

SACRED
HEART
COLLEGE

WHERE
EVERY CHILD
MATTERS



EVERY CHILD IS KNOWN
EVERY CHILD IS CHALLENGED
EVERY CHILD ACHIEVES



Policy:

Attendance Policy

Review date:

Rationale

In Sacred Heart College, we believe that “Every child matters”. We believe that excellent attendance at school is an essential ingredient in helping our students be happy, involved and successful. We recognise that the partnership between parents and the college is crucial in setting and maintaining high standards of attendance and punctuality throughout a student’s time in school. Our staff want the opportunity to work with our students for the maximum time possible. Time in school is precious. Absence from school and late coming to school has a negative effect on a student’s educational progress, achievement and employment prospects. Therefore, daily attendance and excellent punctuality is our goal for all.

The strong correlation between attendance and attainment has been highlighted in the DE Attendance Strategy “Miss School Miss Out”:

Greater than 95% Attendance

78% of pupils achieved at least 5 GCSEs including English and Maths when they attended more than 95%

Less than 90% Attendance

50% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 90%

Less than 80% Attendance

39% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 80%

We work in partnership with parents, to encourage maximum attendance of each of our pupils. We encourage parents to inform us of any issues which may impact on attendance as soon as possible, so we can provide appropriate supports.

The Role of the Pupil

- To be in school each day and to be on time – 8.50 a.m.
- To 'sign-in' in the office if late in the morning
- To attend all classes required by his/her timetable
- To follow procedures if it is necessary to leave school during the school day
- To bring in an Absence Note, from his/her parent/guardian, explaining any period of absence
- To catch up on all work missed during any absence
- If a pupil falls ill during the school day, he/she must report to the class teacher who will direct the pupil as appropriate

The Role of the Parent / Guardian

The staff of Sacred Heart College is committed to working with parents & guardians

- To encourage regular and punctual attendance
- To monitor their child's attendance via SIMS Parent App
- To value the importance of a good education
- To support the school's policy regarding attendance, non-attendance and punctuality
- To ensure that their child is in school every day and is on time
- To contact the school before 9am if their child is going to be absent
- Provide a signed note explaining any absence on the day of their child's return
- To respond to College communication in relation to attendance
- To provide information to the school if their child will be absent for a prolonged period of time
- To take holidays during holiday time and not to book family holidays during term time
- To arrange dental/medical appointments out of school time
- To contact the Head of Year, Head of Key Stage or Vice Principal if their child is reluctant to attend school to ensure that both the parent and child receive maximum support

- To follow 'Signing Out' procedures, to ensure compliance with safeguarding procedures; a note should be sent to be signed by a Head of Year in the morning; only those adults named as a contact on SIMS should collect the pupil.

The Role of the Form Teacher

- To emphasise the importance of good attendance/ punctuality in form classes on a regular basis.
- To set form class targets for attendance/ punctuality and monitor progress.
- To set individual targets for attendance/ punctuality and monitor progress.
- To monitor attendance and punctuality at individual and form class level on a daily/ weekly basis (using Lesson Monitor).
- To identify priority students in terms of attendance and punctuality and promptly inform the Head of Year.
- To liaise with the Head of Year in monitoring reasons for absence and assist in referrals to Educational Welfare, if required.
- To monitor Student Planners and the attendance records contained within them.
- To collect and keep absentee notes from students, and update Lesson Monitor.
- To inform Parent(s)/Guardian(s) when an absence note is required.

The Role of the Head of Year

- To liaise with the Head of Key Stage in relation to attendance of a year group.
- To promote the importance of excellent attendance and punctuality within a year group.
- To follow established attendance procedures to monitor and implement attendance interventions.
- To refer to and liaise with Educational Welfare Services in relation to individual pupils.

- To facilitate and attend meetings with parent(s)/guardian(s) to help encourage good attendance.
- To communicate with parent(s)/guardian(s) in relation to attendance concerns.

The Role of the Head of Key Stage

- To liaise with Heads of Year to ensure effective monitoring and analysis of attendance.
- To liaise with the Principal and Vice Principal in relation to monitoring and analysis of attendance.
- To liaise with Heads of Year to ensure effective communication with parent(s)/guardian(s) in relation to attendance.
- To attend liaison meetings with the Educational Welfare services.

The Role of the Principal & Vice Principal

- To work with staff to create a warm, welcoming college our pupils look forward to attending
- To review whole-school attendance in line with whole-school attendance targets
- To review attendance procedures and practices, with Heads of Key Stage
- To assist Pastoral Teams in creating effective strategies to promote attendance on a whole-school, year group and individual level

The Role of the Board of Governors

- To ensure the procedures and practices of monitoring and interventions, in relation to attendance, within the college are effective.
- To monitor whole-school attendance target(s).

Positive Attendance Strategies

In order to encourage excellent attendance, and to ensure early intervention of any issues, there is ongoing monitoring and contact

with home. Sacred Heart College's interventions to encourage attendance include

- Informing parents as soon as possible via text/email regarding unexplained absences
- Identifying students who are vulnerable to becoming persistent absentees or latecomers and having individual action plans in place for each student
- Providing a varied curriculum which aims to address strengths of all pupils
- Employing effective counselling systems
- Having a Student Mentoring / Buddy System
- Providing additional study support
- Supporting the reintegration process following long term absence
- Using attendance incentive schemes which recognise and reward good attendance
- Offering activities before and after school as an incentive for students to come to school
- Engaging with the Neighbourhood Renewal Learning Mentor
- Engaging with external agencies who may be involved with pupils/families
- Supporting students with poor attendance
- Building Positive Student-Teacher Relationships
- Promoting a safe environment for students
- Using school assemblies and visual displays to engage students
- Sign Posting and accessing external support for parents and students
- Providing Transition support (Primary to Post-Primary)
- Offering support programmes for parents

Monitoring and Review of Policy

The Senior Leadership Team will monitor and evaluate the Attendance Policy annually in consultation with students, parents and staff. Attendance and Punctuality data, which is analysed by each year team, is an integral part of the whole school annual evaluation process.

Appendix 1

Attendance monitoring procedures

Attendance monitoring procedures are dependent upon individual circumstances and engagement with parent(s)/ guardian(s). When there is medical evidence, this will be taken into consideration in terms of appropriate action(s). It is important this is forwarded to the pastoral team if available.

KS3 & 4

% Attendance	Action	
Non-attendance	Daily text	
Unexplained absences	Monthly text	
Below 93 %	Attendance text Communication with home & school	Appendix 2
Below 90%	Attendance letter (1) via email Addressed in EWS liaison meetings Communication with home & school	Appendix 3
85%-90%	Attendance letter (2) via email Communication with home & school	Appendix 4

	Pre-referral meeting (EWS) Engagement with EWS	
Below 85%	Referral to EWS, if appropriate Communication with home & school	

Post 16

% Attendance	Action	
Non-attendance	Daily text	
Below 93 %	Attendance text Communication with home & school Consideration in line with EMA criteria, if appropriate	Appendix 2
Below 90%	Attendance letter Communication with home & school Consideration in line with EMA criteria, if appropriate	Appendix 5

Appendix 2

Dear Parent, your child's attendance is ____%. Please continue to engage with pastoral teams to ensure we can support any barriers to attendance. Thank you.

Appendix 3

Dear Parent(s)/Guardian(s) of _____,

In Sacred Heart College, we believe that "Every child matters".

We promote that excellent attendance at school is an essential ingredient in helping our students be happy, involved and successful.

Your child's attendance is currently at ____%, with ____ unexplained absences.

Please note that at this stage, attendance may be discussed with the Educational Welfare Services, who will advise us of next steps as necessary, as described below.

It is important you contact your child's Head of Year to discuss any potential barriers to attendance. We will try to support you with any difficulties.

% Attendance	Action
90% - 93%	<ul style="list-style-type: none">• Attendance text• Communication with home & school
85%- 89%	<ul style="list-style-type: none">• Attendance letter• Addressed in EWS liaison meetings• Communication with home & school
If no improvement: 85%-90%	<ul style="list-style-type: none">• Communication with home & school• Pre-referral meeting (EWS)• Engagement with EWS
Below 85%	<ul style="list-style-type: none">• Referral to EWS, if appropriate• Communication with home & school

Yours sincerely,

Head of Year

Appendix 4

Dear Parent(s)/Guardian(s),

In Sacred Heart College, we believe that “Every child matters”.

We promote that excellent attendance at school is an essential ingredient in helping our students be happy, involved and successful.

Your attendance is currently at ____ %, with ____ unexplained absences. This is a significant concern, despite previous communication.

We will discuss your child’s attendance with Educational Welfare Services and may invite you to attend a pre-referral meeting, if attendance does not improve.

It is important you contact your child’s Head of Year to discuss any potential barriers to attendance. We will try to support you with any difficulties.

<u>PUNCTUALITY:</u> All students should be in school for registration each morning at 9:00am		
<u>ATTENDANCE:</u> Every day absent equates to a day of lost learning		
% Attendance	Number of Days Absent	
100	0	Excellent
95	6	Satisfactory
90	12	Poor
85	17	Very Poor
80	23	Unacceptable
75	29	Unacceptable

Yours sincerely,

Head of Year

Appendix 5

Dear Parent(s)/Guardian(s) of _____,

In Sacred Heart College, we believe that “Every child matters”.

We promote that excellent attendance at school is an essential ingredient in helping our students be happy, involved and successful.

<PreferredForename>'s attendance is currently at <%Attendance>%. It is expected that attendance is above 95%.

Please attempt to address any attendance issues as soon as possible. At Post 16 staff are often requested to provide attendance figures for UCAS and employer references. EMA payments are also dependent on positive attendance percentages.

It is important you contact the Head of Post 16 to discuss any potential barriers to attendance. We will try to support you with any difficulties.

Yours sincerely,

Head of Post 16