

# **The Holy Family Catholic High School**



## **ATTENDANCE POLICY**

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## **MISSION STATEMENT**

Together we step out in faith, knowing that Christ is with us and united as a holy family. We commit to ensure that each child realizes their full potential, growing in wisdom and grace. The Holy Family Catholic High School places Christ at the heart of everything we do and openly gives witness to the Catholic values of love, compassion, forgiveness and reconciliation in our daily work.

## **AIMS AND PRINCIPLES OF GOOD ATTENDANCE**

- The Holy Family is committed to maximising the achievement of all pupils. There is a clear link between good attendance and educational achievement.
- Good attendance is an important consideration when applying for any post 16 placement, whether at College or employment.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependent on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

## **STATEMENT OF EXPECTATIONS**

### **What the school expects of the pupils:**

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to a designated place and sign in the late book should they arrive after the official registration time.
- To inform their form tutor of any reason that will prevent them from attending school.

### **What the school expects of parents/carers**

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
- To ensure that they contact the school on the first day their child is unable to attend and that their child returns with an absence note.
- To ensure their child arrives on time and is well-prepared for the school day (equipment, completed homework, planner)
- To contact the school when any problem occurs that may keep their child away from school
- To inform the form tutor and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- To ensure the continuity of their children's education by taking holidays during the school holiday period and, in exceptional circumstances where this is not possible, to notify the school in writing about a proposed holiday in term time. It is at the Headteacher's discretion whether to authorise the absence or not. We would like to point out that if your child's attendance percentage is below 85%, the absence may not be authorised.

### **What parents/carers and pupils can expect of the school**

- A broad and balanced education that is dependent on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- Prompt action for any problems notified.
- Notification to parents/carers of their child's attendance record through school reports
- The school will record all attendance-related messages from parents/carers
- Where the school's procedures have failed to contact the home or poor attendance persists, the school may make a referral to the EWS who will liaise with the relevant staff
- If no explanation for absence has been received by the school, contact will be made with the home by telephone or letter
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.
- We have recently adopted the North Yorkshire "Fast Track" attendance framework. Details of the framework are attached to this policy for your information. If attendance falls below 80% your child's absences will be closely monitored and the "Fast Track" framework may be implemented.

### **Rewards and Targets**

- Form groups and individuals with high attendance rates and significantly improved attendance will be rewarded.

### **Involvement of Parents/Carers**

- The importance of regular attendance is reinforced through the Home-School Partnership and the School Prospectus. It is reinforced in school newsletters and reported on annually in reports to parents.
- The school will react as swiftly and assertively as possible to any parental concerns. Parents are encouraged to contact school to discuss any issues impacting on their child's attendance.

### **Reintegration in to School after Absence**

- The school will endeavour to support pupils returning to school after a long period of absence.
- School staff, including the EWS, will liaise closely on the issue and employ appropriate reintegration strategies.

## **ATTENDANCE ROLES AND RESPONSIBILITIES**

### **Senior Management**

The senior member of staff with responsibility is the Deputy Head and Associate Assistant Head.

He/She will:

- Develop, monitor and review the Attendance Policy
- Monitor attendance information for parents/carers
- Support all staff in their work related to pupil attendance
- Organise pupil attendance rewards
- Refer pupils to the Education Welfare Service when attendance gives severe cause for concern and be aware of the strategies being used with these pupils, ensuring support for these strategies within school
- Set, monitor and evaluate targets for improving attendance within school.

### **Progress Leads**

Progress Leads are responsible for:

- Taking an overview of attendance data for their year(s)

- Identifying and monitoring individual pupils with known punctuality/attendance problems
- Liaising with parents/carers of pupils whose attendance/punctuality is causing concern
- Liaising with SLT in relation to pupils whose attendance is causing severe concern and be involved in the ESW referral process as appropriate
- Supporting the role of the form tutor.

### **Form Tutors**

This is an important role within the school and requires the form tutor to:

- Complete the register accurately on MIS system
- Have regular discussions with pupils about the importance of regular attendance and punctuation
- Collect reasons for absence
- Identify trends in the attendance of pupils and respond appropriately and report to progress lead

### **The Attendance Administrator**

The attendance administrator is responsible for:

- Inputting attendance data from registration sheets and maintaining the school registers
- Contacting parents/carers on the first day of absence for pupils whose attendance has caused concern
- Producing attendance information for Senior Management/EWO
- Completing statistical returns for Governors, publications and DfES
- Supporting Progress leads and or SLT with attendance tasks
- Work closely with parents/pupils of students with attendance that is of concern

### **The Governing Body**

The Governing Body will:

- Receive information from the Headteacher on attendance
- Support the school in its efforts to achieve high rates of attendance.

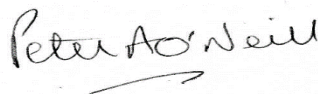
School staff, the Educational Welfare Services, Governors and parents/carers have been consulted in drawing up this policy.

Signed  
Headteacher



Date: 16/07/20

Signed  
Chair of Governors



Date: 16/07/20

Review Date: July 2023