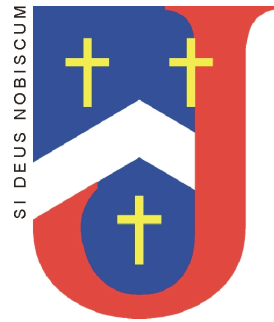


St. Joseph's RC High School  
Ysgol Uwchradd Gatholig Joseff Sant

## Attendance Policy

24b. Attendance Policy





# Attendance Policy

## PRINCIPLES

- Every child has a fundamental right to be educated **and to achieve their very best academic results, these are secure with high levels of attendance.**
- By law all children of compulsory age must receive a proper full time education.
- Parents/Carers and teachers have a duty to ensure maximum attendance at school.
- **Our school target is simply the expectation that every student and Parent/Carer aims for 100% attendance in each academic year.**

## AIMS

- **To foster and ensure maximum pupil attendance in every year group in every term.**
- To encourage students to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence pupil attendance and work in partnership with parents/carers and the EWO to address difficulties.

## OBJECTIVES

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To eliminate unauthorised absences.
- To provide an effective and efficient system for the monitoring of attendance.
- **To praise high levels of attendance and improvement in attendance termly.**

## PRACTICE

### Form Tutors

- (1) Form Tutors should strive to create an ethos which positively encourages and rewards excellent attendance.
- (2) Electronic registration (or paper backup) must be completed accurately at every registration session and in the case of the latter returned to Admin immediately.
- (3) Authorisation must be obtained for every absence.

### Parent/Carer responsibilities

- **Every Parent/Carer is fully responsible for ensuring their child attends school everyday, however we realise that unavoidable absences will still occur. E.g. Illness, bereavement, hospital treatment.**

### Absence from school

**It is the responsibility of the Parent/Carer to immediately contact school if their child is due to be late or absent. This contact is essential on every day of absence unless a long-term explanation has been clearly provided.**

**To explain absence or the need to leave school site normal protocol must be followed:**

- 1. An email must be sent to via the school gateway app.  
Reception will inform all other admin staff of any attendance emails.**
- OR**
- 2. Ring in on 01633 653110 to explain the reason for absence or leaving site.**
- OR**
- 3. A note must be written, signed and dated explaining the reason why your child was absent or why your child needs to leave school site.**

If a note is written to leave school site this must be countersigned by your child's Form Tutor, Head of Year or a member of the Senior Leadership Team.

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4. In the case of long term or frequent absence due to medical issues, medical evidence must be provided. This may take the form of appointment card, note from a medical practitioner, named medication label etc.

Please note we are not in the position in which we can contact a doctor to verify absence or illness due to patient confidentiality.

5. **For safeguarding reasons all students must also sign out in school reception so that accurate registers can then be maintained.**

## Home contact:

**School reception will text and email in the morning via the School Gateway app to enquire about a student's absence if no reason for absence is given, however it is the primary responsibility of the Parent/Carer to contact the school to explain absence.**

## Heads of Year

- (1) Heads of Year are responsible for monitoring patterns of lateness and attendance on a weekly basis, contacting parents/carers of persistent absentees and liaising with Assistant Headteacher and EWO.
- (2) Excellent attendance should be praised and certificates distributed at assembly.

## Assistant Headteacher

**The responsible** Assistant Headteacher will liaise with the Heads of Year and EWO to monitor attendance. They will contact parents/carers of persistent absentees **when appropriate and play a key role in leading attendance focussed initiatives.**

## Planners

Pupils and parents/carers will have the facility to self evaluate and record attendance in personal planners. Review of individual, form, group or year attendance will be a target for form tutors and HoY each half term and frequently every fortnight.

## Punctuality

This is an important characteristic of self discipline and time management, punctuality is monitored on a daily basis by all pastoral staff and EWO. Parents/carers will be contacted if irregular patterns of punctuality are witnessed, either when arriving at school or between lessons.

## Fixed Penalty Notices (Fines)

As a result of Welsh Government Legislation, the Governors have adopted Newport City Council's Code of Conduct which allows the school to issue Fixed Penalty Notices to parents of pupils who loose five school days or ten school sessions which are unauthorised.

Communication between school staff, parent/carers and the EWO will give an overview of the attendance of pupil(s) and in cases when absence issues are not resolved with the parent/carers Fixed Penalty Notices may be considered appropriate.

The protocols and procedures in relation to Fixed Penalty Notices:

### **Issue of a Fixed Penalty Notice**

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a family, Fixed Penalty Notices may be issued for more than one child;
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice.

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## **Fixed Penalty Notices may be considered appropriate when:**

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrive at school, ie after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Fixed Penalty notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.