



Rainford High

Attendance and Punctuality Policy

Everyone Matters

We expect our community to be kind, polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

Policy Owner	Principal
Scope of the Policy	Students
Last reviewed by governors	January 2024
Next review due	September 2024
Summary of key changes	Updated reference to working together to improve attendance 2022. Updated the attendance poster. Included operational processes and roles.

Attendance Policy

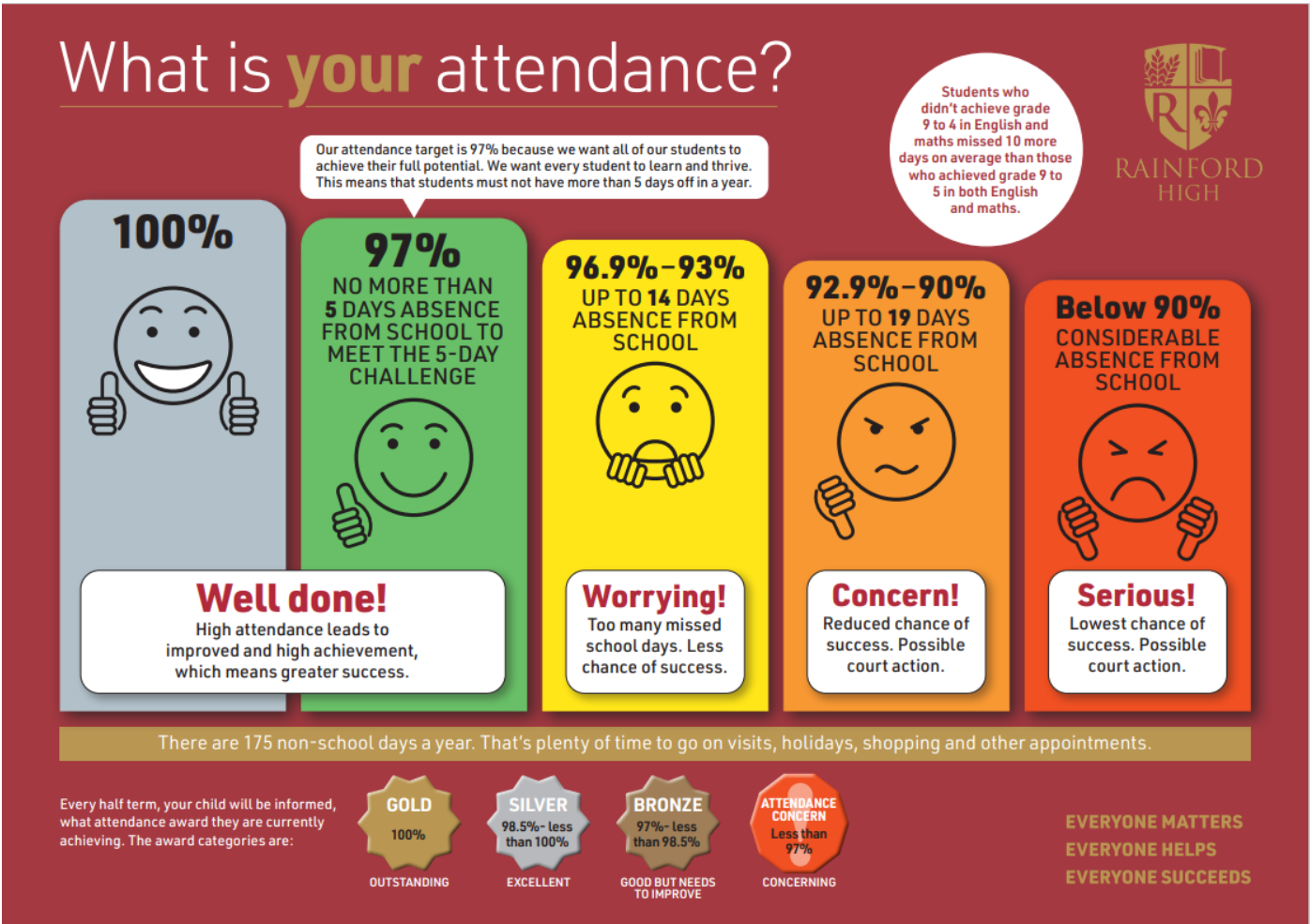
Our attendance target is 97% because we want all of our students to achieve their full potential. We want every student to attend Rainford to learn and thrive. This means that students must not have more than 5 days off in a year.

This policy has been written in line with Department for Education guidance Working together to improve school attendance September 2022.

Rationale

The aim is for all students to have an attendance rate above 97% as this will ensure attendance does not become a barrier to learning and achievement. We recognise that attendance is key to student success and school improvement, which is why attendance improvements is a key priority in our school improvement strategy. We aim to support both students and parents/carers in helping them to achieve this as every student has a right to education (Article 28 of Unicef rights the child).

We recognise that following the COVID lockdowns some families will be struggling more than others to ensure attendance. As a school we work hard to engage families and we support and lead multi-agency responses to help families.



Senior Attendance Team:

Mr Kenyon – Vice Principal responsible for school attendance

j.kenyon@rainford.org.uk

01744 885914

Mrs Cross – Senior Lead for Attendance

l.cross@rainford.org.uk

01744 885914

Day to day contacts regarding attendance:

Year 7 Pastoral Leader – Mrs Sheedy – l.sheedy@rainford.org.uk

Year 8 Pastoral Leader – Mrs Greenall – l.greenall@rainford.org.uk

Year 9 Pastoral Leader – Miss Lawrenson – c.lawrenson@rainford.org.uk

Year 10 Pastoral Leader – Miss Hill – l.hill@rainford.org.uk

Year 11 Pastoral Leader – Mrs McCartney – a.mccartney@rainford.org.uk

6th Form Pastoral Leader – Mr Pendlebury – m.pendlebury@rainford.org.uk

Attendance admin – Miss Lowe – j.lowe@rainford.org.uk

Attendance Operational Manager – Mr Taylor – d.taylor@rainford.org.uk

Why is attendance important:

Every child has a right an education.

- Department for Education 'working together to improve attendance' states that attendance 'is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.
- The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard.
- Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 41.
- The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study)

Rights and Responsibilities

School

- Rainford High expect all pupils to attend regularly and to arrive on time in a fit condition to learn.
- Staff will encourage good attendance and punctuality with all pupils and will lead through personal example.
- The school employs a range of strategies to encourage good attendance and punctuality and works closely with parents when attendance/punctuality gives cause for concern.

- Your child's Pastoral Leader is responsible for attendance improvement and is your first point of contact to discuss any attendance concerns. Please use the attendance phone line to report an absence or use the synergy app.
- School use a text message service called Synergy to alert you to your child's absence if we have not been notified of their absence prior to the registers being closed
- School will regularly keep you up to date with what your child's attendance is
- School will send letters and alerts home to raise awareness of concerning attendance and challenge this.
- School to request meetings with parents to discuss, support and challenge attendance.
- School to follow the local procedures for fixed penalty notices for attendance.
- School to carry out home visits to check on student welfare

Pupils

- Pupils are expected to attend regularly and arrive on time.
- Students are to achieve 97+% attendance (no more than 5 days absence per year)
- Pupils will be encouraged to achieve and maintain good attendance through assemblies, incentives and rewards certificates.

Parents

- Parents are **legally responsible** for ensuring that their child attends school regularly and punctually, properly dressed, equipped and in a fit condition to learn.
- Parents to ensure their children attend school every day where possible, ensuring that their children achieve a minimum of 97% attendance (no more than 5 days off in a year).
- Parents are responsible for informing the school, before or on a day of absence, of the reason why their child is absent by phone call or personal visit.
- Parents may be asked to provide medical evidence to support absences.
- Parents should avoid routine medical/dental appointments for their child during school hours unless it is a specialist appointment that cannot be arranged outside school hours. Students are expected to return to school after an appointment if it is in the morning and attend in the morning if the appointment is in the afternoon. Absences due to medical appointments are still recorded as absences.
- Parents should inform school before an appointment and a copy of any documentation should be shown to the school office so that the absence can be authorised.
- Parents are expected to attend meetings on request if concerns arise about their child's attendance or punctuality, where initially an attendance support plan will be written.

We want every student to achieve their potential and for this to happen we require the below:

- 1) Students to attend school at all times unless absence is absolutely necessary
- 2) Students to catch up on all work missed due to absences so they don't fall behind their peers who have attended school. Once knowledge is missed, it has been missed, so catch-up is essential

- 3) Medical or dental appointments are booked outside of school hours where possible and students should return to school or attend school before they go

Day to day attendance processes:

- We ask all parents/carers to notify school before 8:50am if their child is going to be absent from school and with a reason why.
- Pastoral leaders will review all reasons for absence and will contact parents of students who are absent, prioritising those who absent without explanation and those off for their first day absence.
- Pastoral leaders will communicate with the attendance manager who will coordinate appropriate home visits and follow up checks on absences.
- Attendance text messages are sent out at approximately 9:45am to follow up on reasons for absence.
- Absences will then be reviewed against our escalation procedures and appropriate follow up actions is arranged.
- Attendance data is regularly analysed to identify concerns and patterns with absences so we can support and intervene to improve student attendance.

Punctuality

We expect our students to be punctual to school. If they arrive to tutor time after 8:50am then they will be marked late and they will receive a standards detention at break time to discuss the reason for their lateness. If your child arrives to school after 9:30am then they will receive a U code, which is regarded as an absence for the morning session. Regular U codes can lead to a legal sanction, such as a Fixed Penalty Notice.

Parents of children who arrive late on a regular basis will be invited into school to discuss the issues and concerns around the punctuality of their child.

Attendance

Every half-day absence from school has to be classified by the school (not by parent / carer) as either **Authorised** or **Unauthorised**.

This is why information about the reason for any absence is always required.

Authorised absences are mornings or afternoons away from school for a valid reason, such as genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Where a medical/dental appointment cannot be arranged outside school hours, parents/carers should ensure their child is absent for the minimum time possible. The school acknowledges that some students may have long term medical/health issues, and works to support students and families in minimising the impact of such issues on attendance. We will often refer to the school nurse for advice and support.

Unauthorised absences are those which the school does not consider reasonable and won't record as authorised.

This type of absence can lead to the school and the Local Authority issuing sanctions and/or legal proceedings such as Penalty Notices.

Examples of this type of absence include:

- Parents / carers keeping or allowing students to stay off school unnecessarily
- Truancy at any time during the school day
- Absences which have never been properly explained
- Students who arrive at school too late to get a mark
- Shopping
- Holidays

- Students who are absent with a cough, cold or sore throat
- Students are who saying they do not want to come to school

Throughout the year you and your child will receive updates on their attendance figures and this can also be monitored at any time using the Synergy Portal.

Please be aware that if your child's attendance is below 92% or was below 92% at the end of last year, then all absences will be monitored closely as a priority.

Illness

We understand that at times pupils will become ill. However, it is unusual for a pupil to be regularly ill throughout the year and we may request medical evidence and invite parents in for a meeting to discuss the concerns. We would look to involve the school nurse for support and we would request that parent consent to a referral to the school nurse.

Medical Appointments

We encourage parents to book non-urgent appointments outside of the school day so that their child does not miss learning time in school. However, if this is unavoidable then parents need to provide evidence of the appointment at least 24 hours before. This needs to be shown to reception. If evidence is not provided either before or after, then the absence will be marked unauthorised. Examples of evidence are appointment letters, appointment cards or appointment texts. We ask that students always attend school during the day as much as possible. For example, we would ask that students come to school in the morning before an appointment and return after appointments. We would expect all students to return to school unless the appointment is later than 2pm, but we understand circumstances may not always allow this. Please always keep us informed. If you have any queries, please contact school.

If a student is absent regularly for medical appointments, then we will invite parents/carers in to discuss this.

Data Analysis and Use

We track attendance data closely both at a student and sub group level so we can target interventions to support students in improving their attendance. We have developed a tiered system shown below that monitors all students' attendance and ensures it is reviewed by the most appropriate leaders at the correct time. The designate safeguarding lead has oversight of the attendance system and is the attendance lead for the school.

The data will be used to work with the lead for disadvantaged students, the lead for students with special educational needs and disabilities, looked after children and young carers, so that vulnerable groups are monitored and supported.

We use data to identify and sign post concerns to the key staff in school but also to support referrals and sign posting to external agencies, such as the educational welfare service and social services.

Attendance Escalation

At Rainford we focus on the number of days absent that a student has had. The more sessions (half days) that have been missed the more learning is lost and the more concerned we become.

Please see below our escalation process for attendance moving forwards.

Years 7 to 11 – Main School

Sessions	Every absence is reviewed daily by the Pastoral and Everyone Helps Team. In addition to the daily monitoring, intervention and first day response processes the below will apply when your child has reached certain numbers of absences.	Max Attendance for the Year
	Please be aware that if you take your child out of school for a holiday then when your child returns they will enter the attendance escalation procedure at the appropriate stage for the number of sessions your child was absent.	
2	Pastoral Monitoring	99.5%
4	Pastoral Monitoring	98.9%
6	Stage 1 Letter - 3-day awareness Letter Sent	98.4%
8	Pastoral Monitoring	97.9%
10	<p>Stage 2 Letter - Stop Authorising Letter sent home as the next absence will result in the end of year attendance being under 97%. 5-day challenge warning.</p> <p>Phone discussion about your child's attendance made by their Pastoral Leader</p> <p>FIXED PENALTY NOTICE Awareness.</p> <p>Please be aware that after a total of 5 days (10 sessions absence) your child is required to attend catch up club to support them keeping up to date with their school work under supervision. All future absences will require catch up club session to be attended on return per day of absence, for example a further 3-day absence will required 3 catch up club sessions to be attended from 3:15 – 4:30pm.</p>	97.3%
12	Pastoral Monitoring	96.8%
14	<p>Stage 3 Letter – Attendance Support Planning Meeting</p> <p>Meeting with your child's Pastoral Leader and Learning Leader</p> <p>Attendance Support Plan Written</p>	96.%
16	Pastoral Monitoring	95.7%
18	Pastoral Monitoring	95.2%
20	<p>Stage 4 Letter - Attendance Concern Letter - Attendance Manager Meeting to review Attendance Support Plan</p> <p>Meeting with Attendance Manager and your child's Pastoral and Learning Leader</p> <p>We may place your child on an attendance monitoring and praise card. . The Attendance Manager will offer parents/carers an Early Help Assessment. We will discuss the case with St Helens TESSA for further advice and support.</p> <p>FIXED PENALTY NOTICE Awareness.</p> <p>Attendance Manager Agreement Plan – Attendance Manager</p>	94.7%
22	Pastoral and Attendance Team Monitoring	94.1%
24	Pastoral and Attendance Team Monitoring	93.6%

26	<p>Stage 5 Letter – High Attendance Concern Letter – Persistent Absence Warning Letter</p> <p>Meeting with Attendance Manager and the Deputy Designated Safeguarding Lead to review support to improve attendance</p> <p>FIXED PENALTY NOTICE Awareness. We may place your child on an attendance monitoring and praise card.</p> <p>Attendance Manager Parent Contract Written and Agreed</p>	93%
28	Pastoral and Attendance Team Monitoring	92.5%
30	Pastoral and Attendance Team Monitoring	92%
Y11 PA Point		
32	<p>Stage 6 Letter – Very High – Attendance Concern Letter – Persistent Absence Warning Letter</p> <p>Meeting Senior Attendance Lead and the Deputy Designated Safeguarding Lead to review support to improve attendance and discuss next steps in our school and the local authority escalation processes.</p> <p>We will further request consent from parents/carers to carry out an Early Help Assessment which we would share with the local authority to request further support where appropriate. At this point we would look to refer to the Level 2 Early Help multi-agency panel for support and refer to St Helens TESSA if not felt appropriate previously.</p> <p>FIXED PENALTY NOTICE Awareness. We may place your child on an attendance monitoring and praise card.</p> <p>Safeguarding your child's education contact</p>	91.4%
34	Pastoral and Attendance Team Monitoring	90.9%
36	Pastoral and Attendance Team Monitoring	90.4%
38	<p>Stage 7 Letter – Serious Attendance Concern Letter from the Vice Principal and Safeguarding Lead as your child has now moved past the threshold for being Persistently Absent for the year.</p> <p>Meeting with the Vice Principal and Senior Attendance Lead to discuss next steps and the impact this attendance is having on your child.</p> <p>FIXED PENALTY NOTICE Awareness.</p> <p>You case will be highlighted in our Rainford High Everyone Helps Team Attendance and Safeguarding Review meeting as a pending case for full discussion if the case does not improve following this meeting.</p> <p>We may place your child on an attendance monitoring and praise card.</p> <p>Vice Principal and DSL Persistent Absence Significant Concern Parenting Contact</p>	89.9%
40	Safeguarding and Attendance Team Monitoring	89.36%
42	Safeguarding and Attendance Team Monitoring	88.83%
44	Safeguarding and Attendance Team Monitoring	88.30%

46	<p>Stage 8 – Ongoing Serious Concern Letter – Potential Severe Attendance Concern</p> <p>Rainford Team Around the Child Meeting</p> <p>You will be informed that your child’s case is going to be discussed at our Rainford High Everyone Helps Team Attendance and Safeguarding Review meeting .</p> <p>The below staff will attend this meeting.</p> <p>A member of this team will contact you to record your views to inform this meeting and feedback will be given to you the designated lead professional regarding the plan moving forward.</p> <ul style="list-style-type: none"> • Vice Principal and Safeguarding Lead – Chairing the meeting • Deputy Designated Safeguarding Lead • Youth Engagement Worker • Senior Attendance Lead • Attendance Manager • Senior Pastoral Leader for Students in need • Mental Health and Well-being Coordinator • Any external support in place as appropriate <p>We will consider a referral to children’s services for additional support in this meeting.</p> <p>The Principal will be notified of the outcome of this meeting.</p> <p>FIXED PENALTY NOTICE Awareness.</p> <p>Please be aware that your case will be reviewed at each Rainford High Everyone Helps Team Attendance and Safeguarding Review meeting moving forwards until we feel there is no concern due to ongoing improvement in attendance.</p> <p>We may place your child on an attendance monitoring and praise card.</p> <p>Everyone Helps Attendance Action Plan</p>	87.77%
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48	Safeguarding, Attendance and Everyone Helps Team Monitoring	87.23%
50	Safeguarding, Attendance and Everyone Helps Team Monitoring	86.70%
52	Safeguarding, Attendance and Everyone Helps Team Monitoring	86.17%
54	<p>Stage 9 – Serious and potentially Severe Attendance Concern Letter from the Principal</p> <p>Due to continued concern with absences - Meeting with Vice Principal/Safeguarding Lead and Senior Attendance Lead to review plans and next steps.</p> <p>The Principal is notified of the outcome of the meeting</p> <p>FIXED PENALTY NOTICE Awareness. We may place your child on an attendance monitoring and praise card.</p> <p>Everyone Helps Attendance Action Plan</p>	85.64%
56	Safeguarding, Attendance and Everyone Helps Team Monitoring	85.11%
58	Safeguarding, Attendance and Everyone Helps Team Monitoring	84.57%
60	<p>Stage 10 – Governors Concern Letter – Attendance Panel Meeting Request</p> <p>Due to continued concern with absences – Meeting with Vice Principal/Safeguarding Lead, Senior Attendance Lead and members of the Everyone Helps team to review plans and next steps.</p> <p>At this point the equivalent of a full half term has been missed from school and therefore we need to be considering next steps to support your child in returning to education.</p> <p>FIXED PENALTY NOTICE Awareness. We may place your child on an attendance monitoring and praise card.</p> <p>Everyone Helps Attendance Action Plan</p>	84.04%
60+	We will continue to work with families to support positive attendance improvement. At this point it will be a bespoke level of support as the escalation system has been completed, therefore we will be looking at appropriate provision to support improvement.	83.51%
<p><i>Please be aware that as part of our school ethos we recognise that on rare occasions exceptional circumstances can occur and as a result of these we may need to amend our processes to meet the needs under such circumstances. If you have any such exceptional circumstances, please contact the Senior Attendance Lead Mrs Cross l.cross@rainford.org.uk to discuss further.</i></p>		

6th Form – Year 12/13

Sessions	Every absence is reviewed daily by the 6 th Form Pastoral Leader	Max Attendance for the Year
	Please be aware that if a student is out of school for a holiday then when they return they will enter the attendance escalation procedure at the appropriate stage for the number of sessions there were absent.	
2	Pastoral and Attendance Team Monitoring	99.5%
4	Pastoral and Attendance Team Monitoring	98.9%
6	Stage 1 – Letter and Pastoral Leader meeting with student	98.4%
8	Pastoral and Attendance Team Monitoring	97.9%
10	Stage 2 Letter - Letter sent home as the next absence will result in the end of year attendance being under 97%. Phone discussion about your child's attendance made by their Pastoral Leader	97.3%
12	Pastoral and Attendance Team Monitoring	96.8%
14	Pastoral and Attendance Team Monitoring	96.%
16	Pastoral and Attendance Team Monitoring	95.7%
18	Pastoral and Attendance Team Monitoring	95.2%
20	Stage 3 Letter – Attendance Support Planning Meeting Meeting with your child's Pastoral Leader and Learning Leader Attendance Support Plan Written	94.7%
22		94.1%
24	Pastoral and Attendance Team Monitoring	93.6%
26	Pastoral and Attendance team Monitoring	93%
28	Pastoral and Attendance Team Monitoring	92.5%
30	Pastoral and Attendance Team Monitoring	92%

32	<p>Stage 4 – Ongoing Cause for Concern Letter</p> <p>Rainford 6th Form Team Case Meeting.</p> <p>You will be informed that your child's case is going to be discussed at our Rainford 6th Form Attendance Meeting. The below staff will attend this meeting.</p> <p>A member of this team will contact you to record your views to inform this meeting and feedback will be given to you the designated lead professional regarding the plan moving forward.</p> <ul style="list-style-type: none"> • Senior Pastoral Manager for 6th Form – Chair • Claire Fawley Learning Leader Year 12/13 • Gaynor Rice 6th Form Admin – Record the meeting. • All Three Staff members that Teach the student (Where one or more members of staff teach the student then a nominated member will attend.) • Any external support in place as appropriate <p>We will consider if a continuation at college is in the best interest of the student and for additional support to be considered in this meeting.</p> <p>The Vice Principal will be notified of the outcome of this meeting.</p> <p>A review of this meeting will take place 2 weeks Following the meeting to ensure tasks are completed between the 6th form Team.</p> <p>Everyone Helps Attendance Action Plan</p>	91.4%
34	Pastoral and Attendance Team Monitoring	90.9%
36	Pastoral and Attendance Team Monitoring	90.4%
38	Pastoral And Attendance Team Monitoring	89.9%
40	Pastoral And Attendance Team Monitoring	89.36%
42	Pastoral And Attendance Team Monitoring	88.83%
44	Stage 5 – Letter and Meeting with Vice Principal, Year 12/13 Learning Leader and Pastoral Manager to discuss Possible termination of place at college. Principal to be informed of this meeting.	87.77%
48	Extended Monitoring	87.23%
50	Extended monitoring	86.70%
52	Extended Monitoring	86.17%
54	Stage 6 – Letter and Education and Training Planning Meeting to look at appropriate next steps for the student.	85.64%
<p><i>Please be aware that as part of our school ethos we recognise that on rare occasions exceptional circumstances can occur and as a result of these we may need to amend our processes to meet the needs under such circumstances. If you have any such exceptional circumstances, please contact the Senior Pastoral Lead Mr Pendlebury m.pendlebury@rainford.org.uk to discuss further.</i></p>		

Please note that we work hard to support families but it is important that all parents and students understand that attendance is compulsory and students should only be off school when it is absolutely necessary.

Persistent Absence/Approaching

As part of our escalation processes, we continually review our support and interventions. When a student is approaching persistent absence, our attendance lead and designated safeguarding lead will meet with a family to look at how we can provide further support, such as early help or consider support from statutory services, where appropriate. We will continue to take a multi professional and multi-agency approach to support and intervention. When a child becomes persistently absent then they will meet with the Vice

Principal and Safeguarding lead to review the support and formulate a further support plan. We will continually evaluate the support and impact and refine it to help promote positive attendance and achievement. All cases that are not progressing will be reviewed weekly in our Everyone Helps review meeting.

If your child has attendance below 92% then they will be ineligible for rewards trips unless there are exceptional circumstances, which will be reviewed individually.

Severe Absentees

Students who have attendance of 50% or less are regarded as having severe absence. We will be looking to involve external agencies to support school in helping severe cases of absence return to school.

We will consider early help referrals and assessments, social services, educational welfare and other agencies to seek further support. We will also consider looking at alternative provisions to support the reintegration of a student back into school.

Absences of longer than 1 day

If your child has been absent from school for more than 1 consecutive day, then you may receive a home visit from the attendance team to offer support in ensuring your child attends school the following day and offering wider support if required. These visits are usually pre-arranged but on occasions may be unannounced due to operational reasons or if we have safeguarding concerns.

Catch-up club

What is Catch-up club?

Catch-up club is a compulsory after school club for students, who meet the criteria in the next section, to catch up on work missed due to absence. It is based in a computer room so students can access their lesson work online. It runs from 3:15 – 4:30pm.

In the catch-up club your child will have access to:

- 1) The full library resources
- 2) Computers for appropriate work
- 3) Academic text books
- 4) Catch-up support booklets
- 5) Pastoral staff
- 6) Mentoring

Therefore, your child will have access to materials to support them in catching up. Your child is responsible for accessing their work for their lessons, which will be posted on google classroom and other platforms as appropriate.

Catch up is compulsory and sanctions will be implemented a student does not attend.

Who is catch-up club compulsory for?

As you will have read above our target attendance is 97% for the year. This means no more than 5 days off in a school year.

When a student has been off for 5 days, they become eligible for catch up club and all future absences will be marked unauthorised apart from exceptional cases or where we have received evidence or an appropriate reason for absence. We may ask for supporting evidence. Regardless of the subsequent reasons for absence, catch up club will apply to support your child in staying on track through supervised study. This is because we know excellent attendance is what is needed for children to achieve their potential. Students who have had 3% of the year off (5 or more days) are already falling behind and therefore need to spend time in catch up club following all future absences to catch up.

Students who feel they have caught up on their work already will be required to complete further independent study to embed their learning.

Once your child is eligible, they will be required to attend catch-up club for the same number of evenings as they were absent for all future absences. You will receive texts informing you of this.

E.g. if they were absent for 3 further consecutive days, then they are required to attend 3 consecutive catch-up clubs. This equates to 3 hours and 45 minutes focused time spent catching up on 15 hours of missed work. If your child has outstanding detentions then catch-up club will take priority first.

If you take your child on holiday for 5 school days, then they will be required to stay for 5 catch-up clubs etc. to focus on the 25 hours of missed work.

This will help your child keep up with their peers but will not ever replace the lost learning time.

Illness

Absences due to common colds and sore throats will be marked as unauthorised. We understand that children are sometimes too ill to attend school, but we expect students to attend if they have coughs, colds and sore throats.

How will this work?

When your child is absent, we will start marking your child's attendance accordingly. If your child has had 5 days off then they will be placed on the catch-up club eligibility list, which means for all future days off they will need to complete an evening of catch-up club for each day off to help stay on track.

If your child does meet the criteria, then they will be given the first day back to settle back into school and find out what they have missed. The catch-up club will begin on the second day of return.

You will receive a text during your child's absence, to advise you that they meet the criteria for compulsory catch-up club.

You will be sent a text on their first day of return to remind you of catch-up club and each day thereafter that they are required to attend.

We are unable to move catch up days unless there are exceptional circumstances.

Leave of Absence/Holidays during term time

As a school, it is disappointing when parents decide to take students on holiday during term time as this removes them from the learning that their peers are receiving. Parents are not permitted to take their children on holiday out of school, during term time, without permission from the Principal. They will be marked as unauthorised holidays. All exceptional cases need to be discussed with the Principal and requests should be made in writing at least 28 days before.

We understand many people have had holidays delayed, moved and cancelled but education needs to be the priority and all holidays need to be taken out of term time.

If your child is taken on holiday and their total absences for the year exceed the 5-day challenge, i.e. they have been absent for more than 5 days in total, then they will not be able to go on any rewards/praise rewards.

Excellent attendance is crucial for success. Students with attendance lower than 97% are at disadvantage compared to their peers, as they have not received the same learning hours.

Children with health needs who cannot attend school

We understand that some students have health needs, which prevent them from attending school. In these cases, we will work collaboratively with school health and the relevant health professionals involved with the case and other relevant agencies, such as CAMHS, to support students and families fully. We will make use of alternative provision where appropriate to support students to continue their education. At appropriate times, we will then look at phased returns to school. All decisions and support will be set up with the best interests of the students and we will make appropriate use of early help plans to support this. These cases will be overseen by the Vice Principal for student support and the SENCO.

Please note: we will always require evidence of the health needs and advice from professionals stating that they cannot attend school, before we are able to authorise any absences.

Rewarding Positive Attendance

To encourage all students to maintain a high level of attendance and to promote positive competition between forms in each year group, the following reward system will be established:

- The attendance of all forms will be monitored on a weekly basis
- Weekly attendance graphs, with targets, will be displayed in form rooms
- House points will be awarded each half term for attendance achievement and improvement
- Students in Years 7 to 10 who are meeting the 5 day challenge will be invited to the rewards events, unless behaviour prevents them doing so.
- Students with a 100% attendance at the end of summer term will receive an individual certificate to recognise this achievement.
- Students who have achieved 100% during the last half term will receive a recognition certificate.
- Every half term your child will be informed what attendance award they are currently achieving.

All decisions regarding the authorising of absences will be compliant with the 2010 Equalities Act.

Child Missing in Education

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse, sexual exploitation or criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

The attendance manager and the Designated Safeguarding Lead in school will ensure that procedures are followed for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation

and criminal exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, female genital mutilation and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

If a vulnerable student, who is a cause for concern, is absent from school a home visit will be arranged without delay.

Where reasonably possible, we hold more than one emergency contact number for each pupil/student. This is to enable school to make contact a responsible adult when a child is missing in education and is also identified as a welfare and/or safeguarding concern.

If a student goes missing from the school site, during the school day, the school will try to inform the parents/carers. The school will also alert Police if there are any safeguarding or wellbeing concerns.

If the school becomes aware that a child is missing from care or home the DSL will ensure that this has been reported to the police and that other relevant agencies are aware. For example, if a child who is looked after is missing the school will ensure the Social Worker is aware of this.

Related policies:

Child protection and safeguarding policy

Everyone Matters – Everyone Helps – Everyone Succeeds