

St. Patrick's Academy



Attendance Policy

2023-24

Introduction

All children of compulsory school age have the right to an effective full-time education, regardless of age, aptitude, ability and any special needs he/she may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. St Patrick's Academy takes its responsibilities to monitor and promote the regular attendance of all its pupils seriously. We acknowledge that irregular attendance disrupts continuity of learning, undermines educational progress, leads to underachievement and low attainment and impedes a child's ability to develop socially within the school community.

Aims of the Policy

- To raise awareness of the importance of good attendance for all pupils at St Patrick's Academy.
- To ensure attendance and punctuality are monitored effectively and reasons for absences are recorded promptly and consistently.
- To provide advice, support and guidance to parents/guardians and pupils.
- To ensure parents/guardians understand the role of the Education Welfare Service in supporting the school maintain high levels of attendance for all pupils.

Why Regular Attendance is so important:

- ❖ Learning – any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.
- ❖ Safeguarding – your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:
 - Attendance
 - Behaviour management
 - Health and safety
 - Access to the curriculum
 - Anti-bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Promoting Regular Attendance:

Parents/guardians should be aware of their legal responsibility to ensure that their children attend school every day.

The law relating to attendance

Section 7 of the Education Act 1996 states that:

“the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:

To age, ability and aptitude and

To any special educational needs he/she may have.

Either by regular attendance at school or otherwise.”

The law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Where attendance problems exist, the school utilises its excellent pastoral care system which parents and pupils should make use of. This includes the services of a dedicated Attendance Officer and Education Welfare Officer.

Roles and Responsibilities

The Principal and Vice Principal have overall responsibility for school attendance. However, it is important to note that everyone has their part to play in monitoring and improving attendance.

Pupils

We expect our pupils to:

- Attend every day in time for registration. Registration takes place each morning from 9.10am until 9.20am.
- Sign in on arrival, if late, at the office.
- Bring a letter from their parent/guardian seeking permission to leave during the school day.
- Tell their Class Tutor (or another trusted member of staff) if there are any problems which make it hard for them to attend school regularly.

Post 16 Pupils

- Post 16 pupils must attend school **every day**. Only hospital appointments that cannot be changed will be permitted during school hours. All other appointments must be arranged outside of school hours.

- Part time jobs must not have any impact on your school day. Pupils are expected to be in school from 9.10-3.35. Working hours must be arranged around this.
- Pupils who use the driving instructor linked with the school have permission to sign out for a driving lesson during one study period. Driving lessons with anyone else must be arranged outside of school hours.
- **EMA payments will not be processed if a student has missed a day of school.** If a student has a genuine absence, a note explaining must be provided before the payment will be completed. This also applies for punctuality for the school day and to each class.
- If a student has a hospital appointment that they must attend, a note from home granting permission for the student to leave early is necessary. As well as a note explaining the absence upon returning.

Parents

We expect parents to:

- Ensure their child attends school regularly and on time.
- Avoid taking their child on holiday during term time.
- Notify the school by telephone before 10.00am on the first day of a pupil's absence, and on subsequent days of absence if an initial time frame is unclear.
- Keep appointments to a minimum during the school day.
- Provide a letter to the Class Tutor seeking permission for a pupil to leave during the school day.
- Inform the school, in confidence, about any problem which might affect their child's attendance.
- Fully cooperate with the school in seeking to overcome problems with attendance and/or punctuality.

Class Tutor

- Promote good attendance and punctuality regularly during registration.
- Monitor the attendance of all pupils in the class tutor group and inform the Head of Year and the Attendance Officer of any concerns.
- Complete SIMS registration at AM and PM registrations. It is important that it is completed accurately and only by a member of staff.
- Record pupils as 'Present' up to 9.20am and 'Late' thereafter.
- Sign notes seeking permission to leave early and record on SIMS.
- Collect and store notes for absences and record the reason for absence on SIMS. When recording a comment should be left which includes the staff members initials, the date recorded and the reason for absence.
- Endeavour to clear the weekly Unexplained Absences list by asking pupils to bring in notes for absences.
- Contact home if a pupil is absent for more than 4 consecutive days and a reason has not been provided either via the school telephone or on the Absence Google Form.

Subject Teacher

- Complete the SIMS register for every period, taking care to not over code existing codes.
- Check notes are signed for permission to leave early.
- Inform the Class Tutor if there is a concern regarding a pupil's attendance and/or punctuality.

Head of Year

- Promote the importance of good attendance and punctuality regularly at assembly.
- Encourage Class Tutors are familiar with and apply the policy consistently.
- Be aware of attendance trends within their Year Group.
- Inform the Attendance Officer of any pupils causing concern.

Key Stage Leaders

- Promote the importance of good attendance and punctuality regularly at assembly.
- Provide general support for staff and pupils.
- Be aware of attendance trends within their Key Stage.
- Inform the Attendance Officer of any pupils causing concern.
- Meet with parents whose child's attendance is causing concern.

Attendance Officer

- Promote the importance of good attendance and punctuality through meetings, and various Parental Induction events.
- Contact parents/guardians via letter if a pupil's attendance is causing concern.
- Conduct parental interviews with the parents/guardians of pupils whose attendance falls below 85% or are persistently absent without a valid reason.
- Identify and issue detentions for pupils who have arrived at school late 3 or more times in any one week.
- Conduct parental interviews with the parents/guardians of pupils who have been issued 3 late detentions in a term.
- Provide regular updates to the principal and vice principal on all pupils whose attendance is giving cause for concern.
- Liaise with the Vice Principal, SENCO, SLT and Heads of Year to devise a plan for pupils whose attendance gives cause for concern.
- Refer pupils, in conjunction with the Vice Principal and Principal, to the EWS.

Vice Principal

The Vice Principal is the Head of Pastoral Care and Safeguarding and has overarching responsibility for attendance.

- Meet with Key Stage Leaders/Attendance Officer for regular updates on attendance/punctuality in order to allow for further action to be taken, such as referral to the EWS.
- Meet with the EWS to discuss the attendance of pupils in Y8-12 regularly and monitor the attendance of the pupils in the Sixth Form.
- Make referrals to ETA (Exceptional Teaching Arrangements) where deemed necessary.
- Inform the Principal of all pupils whose attendance is giving cause for concern.

Good Attendance Rewards

Recognition of good attendance and punctuality is essential and encourages pupils to maintain and improve their attendance.

Attendance is monitored closely by the Attendance Officer and 100% attendance is rewarded at the end of each term. There are also prizes for Class Tutor Groups who have achieved good attendance and punctuality.

Pupils who achieve 100% attendance for 1 academic year are rewarded at prize night, and the Year 12 pupil with the best attendance is awarded the McKeown Shield.

In order to ensure that no pupil is overlooked, or disappointed, it is essential that attendance is accurately recorded.

School Targets

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for this school is **95%** and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best. Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Those People Responsible for Attendance Matters in this School are:

Miss J White (Attendance Officer)

Mrs G McCann (Principal)

Ms R Clarke (Vice Principal/Designated Teacher)

EWO

What does my attendance mean?

100% Attendance	0 Days or 0 Weeks of Learning Missed	Best Chance of Success!! Excellent!!
95% Attendance	9 Days or 1 Week and 4 Days of Learning Missed	
90% Attendance	19 Days or 3 Weeks and 4 Days of Learning Missed	Poor Attendance!! I'm Worried!!
85% Attendance	28 Days or 5 Weeks and 3 Days of Learning Missed	
80% Attendance	38 Days or 7 Weeks and 3 Days of Learning Missed	Unacceptable Attendance Action Taken!!
75% Attendance	46 Days or 9 Weeks and 1 Day of Learning Missed	

Summary of SIMS Attendance Codes

CODE	DESCRIPTION	DESCRIPTION	CODE	DESCRIPTION
/	Present: / = (AM): \ = (PM)	Only staff should attend	X	
A*	Artistic Endeavour	Exceptional Closure	Y*	
B*	Bereavement	Holiday for all	#	
C	Suspended	No attendance required	!	
D	No reason provided for absence	Community Providers / EOTAS (organised by the EA)	1	
F*	Family Holiday (agreed)	Exceptional Teaching Arrangement / hospital	2	
G*	Family Holiday (not agreed)	Elective Home Education	3	
H*	Other Absence	Pupil Referral Unit	4	
I	Illness (not medical or dental appointments)	Another mainstream school (under Entitlement Framework – EF)	5	
J*	Extended Leave	Training Organisation (under EF)	6	
L*	Late (before registration closed)	FE College (under EF)	7	
M*	Medical / Dental Appointments	Intensive Support Learning Unit	8	
N	No reason yet provided for absence (temporary code only)	CAMHS / Mental Health Support	9	
O*	Other Exceptional Circumstances	COVID-19 SPECIFIC CODES - Please refer to DE circular 2022/07		
P*	Approved Activity	COVID-19 Illness Confirmed – must be used in situations where a pupil has tested positive for Covid-19.	(
R*	Religious Observance	COVID-19 Illness Suspected / Unconfirmed – to be used in situations where a pupil may be Covid-19 positive but this is unconfirmed.)	
S*	Study Leave	COVID-19 Self-Isolating – Vulnerable Pupil or Household member Pupil chooses not to attend school due to own underlying health conditions or due to health conditions of other family members*. If a pupil is sick, they should be recorded as such.	{	
U*	Late (after registration closed)	COVID-19 Self-Isolating - No evidence of learning from home Pupil required to self-isolate but not learning from home / evidence not provided.	}	
V*	Educational Visit / Examination	COVID-19 Self-Isolating & Learning from Home Pupil required to self-isolate and learning from home* – does not discount from attendance record.	[
W*	Work Experience	COVID-19 Learning from Home - Social Distancing Pupils are not required to attend physically at school due to social distancing rules, imposed by DE or school. E.g. pupils required to attend on certain days or for a certain number of hours per day. This decision must be informed by health professional advice.]	
COLOUR CODE				
		Present / Approved Educational Activity /		
		Authorised Absence		
		Unauthorised Absence		
		Attendance not required		

