

Mission Statement

In Christ We Grow – As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

DfE guidelines state that “all schools should have effective systems and procedures for encouraging regular attendance and investigating the underlying causes of poor attendance, which should be set out in an Attendance Policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.”

Current Requirements:

- Persistent absence is defined as any child whose cumulative attendance is 90% or below at any point during the academic year.
- Every child should have a minimum attendance of 97% or higher

The principles of our Mission Statement inform our policy.

Aims

The School will:

- Reward good attendance and punctuality in accordance with our *Proud to Belong* principles in the revised Behaviour and Rewards policy.
- Be distinguished by our care for all students, meeting individual needs with fairness, understanding and justice.
- Provide an education which prepares our students, for the opportunities, responsibilities and experiences of life.
- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all students, parents, teachers and governors.
- Promote and further develop positive and consistent communication between home and school.
- Operate a robust absence management system
- Decline all applications for leave of absence during term time unless there are exceptional circumstances as defined below.*

- Monitor, analyse and set targets to improve individual and whole school attendance levels, including statutory targets
- Work in partnership with local schools, other agencies, the LA and Court Officer within the guidelines issued by the DfE
- Ensure prosecution under section 444(1) and 444(1a) of the Education Act 1996, to enforce attendance at school, where appropriate.
- Rights, Roles and Responsibilities:

This policy document includes appendices for:

- Parents and Carers
- Students
- School Staff
- Governors

These appendices have been developed to compliment this policy and identify how we will deliver our aims in respect of regular and punctual attendance.

Parents/Carers should:

- Familiarise themselves with the Attendance Policy
- Ensure children attend school regularly and punctually
- Contact school on first day of absence
- Maintain contact with school for continued absence
- Explain the reason for a child's absence on or before the child's return to school
- Provide a note if their child needs to leave school during the day for any reason, which must be endorsed by the form tutor and the attendance officer
- Provide a note on their return to school
- Contact school early where problems with attendance are emerging
- Support the school in intervention and action plans, including attendance meetings as required
- Participate in Attendance Parenting Contracts.
- Not book a holiday during term time. Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Exceptional circumstances include: death in the family, attachment to armed forces and critical illness. *

* *New legislation from September 2013*

Students must:

- Attend regularly and punctually to all lessons, including registration. The bell rings at 08:25 for the morning session
- Meet or exceed the school's minimum individual attendance requirement of 97%
- Bring a note of explanation from parent/carer on the day of return after a period of absence to provide to Reception
- Participate fully when action plans are put into place
- Report to Reception if leaving or arriving at any time during the school day.

Governors will:

- Agree targets for attendance at school.
- Not authorise requests for leave of absence during term time
- Participate in Attendance Parenting Contracts.
- Participate in attendance panels with appropriate staff
- Support the school with intervention and action plans
- Receive termly reports on attendance and review the policy annually

This policy document includes appendices on:

- School Staff, roles and responsibilities, monitoring and intervention
- Punctuality
- First day Absence Contact System
- Unauthorised Absence and Persistent Absence
- Use of the Fixed Penalty Notice and other Legal Interventions
- Holidays and Extended Leave During Term Time
- CME
- Removal from roll
- Review of the Whole School Attendance Policy

January 2006

Approved by Governors October 2008

Revised January 2011

Revised April 2012

Revised January 2013

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Reviewed September 2014

Revised September 2015

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APPENDICES TO THE WHOLE SCHOOL ATTENDANCE POLICY

Role	Name of Staff Member	Responsibility
Headteacher	Miss A Knight	<ul style="list-style-type: none"> • Overall responsibility lies with the Headteacher to ensure that the policy is implemented • Raise the profile of attendance and punctuality in the school and the wider community
Assistant Headteacher Learning Managers	Mrs. S. Evans Mr N Ford Mrs D Sayer Miss K White Mr J Woodhead Miss K Baines Mr J Elwood Mr D Smith	<ul style="list-style-type: none"> • SLT strategic Lead for Attendance • Monitor the attendance and punctuality of their House and intervene in line with the attendance intervention framework – directing FT to intervene where necessary and monitoring this • Support and supervise late sanctions (R&R). • Contact and meet with parents where attendance/punctuality is a concern • Place students on report where absence/lateness persists • Action requests for Fixed Penalty Notices in liaison with the Attendance Team and SLT Lead
Form Tutor	All	<ul style="list-style-type: none"> • Monitor the attendance and punctuality of the students in their form and intervene in line with the attendance intervention framework in liaison with LM • Liaise directly with the Attendance Officer when a learner advises of an impending absence or produces a note to cover an absence • Stress the importance of attendance in direct correlation to achievement • Ensure the register is marked promptly and accurately • Statutory registers close at 09.15 for the morning session and 14.15 for the afternoon session each day. The tutor is responsible for late marks during the teaching/registration period. After this the child will have an

		<p>unauthorised absence for the relevant session unless you provide a legitimate reason for the absence. Individual class registers close 10 minutes after the start of the session. In the morning, if your child arrives after 08:25 they are late and this will be recorded accordingly – see <i>Punctuality</i> below</p> <ul style="list-style-type: none"> • Use rewards and sanctions.
Teaching Staff	All	<ul style="list-style-type: none"> • Ensure the register is marked promptly and accurately for every session. • Registers close 10 minutes after the commencement of each session. Ensure students arriving to lessons late are recorded correctly – see <i>Punctuality</i> below; refer to attendance office if in doubt. • Note any changes in student attendance pattern and inform Form Tutor and Learning Manager.
Associate Staff	Attendance Team Mrs D Thornthwaite Attendance Administrator Mrs J Lowe Attendance Improvement Lead	<ul style="list-style-type: none"> • Effectively manage the day-to-day administration of attendance registers • Operate a robust absence management and intervention process including: managing the first day absence contact system; following up unexplained absences; generating and circulating effective reports to facilitate early and timely intervention; analysing reporting data and acting upon it; facilitating Attendance Panel Meetings; keeping appropriate records, working closely with the pastoral team, partner schools, or outside agencies, the LA and the Court Officer • Conduct home visits • Assist with Parenting Contracts • Intervene with and assist families in relation to attendance/punctuality concerns • Work in partnership with multi-agencies and in particular the School Nurse • Document and collate evidence for referrals to the LA and Court Officer in liaison with the SLT Lead for Attendance • Record late arrivals after registers close at 9.00 and 14.15 daily • Maintain up to date fire registers.

School Day and Registration

Monday to Thursday	Time	Friday	Time
Period 1	08:30 – 09:45	Period 1	08:30 – 09:45
Form Time	09:45 – 10:05	Form Time	09:45 – 10:05
Break	10:05 – 10:30	Break	10:05 – 10:20
Period 2	10:30 – 11:45	Period 2	10:20 – 11:35
Period 3	11:45 – 13:00	Period 3	11:35 – 12:50
Lunch	13:00 – 13:45	Lunch	12:50 – 13:25
Period 4	13:45 – 15:00	Period 4	13:25 – 14:40

Punctuality

Being on time for school and for lessons is an important signal that shows a student is ready and willing to engage in their learning. The school has allocated a Pastoral Leader to work with students and their families in order to improve punctuality.

Lateness to school will incur a sanction as follows:

- after 8.25am – Break time R&R for questionnaire
- Failure to attend for questionnaire with result in full Break time R&R
- Failure to attend break time R&R will result in an after school R&R
- after 8.50am - immediate after-school R&R the same day.

Persistent lateness will incur further sanctions including a Punctuality Report and contact with parents/carers.

Similarly, lateness to lessons will incur R&R sanctions at the discretion of the classroom teacher. The number of minutes late is recorded by the classroom teacher on the SIMs class register, and the data reviewed regularly by Pastoral Leaders, LMs, SLs and SLT who will identify patterns and trends – see *Use of Systems and Strategies* below - which may lead to parental/carers contact, as appropriate.

First Day Absence Contact System

Parents have a responsibility to contact the school on the first day of absence to explain the reason for the absence. Parents will maintain regular and positive communication with the school should the absence continue. Where parents have concerns about their child's attendance, they should seek advice and support from school.

Use of Systems and Strategies

Our Lady Queen of Peace Catholic Engineering College will use electronic systems for monitoring attendance and punctuality at both individual and whole school level. We will analyse data, patterns and trends to develop future action planning and target setting.

What Constitutes Unauthorised Absence?

- Truancy for the whole day, part of the day or individual lessons
- Absence which is condoned by the family without a valid reason
- Unexplained absence
- Any holiday absence or extended leave taken during term time from the school (this incurs a Fixed Penalty Notice)
- Continued persistent late arrival to school after other sanctions have been implemented – see above
- Medical appointments are only permitted for half a day

It is the school's decision whether or not to authorise any absence and we may request medical evidence before authorising absence for illness, particularly if a student has below target attendance or is absent for a period of 5 days or more.

Persistent Absence

A student is classed as a persistent absentee when their attendance is 90% or less at any point during the academic year. Any absence, whether authorised or unauthorised is included in the figures. Students who are identified as a persistent absentee will be supported and challenged through the school's systems for addressing persistent absence.

From February 2004, the law gives powers to the school and other designated bodies to request Fixed Penalty Notices or prosecution when a parent is considered able but unwilling to ensure their child's attendance to school. When the school deems this appropriate, usually as a last resort, a fixed penalty or court summons may be issued to each parent/carer. Persistent absence figures have to be sent electronically to the Local Authority every half term.

Children Missing Education (CME)

School will notify Lancashire's Children Missing Education Team when students have missed 10 consecutive school days without permission (or sooner if school are aware that the student is not going to return eg moved out of area) via the CME referral form.

School will complete CME9 removal from roll form and/or provide Lancashire (offroll@lancashire.gov.uk) with the relevant details where a student has been removed from roll and a start at a new school has been confirmed or where the CME Team has advised School that removal from roll is authorised.

Holidays and Extended Leave during Term Time

The school has set a target of 97% attendance for every child of school age. If a child is absent from school for a week's holiday which includes 5 school days, then their percentage attendance will be 97.4% and therefore in danger of dropping below target. Current legislation does not allow the Headteacher to authorise any leave of absence application unless there are exceptional circumstances (as detailed on page 2 of this policy).

Our Lady Queen of Peace Catholic Engineering College will not authorise any holidays or extended leave during term time without exceptional circumstances (see page 2). If a holiday/extended leave is taken, then the school will apply for an automatic Fixed Penalty Notice to be issued.

The school may not authorise absence for illness for 5 days or more without medical evidence.

Use of the Fixed Penalty Notice

Parents and carers commit an offence if their child fails to attend school regularly. In every case a learner must have had a minimum of 5 days lost due to unauthorised absence during the current half term, or 10 days over the academic year. When this minimum is reached, a fixed penalty notice is considered.

Where a student's attendance falls below 80%, the school will refer the case to the Court Officer and either a fixed penalty or prosecution will be considered. The school never takes such action lightly and we make every effort to work with parents and carers to improve attendance. However, where intervention is deemed ineffective we will actively pursue such action to ensure we meet statutory requirements.

Prosecution

Where parents are clearly failing to fulfil their legal obligation (Education Act 1996 Section 441 and 441A, Anti-Social Behaviour Act 2003) prosecution will be recommended. Prosecution may be pursued where a fixed penalty notice fails to ensure improvement.

Removal from Roll

The school will be guided by the local authority in accordance with the criteria set out in Regulation 9 of the Education (Learner Registration) Regulations 1995 (amended 1997 and 2001).

Learner Services Office is responsible for identifying students who are missing and for liaising with the local authority and informing the authorities of any removals from roll.

Review of Whole School Attendance Policy

Our Lady Queen of Peace Catholic Engineering College will review this policy annually and will review the associated appendices at least annually.

January 2011

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