ensure improvement will lead to the issue of a Penalty Notice.
- The fine for unauthorised absence currently stands at £120 per parent, per child. Non-payment of the Penalty within the 28 day time limit will trigger the prosecution process under the Provisions of Section 444 of the 1996 Education Act.
- In circumstances where an EPN has been served with no impact or attendance patterns show chronic poor attendance the school may request a prosecution through Section 444 (1) of the 1996 Education Act. This will result in prosecution through the courts if there is no improvement in attendance.

17.0 Internal Truancy Protocols

Immediate action will be taken when there are any concerns that a child might be truanting.

- If a child is suspected of internally truanting, a search of the school will occur immediately.
- If after a thorough search of the school, the pupil cannot be located, parents will be contacted.
- If parents cannot be contacted, the school will report the child missing to the police using 111.
- Where contact with parents is made, they will be asked to contact their child and report their whereabouts to the school.
- If parents are unable to locate their child, parents will be advised to make a report to the police that their child is missing.
- For pupils with an allocated Social Worker (e.g. CP, LAC), the Social Worker will be informed of their absence in addition to (where appropriate) the parent/guardian.

18.0 Rewarding Good Attendance

Excellent attendance and punctuality will be rewarded in the following ways:

- Postcards home and certificates.
- Rewards trips and experiences.
- Reward points.

School trips and events are a privilege. Where attendance drops below 96%, these privileges may be taken away. Attendance at the Year 11 prom requires excellent attendance across all five years.

19.0 Monitoring and Review

This policy will be reviewed annually by the Executive Headteacher and the Attendance Officer and Governing Board. Any changes made to the policy will be communicated to all members of staff.

