

ST JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL

School Mission Statement

“Learning and Growing Together in Christ”

“As a Catholic School we aim to develop a Christian Community which believes in and affirms the dignity and value of the individual and encourages its members to develop their potential in terms of knowledge, understanding, spiritual, moral, cultural and physical awareness”.

ST JOHN LLOYD CATHOLIC SCHOOL



ATTENDANCE POLICY

Approved 30th November 2016
Reviewed: 10th December 2020

“Learning and Growing Together in Christ”

As a Catholic school we aim to be

“A Christian community which recognises the dignity and value of the individual and in which all members are encouraged to develop their potential in terms of knowledge, understanding, spiritual, moral, social and cultural awareness.”

This is all underpinned by our Christian values and ethos, where as a Christian community we believe that Christ is God revealed to us, which gives special meaning to our concept of human life and dignity.

This means that we aim

- ❖ to embrace the gospel values of Christ in our everyday life and work, where all can experience and grow in faith, hope, love, justice, forgiveness and service.
- ❖ to value each individual with their gifts, uniquely made in God’s image
- ❖ to provide an experience of a living, worshipping community
- ❖ to challenge and support each individual to fulfil their potential as whole human persons, contributing to their spiritual, academic, physical and emotional development
- ❖ to develop individual self-esteem, mutual respect and trust for others, building relationships of the highest quality between pupils, staff, parents and governors.
- ❖ to develop a learning community through delivering a broad, balanced and relevant curriculum, which will prepare for the opportunities and experience of an adult life of service to others
- ❖ to enrich the curriculum by offering opportunities in a wide range of learning experiences and by developing and strengthening links with the wider community

The Mission Statement and ethos of the school can be summarised for pupils in

‘Learning and Growing together in Christ’.

Regular school attendance is fundamental to a child’s achievement, progress and learning and also a major factor in a successful future.

At St. John Lloyd we aim to provide an environment that promotes and encourages all our pupils to attend school regularly and punctually. Attending regularly will allow our pupils to make the most of the opportunities available to them in developing their God given gifts and talents and allow them to learn and achieve to their full potential academically and grow into responsible citizens.

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AIMS

The aims of this policy on attendance and punctuality are to maximise pupil attendance by encouraging parents to enable their children to take full advantage of their educational opportunities by regular and punctual attendance at school and:

- To establish and maintain a high level of attendance.
- Raise the profile of attendance and make it a priority for staff, pupils, parents and governors.
- Ensure attendance procedures are effective and consistent.
- Ensure the marking of registers is completed accurately, consistently, reliably and within agreed timescales. Attendance data will be used to provide an effective monitoring system, to inform practice and target resources.
- Develop a systematic approach to gathering, analysing and acting upon attendance data in order to target attendance-related issues.
- To identify pupils and groups of pupils whose absence is giving cause for concern and to target resources to work towards the resolution of any difficulties being experienced.
- To promote an effective whole-school approach to the management of attendance where each member of the school community (including staff, governors, parents and pupils) is aware of their roles and responsibilities and makes an effective contribution.

The whole school community has a responsibility for promoting and ensuring excellent attendance and punctuality: parents/carers, pupils, all school staff and governors.

The Home/School Agreement is signed by parents/carers, pupils and the Headteacher when they join the school. This document includes a clear undertaking about attendance and punctuality.

EXPECTATIONS AND RESPONSIBILITIES

Our Expectations of Pupils

- Attend school regularly and on time.
- Arrive on time for all lessons and be appropriately prepared for the school day.
- Inform a member of staff of any problem that may hinder their attendance at school.
- Inform the Form Tutor, Head of Learning or Attendance Officer of any future planned absences.
- Be properly equipped and ready to learn.

Our Expectations of Parents

- Ensure their children attend school regularly, as required by law.
- Contact the school whenever their child is unable to attend school on the first day of absence.
- Ensure that their children arrive on time and are well-prepared for the school day.
- Keep in contact with the school and inform the Head of Learning, or Attendance Officer if any problem occurs which may hinder their child's regular attendance, discipline or behaviour in school.
- Seek to attend meetings in school to discuss their child.

Our Expectations of the School

- Regular, efficient and accurate recording of attendance in morning and afternoon registration.
- Early and sensitive contact with parents when a pupil is absent where no appropriate reason has been provided.
- Early and sensitive action on any problem notified to us.
- Reward good and improved attendance of all pupils.
- Promote positive staff attitudes to pupils returning after absence.
- Ensure appropriate procedures on reintegration according to the length of period of absence.
- Regular evaluation of attendance procedures by Senior Leadership Team (SLT) and school governors.
- Work towards ensuring all pupils feel supported and valued.

Our Expectations of School Governors

- To evaluate the latest attendance data, which is reported termly to the Governing Body.
- In conjunction with the Headteacher, help set realistic but challenging targets for improvements in school attendance. Comparative figures for the last three years to be available for Governors.

GUIDELINES FOR IMPLEMENTATION OF THE SCHOOL ATTENDANCE POLICY

Class Teachers

- Aim to accurately complete registers during morning registration and every lesson in SIMS. If, in rare circumstances, the electronic register cannot be taken then the register must be done on paper and sent to the Attendance Officer for Lesson 4 only.
- Ensure that all pupils within lessons are able to access the learning through a range of teaching and learning strategies in line with the school's Teaching and Learning Policy.
- Ensure that pupils in each class who are underachieving owing to absence, are identified and inform the Head of Department and the Head of Learning.
- Identify, within each lesson, any pupils who clearly should be present in the lesson but are not. Please inform the Attendance Officer immediately.
- Monitor carefully the attendance and punctuality of individuals within a class and alert the Head of Learning where patterns of non-attendance are detected or persistent lateness.
- When a pupil is known to have truanted from their lesson, follow this up by making sure they have caught up the missed work in subject detention time.
- Ensure that appropriate work is set and marked for long-term absentees and those on fixed-term exclusions, so that return to school is made as easy as possible.
- Ensure that those who return from long-term absence are provided with appropriate support to enable them to access the learning within the lesson.
- Welcome back pupils from long-term absence in a professional manner, avoiding reference to the absence in front of other pupils.
- Actively discourage any adverse comments about the absence from other pupils within the class.

Heads of Department

- Monitor attendance within their subject area.
- Promote good practice in the reintegration of absent pupils and setting of work for long-term absent or excluded pupils.

Form Tutors

- Ensure that the register for morning registration is accurately completed (legal requirement).
- Take action to request absence notes from returning pupils. Where absence notes are not provided within a fortnight of the absence then the Attendance Officer will take action.
- Ensure that any absence notes provided by parents or guardians are noted on the SIMS system.
- Collect and scrutinise absence notes and alert the Head of Learning if professional judgment suggests that these are forged. Tackle any instances of inappropriate absence with the pupil and alert the Head of Learning or Attendance Officer so that parental contact can be made.

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- Encourage high attendance through constant reinforcement of individual and class targets and through encouraging pupils to want to be the best-attending form in the Year group and whole school.
- Monitor attendance within their form and collaborate with their Head of Learning where they feel there is deterioration.
- Liaise with Head of Learning as early as possible where there are issues of attendance with individual pupils, groups within the form or the whole form.
- Promote and display attendance graphs on form noticeboard.
- Regularly discuss with the pupils the importance of attendance and mentor pupils with poor attendance.
- Reward and praise pupils for good or improved attendance.

Heads of Learning

- Monitor attendance of individual form classes and whole year groups.
- Encourage high attendance within their Year group
- Liaise with pupils and parents in matters of absence
- Monitor weekly with Attendance Officer attendance figures and highlight pupils with concern and ensure appropriate procedures are followed.
- Promote high attendance through Assembly.
- To identify strategies and implement them to improve attendance and punctuality.
- Liaise with Attendance Officer to ensure parents are contacted where absences have remained unexplained, despite the intervention of the Form Tutor.
- Keep in contact with long-term absentees. Ensure that effective reintegration strategies are used, identifying "catch up" needs.
- Foster a positive attitude to school attendance within the Key Stage and Year Group through assemblies, the form noticeboards and constant reinforcement with pupils. Encourage a spirit of healthy competition between forms and individuals.
- Liaise with subject teachers to ensure that appropriate work is set for long-term absentees and those excluded from school.
- Investigate instances of suspected whole-day or lesson truancy and take appropriate action, including making initial contact with parents.
- Keep form tutors informed of action taken in relation to particular pupils.
- Administer the attendance rewards systems.

Attendance Officer

- Monitor carefully the attendance of pupils across the school, taking note of any patterns amongst pupils from particular groups, particular times of the week or particular subject areas. Inform SLT of any identified patterns.
- Implement Groupcall on first day of absence.
- Oversee the efficient running of the Registration system and take action where registers are not being completed accurately.
- Liaise and monitor with Form Tutors, Heads of Learning the attendance within the Key Stage or Year Group where pupils are identified as having poor attendance.

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- Work with targeted pupils to improve attendance through parental contact, attendance reports, short-term targets and rewards. Particular attention will be paid to pupils with attendance consistently below 90% and those falling into the persistent absentee category.
- Monitor particularly closely the attendance of persistent absentees, those with deteriorating levels of attendance, and those at risk of disaffection, using short term targets and attendance reports as necessary.
- Mentor pupils with poor attendance.
- Produce and analyse regular reports for Form Tutors and Heads of Learning on attendance, lateness and absenteeism.
- Involve outside agencies with individuals and groups of pupils.
- With the Transition Co-ordinator, identify Year 6 pupils for targeted support on attendance at transition from primary school.
- Ensure that parents who wish to take pupils out of school during term-time are contacted and the potential consequences explained.
- Ensure that all Form Tutors and supply teachers understand the registration system.
- Present regular attendance reports to the Headteacher.
- Make referrals to the Engagement Officer (EO) at EWS.
- Meet with the EO regularly to identify referrals, providing full details and additional information for cases where court action is required.
- Collaborate with EO to investigate reports of illegal juvenile employment of pupils.
- Update attendance procedures within the school.
- Provide regular data on attendance for Form Tutors, Heads of Learning, Deputy Headteacher and the Headteacher.

Deputy Headteacher

- Support the Attendance Officer in the implementation of the Attendance Policy.
- Take overall responsibility for developing Attendance Policy within the school.
- With the rest of SLT, actively discourage parents from taking pupils out of school during term-time.
- Ensure that induction of new teachers includes training about taking a register.

EDUCATION WELFARE SERVICE

The Education Welfare Service, in particular the specific EO, shall keep the Head of Learning and Attendance Officer informed as to any child for whom a referral has been received, with whom they are involved on a casework basis, or any other registered pupil at the school with whom they have involvement. The EO will also support the process of monitoring attendance. The EO will also support the school by:

- Making home visits and will also be available in school to interview pupils and their parents.
- Making judgments in co-operation with school staff and other agencies in line with statutory duties in relation to school attendance.
- Providing interim welfare support to pupils and their families and through assessment of their needs, engage a multi-agency response to addressing those needs.

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- Providing an independent approach to supporting the school community in particular with advice relating to the management of school attendance.
- Assist the school in analysing data and identifying patterns of absence and punctuality.
- Carrying out duties with regard to statutory intervention in cases of irregular school attendance.

CATEGORISING ABSENCE

A mark will be recorded in respect of each pupil during morning registration. Any child who is not present at these times will be marked as an unauthorised absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended.

Amendments will be carried out by the Form Tutor, Head of Learning or Attendance Officer.

Absence will be authorised in the following circumstances:

- a) Where leave has been granted by the school in advance, for example:
 - A pupil is to participate in an approved performance for which a licence has been granted by the Local Authority.
 - A pupil is involved in an exceptional special occasion — in authorising such an absence the individual circumstances of the case and the pupil's overall attendance will be considered by the Headteacher.
 - In exceptional circumstances, permission may be granted for a family holiday for which parents have sought the Headteacher's permission in advance.
- b) Where the school is satisfied that the child is too ill to attend;
- c) Where the pupil has a medical appointment (although parents should be encouraged to make appointments out of school hours wherever possible, and to return their child to school immediately afterwards — or send him/her to school beforehand);
- d) Where there is an unavoidable cause for absence which is beyond the family's control, e.g. extreme weather conditions;
- e) The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil belongs;
- f) In other exceptional circumstances (e.g. family bereavement) for a limited period.

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- No explanation has been given by the parent or guardian
- The school is not satisfied with the explanation

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- The pupil is staying at home to look after the house/wait for a delivery
- The pupil is shopping during school hours
- The pupil is absent from school on a family holiday without prior permission

APPROVED EDUCATIONAL ACTIVITIES

Where a pupil is engaged in off-site approved educational activities, the Attendance Officer will monitor his/her attendance before entering the appropriate code on the register.

LATENESS AND PUNCTUALITY

Pupils are expected to arrive at school, and be in the correct room for registration at 9.10 am, and be punctual to all lessons every day. It is disruptive to their own learning, and that of others in the class, if they are late.

Pupils who arrive after the register closes will be marked absent for the whole session (a session being a morning or afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. A pupil who is persistently absent by reason of lateness will be dealt with according to the Behaviour and Discipline Policy.

The Attendance Officer will monitor the Late book and take appropriate action. If the matter is not resolved quickly, it will be referred to the EO.

Pupils who arrive late for school, but before the register closes, will be marked late on the register. Pupils who arrive late for school after the register closes, must sign the Late book in the Main Office. For health and safety reasons, it is important that the school knows who is in the building, therefore it is vital that all pupils arriving late follow this procedure. Similarly it is important that pupils leaving the premises legitimately (e.g. for a medical appointment), on returning to school later in the day sign in and/or out at the Main Office.

If a pupil requests to leave school early then a note or appointment card must be given to the Form tutor who will complete a signing out slip which is to be presented at the Main Office by the pupil when signing out.

FIRST DAY ABSENCE

Parents are responsible for contacting the school on the first day of absence as to why their child is absent.

The Attendance Officer is responsible for maintaining a first day response system called ‘Group Call’. The system sends messages to parents and guardians of absent pupils if the school has not been informed of the absence. Parents should contact the school as soon as possible to inform the Attendance Officer of any absence and by 9.30am.

If a parent has not contacted the school after three days of absence then the absence will be referred to the EO who will make a home visit.

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Wherever possible parents should avoid making medical or dental appointments for their children during school hours.

UNAUTHORISED ABSENCES

The Attendance Officer is responsible for following up unexplained and unauthorised absences.

A report of unauthorised absences will appear in the register on a weekly basis which lists pupils who were absent and have not yet provided the school with a reason for their absence. The Form tutor will endeavour to obtain a note from the pupil and clear the absence if after a period of two weeks no note has been provided then the Attendance Officer will take action by either contacting the parent via telephone or letter.

MANAGING ILLNESS THROUGH THE SCHOOL DAY

- If a pupil is unwell, he or she should inform their class teacher who will take the appropriate action (i.e. Inform Head of Learning or First Aider)
- If a pupil has an accident, they should report to the Main Office for their condition to be assessed. If necessary, parents will be informed for the pupil to be collected from Reception: this decision must be made by the appropriate First Aider.
- Pupils are not allowed to make their way home, but must be collected by an appropriate adult.

POST REGISTRATION TRUANCY

Post registration truancy occurs when a pupil does not attend a lesson and has previously registered for the session. All class teachers should take a register promptly at the beginning of every lesson or within the first ten minutes. If a pupil is deemed to be absent but has attended the previous lesson and no explanation for the absence is apparent then the Attendance Officer should be informed. If the pupil appears to have left the premises without authorisation, the school will attempt to contact his/her parents immediately. The Head of Learning will issue an appropriate sanction for truancy.

TERM-TIME HOLIDAYS/LEAVE OF ABSENCE

All requests for pupil absences must be made in writing to the Headteacher, in advance of the intended holiday. The Headteacher will respond to all requests for holidays or leave of absence in writing, giving the reasons for the decision.

The Headteacher will consider every application, but the school policy is not to authorise holidays during term time. However, in some circumstances, authorisation will be given. Each application will be looked at individually taking into account the pupil's age, the timing of the proposed holiday, its nature and parental wishes; the overall attendance pattern of the pupil and their stage of education and progress (in line with National Assembly of Wales guidance, Circular 47/06).

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Holidays will not be authorised during periods of external examinations.

Holidays that are not approved will be recorded as unauthorised absence.

SYSTEMS AND STRATEGIES FOR MANAGING AND IMPROVING ATTENDANCE

Attendance has a high profile and is discussed regularly by the Pastoral Leadership Team and Form Tutors.

Good attendance is rewarded by praise, weekly House Points, letters of praise, certificates and termly prizes and an annual prize for 100% attendance of the whole academic year.

Where there is an emerging pattern to a pupil's attendance over a three to four week period (or sooner if staff are particularly concerned), with or without explanation, the Attendance Officer will contact parents to discuss the reasons for absence and consider a meeting in school. Plans should be agreed with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit — usually no more than six weeks.

If a pupil's absence has necessitated the involvement of the EO, meetings are held with pastoral staff, EO, pupil and/or parents to agree attendance targets for the pupil.

REFERRAL TO THE EDUCATION WELFARE OFFICER

If there continues to be unauthorised absences or if a pupil's attendance consistently falls to 85%, the matter will be discussed with the EO and guidance sought.

STAFF ROLES AND RESPONSIBILITIES FOR ATTENDANCE:

Miss G Fiorillo Deputy Headteacher with SLT overview of attendance matters
Mrs M Harries Attendance Officer and Pastoral Support

Ms S Evans Head of Learning Years 10 & 11
Mrs K Jones Head of Learning Years 8 & 9
Miss J Roberts Head of Learning Year 7 & Transition

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ATTENDANCE CODES FOR 2017/2018

CODE	DESCRIPTION
-	Attendance Not Required
*	Not Yet Marked
/	Present at registration
B	Educated off-site (not dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provide yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience(not work based training)
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet