



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

Attendance Policy

Rationale

Holy Trinity seeks to ensure that all its pupils receive an education which maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

Objectives

Holy Trinity aims to work in partnership with parents and other agencies to strive towards every child achieving the highest possible attendance so that attendance overall is at least in line with national averages and to ensure that each child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies we are able to ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all pupils at Holy Trinity.

Roles & Responsibilities

In order to manage and promote regular attendance Holy Trinity will:

- Keep parents updated on attendance and the School calendar, via letters home, newsletters and the school website.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings.
- Monitor individual pupils' attendance in order to:
 - a) Celebrate good and improving school attendance and reward this through competitions, certificates and events
 - b) Notify parents when we are worried about their child's attendance by following the procedure below
 - c) Carry out first day absence calls to Parents /carers if no reason for absence has been provided to school by 9am
 - d) Carry out a third day absence call if absence is continued
 - e) Inform parents, by letter, if a child's attendance falls below the school's target of 96%.
 - f) Invite parents into school to discuss any barriers to good school attendance, if a child's attendance deteriorates further.
 - g) Following this meeting, expect parents to provide supporting evidence in order for school to authorise further absences
 - h) Refer to the Education Welfare Service, if absence continues and supporting evidence cannot be provided

In order to manage and promote the regular attendance of their children parents will:

- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with Holy Trinity and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.

- Contact Holy Trinity on the 1st day of absence to inform school of reason for absence and when the child is expected to return keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide school with any medical appointment cards, and where ever possible make appointments out of school hours. Where this is not possible parents will ensure that children attend prior to or following their appointment.
- Attend any meetings called by school and partner agencies to discuss attendance.

In order to manage and promote regular school attendance the Education Welfare Service will;

- Visit Holy Trinity to monitor registers and identify children with attendance levels that cause concern.
- Attend meetings called by Holy Trinity to address with parents any worries the school and Education Welfare Service may have about a child's attendance.
- Support the school in promoting attendance by attending parent evenings and events.
- Receive referrals from school to address matters of poor school attendance by:
- Visit parents' homes to undertake assessments of need, challenge and resolve matters of poor school attendance.
- Involve other agencies where appropriate, such as the school nurses.

In situations where all other strategies have failed to improve school attendance, the Education Welfare Service will enforce the law; this may result in fines of up to £2,500, a custodial sentence and or a Parenting Order.

Penalty Notices for attendance will be issued if **any** of following three conditions applies:

- A pupil has accrued five or more consecutive days of unauthorised leave of absence (holiday in term time)
- If due to sporadic unauthorised absences, then, other than in specific circumstances, the parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. If there are further absences within the 15 day monitoring period then a Penalty Notice may be issued
- An excluded pupil present in a public place without justification, during the school hours of the school day where the pupil is on roll, during the first five days of each fixed period or permanent exclusion

Please see code of conduct on the issue of penalty notices for schools and academies, BMBC, September 2019 (Appendix 1)

Approach

Registration

Morning registers should all be completed by 9.00am.

Afternoon registers should be completed by 1.15pm

Any pupils arriving after these times should report to reception so that they can be given a late mark. Pupils arriving late to the primary phase should be accompanied by a parent so that a reason for lateness can be given; the number of minutes late is recorded in order to measure the impact of lost education due to late arrival.

Absences

Parents are expected to inform school of the reason for absences. However, it is school that will make the decision whether to authorise or unauthorise the absence. School will make this decision

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based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Recurring unauthorised absence will be referred to the Education Welfare Service and this may result in a fine.

Request for leave of absence in term time

Holy Trinity has adopted the LA policy in respect of Leave of absence in term time. In instances where parents do not complete a leave of absence form, the absence will automatically be unauthorised.

Absence for participation in a performance

In these instances Holy Trinity will follow Local Authorities guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility.

Links to other policies

Behaviour Policy
Exclusion Policy
Anti-Bullying Policy
Health and Safety Policy
Children Missing Education Policy
Elective home Education Policy
Leave of absence during in term time.

Policy Review

This policy will replace the previous policy and will be reviewed every 3 years by the Ethos, Welfare and Admissions Committee of the Governing Body.

The policy was last reviewed and agreed by the Ethos, Welfare and Admissions Committee of the Governing Body on 7th November 2019 and is due for review before 7th November 2022.



Signature
Head Teacher

7/11/2019
Date



Signature
Chair of Committee

7/11/2019
Date