



AllSaints
CATHOLIC SCHOOL

Attendance policy

All Saints Catholic School



“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness”

(1 Cor. 12:29)

**Approved by Chair
of Governor:**

Date:

Last reviewed on: June 2023

Next review due: September 2024

By: Simon Lucraft



ATTENDANCE POLICY

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Rationale

All Saints Catholic School is committed to providing a full and efficient education to its pupils and embraces the concept of equal opportunities for all of our School community. We endeavour to provide an environment where all of our pupils feel valued and welcomed and this policy represents our dedication to work towards a goal of 100% attendance for all pupils. This policy will set out the principles, procedures and practice All Saints School will undertake. Strategies, sanctions and the possible legal consequences of poor attendance and punctuality will be detailed as well as the rewards and benefits of good attendance. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance to School.

School attendance is subject to various education laws and this policy has been written to reflect these and the guidance produced by the Department of Education principally that:

- Receiving a full time education is a child's legal requirement
- Parents and Carers have a legal obligation to ensure their child attends school
- Regular attendance at school Safeguards children not in the care of their parents
- All pupils with poor attendance at All Saints School will be treated as vulnerable, principles enshrined in the Education Act 1996, the Children's Act 1989/2004 and other associated pieces of legislation

The Governors, Headteacher and Staff at All Saints School will use all possible opportunities to promote the importance of good attendance and punctuality through the home/school agreement , newsletters, rewards and incentives for pupils and by working closely with parents and carers. This policy will be reviewed annually and amended as necessary in line with current legislation and guidance. It will be published and be available for all parents/carers and associated partner agencies on the Schools website.

AIMS

This policy aims to:

- Ensure that all pupils attend as near full time as possible to maximise their educational achievement and social and emotional development
- To discharge All Saints duty to Safeguard its pupils to the best of its ability
- To ensure that all of those responsible for pupil's education including Parents/Carers, Staff and Governors at All Saints understand and accept their responsibilities in relation to attendance



- To improve the life chances of All Saints Pupils and prepare them to be fully contributing citizens on reaching adulthood

Our Objectives are:

- To Safeguard the welfare, health, social and emotional development of pupils in keeping with All Saints Catholic School ethos
- To promote commitment to education and achievement, maximising the potential of every individual pupil
- To reduce persistent absence which has now been designated by the Department of Education as attendance of 90% or less
- To reduce leave of absence/holidays taken in term time

Guidelines

The foundation for good school attendance is a strong partnership between the School, parents and carers and the pupil. Parents or Carers may wonder why a school would be concerned if their child's attendance is not above 95%. This may make it easier to understand.

95% equates to half a day lost every 2 weeks

90% equates to a day lost every 2 weeks

85% equates to one and a half days every 2 weeks

80% equates to a whole day off every week.

A SECONDARY SCHOOL CHILD WHOSE ATTENDANCE IS 80% WILL HAVE MISSED ONE WHOLE YEAR OF EDUCATION BY THE TIME THEY LEAVE SCHOOL

The following is a guide to our expectations.

- Excellent Attendance 98-100%
- Average Attendance 94-97%
- Attendance of concern 91-93%
- Unsatisfactory Attendance 90 % and below

Registers

Registers are legal documents and All Saints School will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Registers are taken at the beginning of each lesson. Morning and afternoon sessions are taken from the Form time and P3 registration. Every half day absence from either morning or afternoon registration must have their absence recorded as being **authorised** or **unauthorised** or as an approved educational activity such as sporting event or trip for example. Only the Headteacher of the School or a member of staff acting on their behalf can authorise absence. Information about the cause of absence is always required and preferably in writing.

Registers are taken on BROMCOM. In the event of BROMCOM being unavailable a paper register will be completed. Register should be closed and returned to the office immediately after registration and returned to the main office. Tutors will check unauthorised absence on a weekly basis and update the register accordingly. Any



notes, letters provided by parents are to be kept and passed to the Attendance officer who will record the absences on BROMCOM with the correct code..

Absence Codes

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments* (emergency only)	Authorised absence
N	No reason yet provided for absence	Unauthorized absence
O	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence



U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

- Types of absences which are likely to be authorised are illness, emergency medical or dental appointments and occurrences such as bereavements etc. **Routine visits for medical and dental appointments must be made out of school time.**

Types of absences which are not considered reasonable and **will not be authorised under any circumstances during term time** are:

- Going shopping with parents
- Birthdays
- Staying at home because other family members are unwell/have duties to fulfil
- Minding the home
- Truancy
- Day trips/Holidays

Leave of absence/holiday requests during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorize the absence in exceptional circumstances. The **HeadTeacher** will determine the number of school days a child can be away from school if the leave is granted. Parents must apply in writing in advance, stating the circumstance for the request leave. If leave is granted, evidence such as flight tickets which state the departure and return date must be provided.

Medical evidence will be requested to authorise absences said to be for ill health in the form a certificate, photocopy of a prescription, GP note etc. In certain circumstances, All Saints will also ask parents/carers to sign a GP consent form and will write to medical professionals requesting an update on the pupil's health.

Vulnerable Pupils

All Saints School will deem all pupils with poor attendance as vulnerable. However, Children in Care (LAC) subject to a Child Protection (CP) Plan or a Child In Need (CIN) plan will be treated with the highest priority and will be known to the Student Support Co-Ordinator. Attendance will be strictly monitored and any unexplained absence will



be immediately followed up by either a telephone call and/or a home visit made that day by the School. Pupils with Special Educational Needs will be treated with similar priority in order that their time in School can be maximised and their learning supported to the greatest extent possible.

Punctuality

Morning registration will take place at the start of school at 8.45am. Any student arriving after 8.45 will receive an L code and be sanctioned with a 45 minute detention after school that day. Further Lateness will accrue greater sanctions and after 5 lates a parent meeting will take place with a punctuality report.

The registers will remain open until 9.30am. Any pupil arriving after this time will be marked as having an unauthorised absence using the U code unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

A list of late arrivals will be kept by the Attendance Officer who will then update the registers. Any student failing to attend the detention for lateness will be issued with further detentions the following day that will include a break and Lunchtime detention. Late Lists will be generated to Year Leaders on a daily basis.

Cases of persistent poor punctuality will be addressed through All Saint's Attendance Intervention procedures. Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close as L code.

Roles & Responsibilities

Role of the School is to:

- Work with parents/carers to ensure the maximum attendance possible.
- Work with parents/carers by ensuring constant communication and detailed procedures that help to identify problems early on.
- Support parents/carers who may be experiencing difficulty in ensuring good attendance for their daughter.
- Regularly and frequently analyse data on attendance and punctuality; reviewing what is necessary and working well and devising new strategies to improve attendance and punctuality.
- Report on attendance to parents at least 6 times a year through the progress checks (5 for year 11).
- Inform parents if attendance falls below the expected level (95%) and if improvement is not made.
- Provide a welcoming, safe and disciplined learning environment.
- Engage students with excellent pastoral support, care and guidance.

Role of the Parent/Carer:

Parents/Carers have a legal responsibility under Section 7 of the Education Act 1996 for ensuring their daughters attend school regularly and on time.



It is their responsibility to:

- Make sure that their child arrive at school in good time, for the start of the school day at 8:30am.
- Contact the school by telephone on the first day of absence if their daughter is unable to attend school for any reason, or a written note on their return.
- Arrange medical appointments outside of school time where possible. **Where this is not possible, their child should only be out of school for the minimum amount of time necessary for the appointment.**
- Arrange holidays outside of term time.
- Ensure that their children are in the correct school uniform.
- Complete an absence request form for any absence during the school day.

It is expected that:

- All students be in school by 8:40 am so that they are ready for registration at 8:45am. Arrival after this time will result in a late mark against their attendance record and an automatic detention.
- Students are only absent for genuine reasons such as sickness, medical appointments (evidence required) or under exceptional family circumstances (e.g. Funerals) for which a leave of absence must be requested.
- Parents are expected to make non-emergency / essential medical/dental appointments outside school hours whenever possible. (see document: The Importance of Good Attendance & Absence Authorisation Procedures <http://www.youblisher.com/p/1369754-The-Importance-of-Good-Attendance/>).
- Should their child not be able to attend school due to illness Parents/Carers notify the school by telephoning the school office at the earliest opportunity before registration (and by no later than 9am) to ensure that we can be responsible for their health and safety whilst they are in school.
- If parents do not contact the school to inform them of absence, it is imperative that they respond quickly to any Keep Kids Safe messages as this is the school's way of ensuring their daughter is safe and that her whereabouts is known.
- If no contact is made and the school is unaware of a student's whereabouts, the protocols for a Child Missing in Education will be initiated.
- Although the school appreciates the difficulties many parents have in arranging holiday leave during school holiday time extended absence for holidays will inevitably have an adverse effect on student progress and achievement and this is particularly important during years 10 and 11.

Leave of Absence

- In line with advice from the local authority, term-time holiday cannot be authorised.
- Requests for leave of absence must be made in writing to the Headteacher at least two weeks before the date requested.(including absence requests for religious holidays) In considering the request the school will also look at various factors such as:
- The timing of the request: for example, when a pupil is just starting the school, absences should be avoided as this is a very important transition period as it enables them to settle into their new environment.



- Pupils should not be absent where possible both immediately before and during assessment periods e.g. GCSE or any other public examinations.
- Where a pupil's attendance rate is already below 92% or will fall to or below that level as a result of taking leave.
- The student has a serious work deficit.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

A leave of absence will not be authorised retrospectively.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Unauthorised absence is shown on reports and ultimately school references. Unauthorised absence of ten or more school sessions in a half term can lead to the authority issuing a penalty notice. The fine for unauthorised absence currently stands at £120 per parent per child

- If parents intend to take their child out of school at any time, especially to extend an existing school break with a holiday, they must inform the school prior to the period of the absence. This should be done via the completion of a Student Leave of Absence form, which is freely available from either the school Reception or the Finance Office. Whilst the school cannot authorise any student absence for holiday, it is imperative that we know the whereabouts of missing students, as this could lead to a serious safeguarding issue.
- Where a student appears to be having an unacceptable level of absence due to medical reasons, the school will request that medical evidence (such as appointment cards, letters or prescribed medication) be provided to cover all absences. Failure on the part of the parent to provide such medical evidence will result in absences being recorded as unauthorised and a referral to the Education Welfare Service will be considered.
- Parents are expected to work with the school and/or the Education Welfare Service to resolve any attendance issues.
- Details of the procedures for attendance including authorised and unauthorised absence can be found in **The Importance of Good Attendance & Absence** which explains the school's protocols and details information relating to other key areas including absence authorisation & types of medical evidence. This is available on the school's website.



All Saints Attendance Intervention Procedures

First Day Absence

Parents will be asked to notify the School telephone in advance of any pre-arranged absence and complete a request for absence form. Parents will contact the School by telephone on the first day of absence. In cases where there is no contact from those with parental responsibility, All Saints School will put into place the following procedures:

A first day Absence Call /or text will be made by the Attendance Officer of unnotified absence. If the School is unable to make contact or does not accept the reason for absence, the register will be marked as an unauthorised absence using the "O" code

Second Day Absence

If absence continues, a second day absence letter will be issued to the parents. ***A home visit may be initiated to verify the child's absence. Further escalation to the police or social care will occur if there is no contact as the child may be in danger.***

Ten days Absence

Any pupil who is absent without an explanation for consecutive 10 days will be brought to the attention of the Local Authority for further checks that are not available to the School as part of All Saints legal Safeguarding obligations. Procedures for trying to trace Children who cease to attend without prior notification are held in detail in the Children Missing Education Policy (CME) which can be found in All Saints Safeguarding Policy (See Appendix 1). The School will provide details of the action that they have taken including telephone calls, home visits etc.

Twenty Day Absence

A Child will be removed from role if:

- (i) At no time was his/her absence during that period authorised and
- (ii) the head teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) both the head teacher of the school **and** the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

For a pupil to be deleted under this regulation, **all three** of the above criteria must be met.

Reasonable enquiries should be made during the 20-day period.

The term 'reasonable enquiries' is not defined, but must include investigating every reasonable avenue available (which can, if necessary, include contacting other countries/embassies).



Not getting a response from home visits or phone calls is not automatic proof that the child no longer lives at the address.

If a parent claims not to know the whereabouts of their child, then this is a safeguarding matter not a reason to remove from the school roll.

If there is doubt (and to avoid situations where children have been removed from a school roll only to be found still living at the same address) please seek advice from the CME Officer.

The child can then be removed from the school roll using code 'XXX XXXX'. This will ensure that the Common Transfer File goes to the Lost Pupil Database.

Non Starters

Pupils who are allocated a School place at All Saints but fail to attend will also be treated as CME. All Saints School will make inquiries as to why the pupil has failed to start as they may be attending another School for example. If the School are unable to make contact with the family during a 10 day period after their expected arrival, All Saints School will refer the pupil to the Local Authority. In cases of parental refusal to accept the allocated place, a compulsory School Attendance Order (SAO) maybe issued

Persistent Absence and erratic attendance concerns

Regular trawls of the register by All Saints School will be made to identify pupils with a pattern of attendance that may lead to persistent absence. Year Leaders/and or their Deputies will be responsible for the identification of any emerging concerns and will discuss with the Education Welfare Officer. Initially All Saints School will endeavour to try and resolve the problem with parents and carers. Additional in school support maybe offered by All Saints in consultation with the Student Support Co-ordinator or SENCO for example. In cases where there appear to be issues requiring outside intervention to support the pupil and the family, referrals may be made to external agencies which could be via the CAF process or through Early Help for example. Repeated cases where attendance fails to improve will be referred to the Local Authority Inclusion Manager for a RAG review of concerns which may mean intervention from Children's Services.

Consequences of Poor Attendance/Punctuality

All Saints School will endeavour to put into place a range of interventions and support measures to address attendance concerns. However for pupils whose attendance and/or punctuality fails to improve, the ultimate consequences could be one of the following:

- All Saints School may contact the Local Authority in issuing a fixed penalty notice on its behalf. A penalty notice carries a fine of £60 per parent per child. If it is not paid within 20 days, the cost rises to £120 per parent per child. If the fine is not paid, the Local Authority will progress the matter to Magistrates Court under section 444 (1) of the Education Act 1996 as a strict liability offence for the pupil's poor attendance, **not** for non-payment of fine.
- For repeated poor or non-attendance, All Saints School will consult with the Local Authority in relation to progressing the matter under section 444 (1A) of the Education Act 1996 which could lead to fines of up £2,500 or even imprisonment .



All Saints School will review its systems for improving attendance at regular intervals to ensure that is achieving its goal. Every year, All Saints School will set attendance targets.

Bereavement

All members of the School community who are experiencing bereavement will be treated with care, compassion and sensitivity by the School. Any specific wishes he or she may have in relation to the School response to his/her bereavement will be totally respected, as far as is possible within the auspices of this policy and available resources.

Authorising Absence

- Only the Heads of Year or a Senior Member of Staff can record an absence as unauthorised. If an absence is recorded as unauthorised after a note or reason for absence has been received the parents will be informed of the reason
- When a pattern of non-attendance is brought to the attention of the Head of Year the parent must be notified and may be invited to discuss the situation at a meeting.
- Should the Head of Year feel that more support is needed they may refer a student to the Assistant Headteacher who will decide what further action is necessary. The Attendance officer will be proactive in ensuring students absences are challenged and legal proceedings followed where necessary.
- The Head of Year may decide that if a student is unwell she may need to go home. Students will only be allowed home if the parents collect them or give permission for them to make their own way home and there is an adult to receive the student there when they arrive.
- The attendance officer and Senior Leaders might also consider referring the student to other agencies both statutory and voluntary to ask for support.
- The Head of Year will telephone parents/carers if the student's attendance and punctuality is a cause for concern and will then follow this up with a letter inviting parents/carers to a meeting to discuss any problems they may be having.

Celebrating and Rewarding Good Attendance:

- It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the School. Therefore there will be a variety of rewards distributed and celebrated for good attendance and punctuality throughout the year.



Holidays

- As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time.
- Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

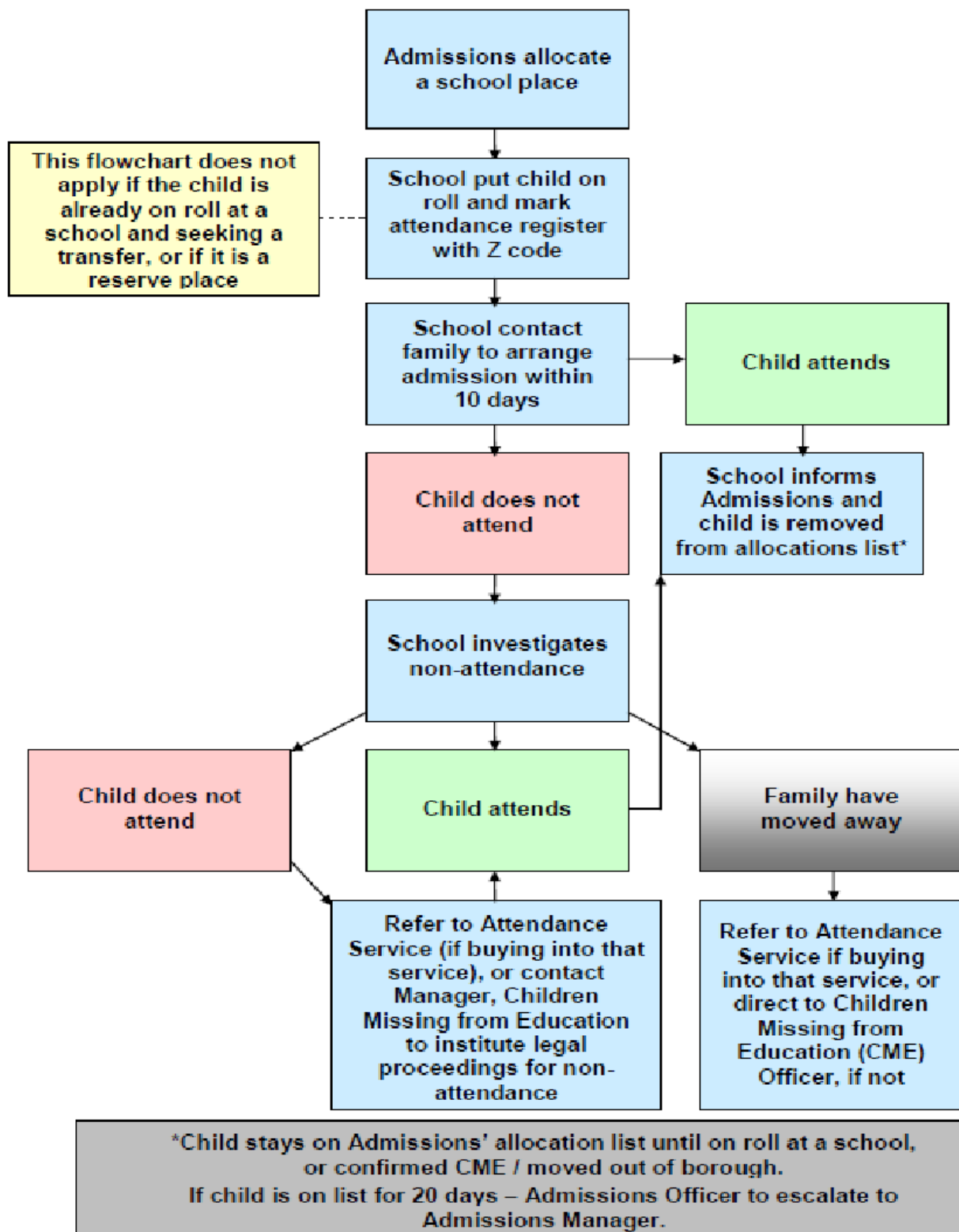
- Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.
- If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.
- Code X will be used up until the point at which they are advised that it is safe to return by the school.

Remote education

- If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.



Ensuring Attendance of Children Allocated to a School





Appendix 2

All Saints Home Visiting Protocol

These protocols have been designed to provide clear guidance for School Staff when undertaking visits to pupils and families in their homes. As part of a practitioner's course of duty, it is also intended to keep staff safe and promote good practice.

A home visit made by staff is often a very powerful tool in building relationships between home and school for both pupils and families. In promoting a partnership between home and school, home visits provide the means for effective problem solving, observation of the pupil's home environment and encouraging parental involvement.

Visits will be undertaken as part of All Saint's statutory duties in regards to poor school attendance or where there are safeguarding concerns. However they are also important in relation to the support given by the School to pupils and families in difficult circumstances such as poor health or bereavement for example.

These protocols outline the expectations that All Saints School has in regards to the pastoral care of both pupils, families and staff. Whilst working within a Catholic ethos of providing support to our School community , we also work within the guidelines advised by the Local Authority in "Working Safely in other people's homes" and the "Lone Working Standards" protocols. The following procedures have been devised to keep Staff safe whilst also ensuring a transparent and effective service to pupils and their families.

Staff Preparation and Initial checks before visiting

- Check information is correct on SIMS. Any SEND for example
- Is the family known to Children's Services? Initial check with DSL/Student Support Co-Ordinator must be made.
- Have there been any other health and safety issues reported?
This could be reports of domestic abuse, allegations against staff or possible dangerous animals in the home for example
- What is known about the family? Gather information from the relevant staff involved with the young person to ensure that you have learnt as much about the family as possible
- If known , a sibling check can be very helpful in ascertaining family history or current circumstances

Making Home Visits

- Home visits must be conducted in the presence of parents or legal guardian
- Families should be notified by phone , letter or e-mail and an appointment made within 7 working days in advance to visit



- Home visits should **always be conducted by two members** of staff. We recognise that follow up visits may not always be practical or indeed appropriate and we review the case in context for the best course of action to be taken
- In exceptional circumstances we recognise that home visits will be undertaken without prior knowledge and a “cold call” made. This is especially important in relation to safeguarding concerns or where All Saints School have been unable to contact those with parental responsibility
- Home visits need to be clearly logged and it is Staff’s responsibility that they are recorded on outlook with pupil’s name and address which can be accessed by line manager via a shared calendar
- All Saint’s off site procedure needs to be followed in recording visit with front office staff
- In the case of multiple visits, good practice dictates that these should be planned on a certain day and between certain times. The schedule of home visits with contact information should be left with front office personnel
- On occasion, home visits will need to be arranged after school hours but only with the agreement of line managers.
- Good practice dictates that all visits should be made in school hours and staff return to the School on completion. However it is recognised that this may not always be possible. Staff must notify by telephone call or text their line manager and front office personnel that the visit has ended.

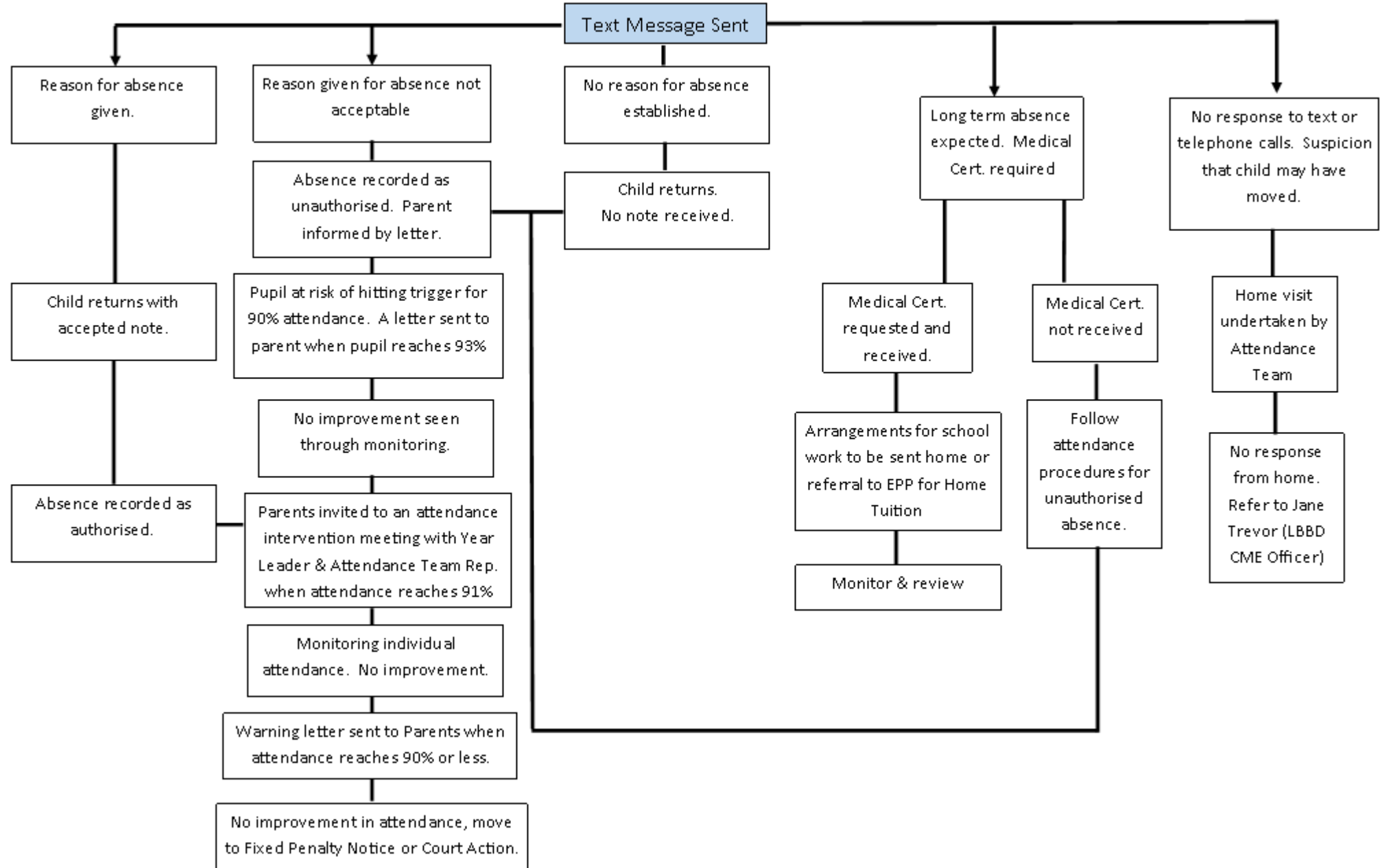
Keeping Safe

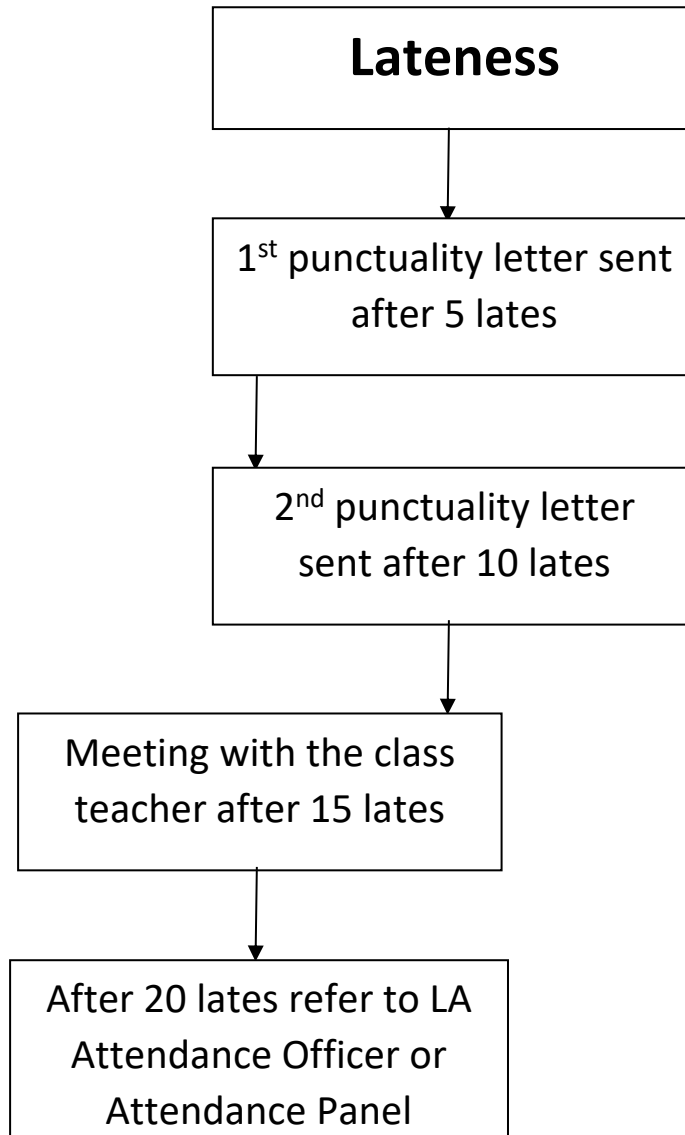
- Staff should familiarise themselves with and adhere to the Local Authority policy in terms of Lone Worker protocols
- Plan travel time and sequence of visits
- Be sure of location , research or carry map of the area
- Dress appropriately and ALWAYS wear identification
- Ask family to secure pets before arrival
- Trust your instincts – do not enter a home if you have concerns
- If at any time during a visit you feel threatened or uncomfortable , make your apologies and leave
- The priority is safety. Phone the police immediately if threatening behaviour or an assault occurs
- Inform your line manager as soon as possible. All Saints School will liaise with the Local Authority who can issue warnings and take legal action in regards to unacceptable behaviour
- Record the incident or concerns as soon as possible for future records and submit an incident form
- Consider arranging with your line manager a “safety code” for times when you feel unable or cannot contact the police
- **Staff should always inform others regarding movements and whereabouts**



ALL SAINTS CATHOLIC SCHOOL ATTENDANCE POLICY—FLOW CHART

FIRST DAY OF ABSENCE





Text for each late arrival

- **Up to 10 lates** = 14 minute same day detention.
- **10 – 15 lates** = 60 minute same day detention parental phone call & punctuality report. Letter home.
- **15 + lates** = 90 minutes same day detention, **Saturday detention**. Letter home, parental meeting & punctuality report. MARF considered.
- Failure to attend detention results in students being placed in to **Saturday detention**.
- Failure to attend Saturday detention results in any combination of MARF, student isolation, break and lunchtime study group, parental meeting all recorded on CPOMS.
-
- **Students rewarded for good attendance and punctuality.**



-
- 100% punctuality and attendance list circulated each week. By form group.
-
- End of term assemblies' 100% punctuality and attendance reward for students. Every student to receive a headteachers certificate and sticker. One student in each year to receive a voucher?

Appendix 4

Legal References

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[A] To his age, ability and aptitude and

[b] To any special needs he may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

Safeguarding

The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare on the premise that the welfare of the child is "paramount"

The Education Act 2002

Section 175 places a duty on Local Authorities and Governing bodies in guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18



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Appendix 5

FIRST ABSENCE LETTER – THREE DAYS AFTER ABSENCE

Date

Address

Dear

Pupil's Name (Known Name) Class () D.O.B. ()

Your child (Known Name) is recorded as being absent from school on the following Date(s):

As you know, unless we receive a note or telephone message explaining that, (Known Name) absence was for a legitimate reason, then the reason is unauthorised.

Please advise the school, as soon as possible, the reason(s) for your child not being present at school.

You may use the return slip below.



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Thank you for your assistance in this matter.

Yours sincerely

Deputy Headteacher

Pupil's name:Class.....

Address:

My child was absent from school on:

Because:

.....

Signature of Parent/Carer:Date.....



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SECOND ABSENCE LETTER

Date

Address

Dear parent

Pupil's Name (Known Name) Class () D.O.B. ()

Your child is recorded as being absent from school on the following date(s):

I am concerned that there has been no response from you to my previous letter. Please advise the school of the reasons for the unauthorised absence(s) recorded for (Known Name).

You may use the return slip below.

Thank you for your assistance in this matter.

Yours sincerely

Deputy Headteacher



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Pupil's name:Class.....

Address:

My child was absent from school on:

Because:

.....

Signature of Parent/Carer:Date.....



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THIRD ABSENCE LETTER – INVITE TO MEET CLASS TEACHER

Date

Address

Dear

Pupil's Name (Known Name) Class () D.O.B. ()

Your child is recorded as being absent from school on the following date(s):

I am concerned to note that you still do not appear to have responded to my previous letters regarding the unauthorised absences recorded for (Known Name).

Could you please contact your child's class teacher to make an appointment for a meeting to discuss this further.

If this matter is not resolved within seven days from the date of this letter, your child's unauthorised absence from school may be referred to the School Attendance Panel or the Local Authority Attendance Officer where further action may be considered.

Yours sincerely

Deputy Head Teacher



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Pupil's name:Class.....

Address:

My child was absent from school on:

Because:

.....

Signature of Parent/Carer:Date.....



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CATHOLIC SCHOOL

**FOURTH ABSENCE LETTER – NOTIFICATION OF ABSENCE RECEIVED – NOT
ACCEPTED**

Date

Address

Dear parent

Pupil's Name (Known Name) Class () D.O.B. ()

I have received your communication regarding the absence for (Known Name).

The reason which has been given is not considered a legitimate one for (Known Name) to be absent from school. Therefore the absence is still to be recorded as unauthorised.

Please ensure that (Known Name) does not incur any further unnecessary absences from school as this may result in further action being considered.

Yours sincerely

Deputy Head Teacher



AllSaints
CATHOLIC SCHOOL

FIRST PUNCTUALITY LETTER

Date

Address

Dear Parent

Pupil's Name (Known Name) (D.O.B.) (Class)

Your child's punctuality record is below the standard expected from pupils at this school. (Known Name) has been late on at least five occasions this academic year.

Morning sessions begin at and afternoon sessions at

Please ensure that (Known Name) attends school punctually in future to avoid unnecessary class and educational disruption.

Yours sincerely

Deputy Head Teacher



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SECOND PUNCTUALITY LETTER

Date

Address

Dear Parent

Pupil's Name (Known Name) (D.O.B.) (Class)

Following my previous letter to you dated.....

I note that (Known Name) punctuality record has not improved. (Known Name) has now been late at least 10 times this academic year.

It is your legal and parental duty to ensure your child attends school punctually. It is expected that you will now take the appropriate action to avoid further problems in this area.

Yours sincerely

Deputy Head Teacher



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THIRD PUNCTUALITY LETTER

Date

Address

Dear Parent

Pupil's Name (Known Name) (D.O.B.) (Class)

Following my previous letter to you dated.....

I note that (Known Name) punctuality record has still not improved. (Known Name) has now been late at least 15 times this academic year.

Please contact your child's class teacher to arrange a meeting to discuss your child's poor punctuality record.

Yours sincerely

Deputy Head Teacher



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CATHOLIC SCHOOL

FOURTH PUNCTUALITY LETTER

Date

Address

Dear Parent

Pupil's Name (Known Name) (D.O.B.) (Class)

Following my previous letter to you dated.....

I note that (Known Name) punctuality record has still not improved despite you being invited to a meeting with your child's class teacher to discuss this matter.

(Known Name) has now been late at least 20 times this academic year. Therefore, with reference to the School Attendance Policy I write to inform you that should your child incur any further late marks I will have no alternative but to refer you to the School Attendance Panel / Local Authority Attendance Officer for further action to be considered.

Yours sincerely

Deputy Head Teacher



AllSaints
CATHOLIC SCHOOL

Conclusion

This policy has been developed to ensure the inclusion of all pupils and staff with due regard to SEN, Most Able, gender, chosen sexual orientation, ethnicity, disability, Looked After Children, and those pupils who are subject to a Child Protection Plan. This policy also ensures that due regard is given to staff in respect of their maternity /paternity entitlement. All Saints School values the worth of every individual and the contribution they make to the school community as a whole.