

# Cardinal Newman Catholic High School



## Attendance Policy

Source:	The Key for school Leaders
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Approved by:	SIC
Date of approval:	28.01.26
Date of next review:	Spring 2027

## Contents

1. Aims .....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	4
4. Recording attendance .....	9
5. Authorised and unauthorised absence.....	12
6. Strategies for promoting attendance.....	15
7. Supporting students who are absent or returning to school.....	16
8. Attendance monitoring .....	16
9. Monitoring arrangements .....	18
10. Links with other policies .....	18
Appendix 1: attendance codes .....	19

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## 1. Aims

Our school aims to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

At Cardinal Newman Catholic High School, we believe that good attendance and punctuality are important in helping students achieve the best that they can be. Education is important. Students should be at school, on time and ready to learn, every day the school is open, unless the reason for absence is unavoidable. All research shows that students who attend well achieve well.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

- [https://www.legislation.gov.uk/ukxi/2006/1751/contentsThe Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](https://www.legislation.gov.uk/ukxi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013)
- The [Equality Act 2010](#)
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### 3. Roles and responsibilities

Working together to improve attendance is everyone's responsibility at Cardinal Newman CHS

#### 3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

Mrs J Johnson is the link governor for attendance

### 3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Consider issuing fixed-penalty notices if appropriate, following Local Authority guidance
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

Sharing information from the school register with the local authority, including:

- Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness
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### 3.3 The designated senior leader responsible for attendance

The designated senior leader Mrs F Burn is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Mrs F Burn and can be contacted via telephone on 01925 635556 or email via [enquires@cardinal-newman.co.uk](mailto:enquires@cardinal-newman.co.uk)

### 3.4 Staff Supporting Attendance

#### Pastoral Managers

The Pastoral Support Team at Cardinal Newman Catholic High School play a crucial role in safeguarding and supporting pupils by conducting welfare calls when a student is absent and no reason has been provided.

Their responsibilities include:

- Prompt action: Contacting parents/carers as early as possible on the day of absence if no reason has been received, following up with additional calls if necessary.
- Recording information: Accurately logging details of all attempted and successful contacts, including time, method, and outcome of each call, using the school's designated recording system.
- Assessing welfare: Asking appropriate questions to determine the student's wellbeing and any safeguarding concerns, and escalating any issues in line with the school's safeguarding procedures.
- Communicating absence procedures: Reminding parents/carers of their duty to notify the school regarding absence and reinforcing the school's attendance expectations.
- Maintaining confidentiality: Handling all information sensitively and in accordance with GDPR and the school's safeguarding policy.
- Supporting reintegration: Where appropriate, offering guidance and support to families to facilitate a smooth return to school for the student.

These responsibilities ensure that the welfare of students remains central to the school's approach to attendance and that any concerns are identified and addressed as early as possible.

#### The SENCO

The SENCO is responsible for

- Regularly review the attendance data of students on the SEND register, identifying any patterns or concerns.
- Liaise with form tutors, subject teachers, and the attendance team to address attendance barriers for students with SEND
- Participate in multi-agency meetings as needed to support students with persistent or complex attendance issues
- Develop and oversee tailored interventions for students with SEND experiencing attendance difficulties, ensuring reasonable adjustments are in place.

- Work with parents/carers to understand and address the underlying causes of absence

### 3.5 Form Teachers and Class Teachers

#### **Form Tutors** are responsible for:

- Accurately recording attendance for morning and, where applicable PSHE sessions, using the correct codes (see Appendix 1), and submitting this information to the school office via Arbor
- Review attendance data regularly for their form group, identifying patterns of absence or punctuality concerns.
- Discuss individual attendance and punctuality with students, offering support and signposting where appropriate.
- Greet students returning from absence, ensuring they feel supported and up to date with any missed information.
- Complete the required return-to-school conversations and documentation, following the school's procedures.
- Encourage a positive ethos around attendance and punctuality within the form group.
- Share attendance targets and celebrate improvements or high attendance
- Escalate attendance or punctuality concerns to the pastoral team or safeguarding team as required.
- Work collaboratively with other staff to support interventions for students with persistent absence.
- Make initial contact with parents/carers where appropriate to discuss attendance concerns, in line with school procedure.
- Share information with parents/carers about the importance of regular attendance and punctuality

#### **Subject Teachers** are responsible for:

- Recording attendance in all lessons, using correct codes (see Appendix 1), and submitting this information to the school office via Arbor
- Mark any late arrivals accurately
- Be alert to patterns of absence within their classes and raise concerns with the HOY or Pastoral manager.
- Liaise with form tutors and the attendance team regarding students with frequent or unexplained absences
- Support curriculum recovery:
- Identify pupils who have missed key lessons due to absence and ensure they receive timely support to catch up (e.g., providing resources, arranging catch-up sessions, or signposting additional help).

- Reinforce the importance of regular attendance and punctuality with students, linking attendance to academic progress and achievement.
- Celebrate and acknowledge improvements in attendance within their subject area, where appropriate.
- Immediately notify the safeguarding lead of any unexplained absence that raises a concern, in line with the school's safeguarding policy.

### 3.6 School office attendance manager

School office staff will:

- Accurately entering and updating attendance data in the school's management information system on a daily basis
- Ensuring all class and session registers are completed by teaching staff and following up promptly on any missing or incomplete registers
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system • Transfer calls from parents/carers to the Hoy/Pastoral manager where appropriate, in order to provide them with more detailed support on attendance
- Transfer calls from parents/carers to the Pastoral Manager or HOY where appropriate, in order to provide them with more detailed support on attendance
- Make first-day absence contact with parents/carers if they haven't contacted school in line with school procedures, and recording reasons for absence
- Maintaining accurate records of all communications with parents/carers regarding attendance
- Assisting in the administration and monitoring of Alternative Education Provision (AEP) and reduced timetables, ensuring attendance data is captured and shared appropriately
- Handling attendance-related queries from parents, pupils, and staff efficiently and professionally
- Ensuring confidentiality and compliance with data protection requirements at all times.

The admin team's attention to detail and proactive approach are essential in ensuring that attendance procedures run smoothly and that all pupils are safeguarded through accurate record-keeping and prompt follow-up.

### 3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence before 8.45am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting their child's HOY or Pastoral manager, who can be contacted via telephone on 01925 635556 or email via [enquires@cardinal-newman.co.uk](mailto:enquires@cardinal-newman.co.uk)

### 3.8 Students

Students are expected to:

- Attend school every day, on time
- Be in the correct place, ready to start lessons promptly at the designated times
- Catch up on any missed work and seek support from teachers or form tutors if needed
- Encourage peers to attend regularly and contribute to a supportive, welcoming environment.

## 4. Recording attendance

### 4.1 Attendance register

School will keep an electronic attendance register and place all students onto this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

School will also record:

- Whether the absence is authorised or not

- The nature of the activity, where student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Students must arrive in school by 8.35am on each school day

The school day starts at 8.40am and ends at 3.10pm (except Tues week B the end time is 2.10pm )

The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken at 12noon and will be kept open until 12.30pm

## 4.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.45am or as soon as practically possible (see also section 6). Parents need to contact school by telephone, email or text.

Absence due to physical or mental illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

## 4.3 Planned absence

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 5.

## 4.4 Lateness and punctuality

Students who arrive after 8.50am will be issued with a lunchtime detention that they must attend on the day they arrive late, failure to attend will result in an after-school detention being issued.

A student arriving between 8.50 and 9.20 will be issued with a L code

Any student arriving after 9.20 must sign in at reception. If they are late to school with no good reason they will be issued with an after-school detention that they must attend on the same day, failure to do so will result in parents being contacted and a sanction issued.

Failure to sign in can lead to consequences being issued. If you are aware your child will be arriving late, please send him/her with a note explaining the circumstances or contact the school by telephone, i.e. - unplanned appointment at the doctors.

A student who arrives after the register has closed will be marked as absent, using the U code.

Persistent lateness will be monitored and addressed in line with our wider attendance and behaviour procedures.

## 4.5 Following up unexplained absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Regular attendance at school is the responsibility of parents and carers.

Under the 1996 Education Act parents commit an offence if their child does not attend school regularly. If your child cannot come to school because of illness, you should advise the school on the first day of absence by telephone, [School Gateway or email into school enquires@cardinal-newman.co.uk](mailto:School Gateway or email into school enquires@cardinal-newman.co.uk) by 8.45am.

If no message is received, we will assume that your child is absent without your permission. We will then make every effort to contact you. It is essential that the school is kept informed of changes of contact details such as phone numbers/email address and home address. In cases where we continue to be concerned, we may make a 'home visit' or request the police to undertake a 'Safe and Well' visit. Parents are encouraged to ensure that their child brings in a letter confirming the reasons for the absence when the child returns to school. Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Contact parents on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Contact the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer. In cases where we continue to be concerned, we may make a 'home visit' or request the police to undertake a 'Safe and Well' visit.
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

## Children Missing From Education CME

Prolonged or repeated absences may indicate safeguarding concerns, including neglect, sexual abuse, or criminal exploitation.

School works with external professionals to safeguard absent pupils.

- 10 consecutive days unauthorised absence triggers contact with Local Authority CME teams.
- Similar intervention may occur for authorised absences with wider concerns.
- Please see the procedure for CME:

Day 1 - Phone call. school will telephone the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe.

Day 2 – Follow up phone call. A subsequent telephone call will be made.

Day 3 – Contact made with parents by phone/text/email for contact to be made with the school immediately.

Day 5/6 - Home visit. We will arrange a visit to the home address ensuring that appropriate school procedures for home visits are in place.

Once we have completed these checks, School will report the child as missing from education (CME) to the local authority to ask them for guidance and support

## 4.6 Reporting to parents

Parents will receive a copy of their child's attendance when reports are sent home. Students get a weekly update of their attendance which is recorded in their planner. Any student whose attendance is cause for concern will be contacted by the Pastoral manager responsible for attendance to offer support and advice to improve the student's attendance wherever possible.

Parents can also access their child's live attendance and punctuality via the Arbor app.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

Any requests for absence must be made in writing for the headteacher to consider the circumstances as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Any absence made over the phone will be subject to first day response calls and safeguarding checks in accordance with our safeguarding procedures

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable

- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

Leave of absence will not be granted for a student to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, a leave of absence will not be granted for the purposes of a family holiday or visiting family.

The school will not authorise holidays taken by students in term time. In all instances we will follow Local Authority guidelines, which do not count holidays as authorised absence. There are ample school holidays throughout the year, and we cannot sanction parents/carers jeopardising their child's chances at good achievement.

The school needs to be informed by letter if parents are planning to remove their daughter from school for a holiday so the registers can be completed with the correct coding. This will appear as a G (unauthorised holiday).

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.
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## 5.2 Strategies

Our school will make use of the full range of support and potential sanction– including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

## Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence. Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent and pupil to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

## Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

School would consider issues a penalty notice; it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

The current penalty is £80 per parent, per child if paid within 21 days. This amount increases to £160 per parent per child if payment is made between 22 and 28 days.

Please note that there is no right of appeal for this notice. Failure to pay within the specified time may result in the matter being referred to the Magistrates Court, where higher fines could be imposed, and you could receive a criminal record.

For a second offence within a three-year period, the penalty will automatically be £160, with no option for a reduced rate. After two fines within three years, any further unauthorised absences may be referred directly to the court for prosecution and no further penalty notices will be issued.

## **The school's response to Persistent Absenteeism**

The school has a responsibility to reduce the number of students whose attendance is below 90% over the school year. Students with attendance below 90% may fall into the 'Persistent Absentee' category.

This is particularly relevant if any of the child's absences are unauthorised. According to the DFE guidance (March 2013); 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the local authority'. In addition, 'Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996)'

When a student's attendance falls below 90% (at any stage of the year) he/she will meet with the school's Attendance Officer and home will be contacted. The school will follow the guidelines if a student has 20 sessions (10 days) or more unauthorised absence in a 12-month period. In this eventuality both parents, even if one of the parents does not live with the student, will be invited into school to attend a 'School Attendance Review Meeting'. The student's attendance will be monitored for a four-week period. If the student attends school every day during this period parents they will meet with the attendance officer who will comment on the improvement.

If the student is absent from school during this monitoring period parents will be expected to provide medical evidence (i.e. – medical appointment cards, copy of prescription, letters concerning hospital appointments, letters from professional organisations (CAMHS), print screen of medical notes, doctor's medical certificate). If there continues to be no improvement in attendance and absences remain unauthorised, the school and the LA will complete the prosecution paperwork and begin to undertake the necessary legal action against the parents.

Warrington Borough Council operates a 'Fast-Track' prosecution process, to ensure better management of poor school attendance. The 'Fast-Track' process involves the school, parents and the Attendance Team setting time limited targets for the improvement of individual pupils' attendance. If agreed targets are not met within a 9-week time frame, the Local Authority may take legal action through the Magistrates Court under Section 444 of the Education Act 1996. Those found guilty of this offence may be fined up to £1,000

## **6. Strategies for promoting attendance**

Cardinal Newman recognizes the importance of celebrating good attendance and motivating all students to improve their attendance. Several initiatives and rewards events take place throughout the academic year these include achievement points for good attendance and punctuality are added each half term, students with the highest points are then added to the big Prize Draw which takes place each term, 100% attendance certificates, termly and end of year rewards events.

Form tutors regularly share individual and form group attendance data with students, celebrating improvements and promoting friendly competition. Outstanding attendance is celebrated in our school newsletter, and we highlight the strong link between attendance and attainment

## 7. Supporting students who are absent or returning to school

### 7.1 Students absent due to complex barriers to attendance

Pastoral support will be offered to aid re integration back into school, looking at strategies to support the student, a key worker will be identified to work with the student and plans will be adapted where necessary, part time timetables may be offered if appropriate

Identify the barriers to attendance, and discuss how these could be minimised

Areas which may need checking include:

- Medical difficulties – to ensure there are no underlying physical or emotional reasons for the student refusing school
- Social reasons – checking in with the students' friends, or lack thereof and gaining a greater understanding of the student's social circle
- Educational reasons – is the student having difficulty in particular subjects, or overall?
- Environmental reasons – is there something in the environment causing distress for the student?

School may complete an EBSA toolkit with the student and parents to explore the push/pull factors around the student's attendance and look to plan and implement effective interventions for individual students e.g. advice/interventions (POOSM)

### 7.2 Students absent due to mental or physical ill health or SEND

Identify a key worker to support the student back into school, a re-integration package may include working in school in a safe space with SEND support

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

### 7.3 Students returning to school after a lengthy or unavoidable period of absence

School will provide additional pastoral support to assist the student's reintegration into school, not just academic 'catching up'. A time limited part-time timetable may be offered if appropriate. A meeting will take place between relevant staff, student and parent/guardian with agreed targets and support for the student

## 8. Attendance monitoring

The Pastoral Managers monitor student absence daily and HOY weekly. Parents are expected to contact school in the morning if their child is going to be absent due to ill health. They must inform school every day their child is absent. If a student's absence goes above 3 days, we will contact the parents to discuss the reasons for this. If after contacting parents a student's absence continue to rise, we will consider involving the education welfare officer from the LA that works closely with the school.

### 8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific student information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

## 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## 8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide weekly attendance reports for form tutors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## 8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- 
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
  - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
  - Implement sanctions, where necessary

## 9. Monitoring arrangements

This policy will be reviewed annually as guidance from the local authority and/or DfE is updated, by the head teacher. At every review, the policy will be approved by the full governing board.

## 10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays