

Attendance Policy

St John's Catholic Comprehensive School



*Excellence for All
Service to Others
Inspired by Christ*

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Author:	Senior Assistant Headteacher - Pastoral	Owner:	Headteacher
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1. Aims

St John's Catholic Comprehensive School is dedicated to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)

- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorizing the senior assistant headteacher to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mr. J. Steadman and can be contacted via:
Tel: 01474534718 or email: jsteadman@stj.kent.sch.uk.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare team to tackle persistent absence
- Advising the headteacher/Senior Assistant Headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Ensure attendance registers are up-to-date.
- If no reason for absence has been provided, the attendance officer will contact parents/guardians on the first day of absence by phone call to investigate child's absence from school.
- Where there has been no communication, the attendance officer will send letters to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (see National Attendance Codes Appendix 1)

The attendance officer is Mrs J. Abbott (Years 7-11) & Mrs A. Chambers (6th form) and can be contacted via:

Tel: 01474 563755 email: jabbott@stj.kent.sch.uk (Years 7-11) or achambers@stj.kent.sch.uk (6th form)

3.5 Class Teachers & Form tutors

Class teachers & Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on SIMs (the schools MIS) promptly at the start of each lesson.

3.6 School Admin/Pastoral staff

School Admin/Pastoral staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance office in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every weekday 8:40 AM -3:20 PM on time.
- Call the school to report their child's absence (this can also be completed via the school App "Reach more Parents") before 8:30 AM on the day of the absence (the school expects this to happen on the day of absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time and arrive before 8:40 AM but no earlier than 8:20 AM
- Attend every timetabled session on time.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of every timetabled lesson. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at school by 8:40 AM on each school day.

The register for the first session will be taken at 8:40 AM and will be kept open until 9 AM. The register for the second session will be taken at 1:05PM (Wed/Thu/Fri) & 1:20PM (Mon/Tue) and will be kept open until 1:20PM (Wed/Thu/Fri) & 2:30 (Mon/Tue)

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30 AM or as soon as practically possible by calling the school attendance officer (see also section 7).

Parents can email (attendance@stj.kent.sch.uk) or call (01474 563755) the attendance line

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance. After a 3-day period with no contact the school will also consider a home visit.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/Carers should inform the attendance officer in advance of the appointment and supply evidence of the appointment in order to authorise the absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Lates to School

Students who arrive late to school (after 8:40 AM) without a valid reason will receive a bad comment and a late stamp in their diary. These are tracked weekly and will result in Year Leader sanctions.

Lates between lessons

Students who receive 3 or more lates to lessons across the week will receive a Year Leader detention followed by a concern letter poster directly home to parents. See Appendix 2 for an example of this letter and the escalating sanctions for continual lateness to lessons.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call/Message the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels.

The school will publish 3 milestone reports across the academic year which include students' punctuality to school and overall attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher (or a representative of the Headteacher) will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Some examples of 'exceptional circumstances' are:

- Service personnel returning from a tour of duty abroad where it is evidenced the parents will not be in receipt of any leave soon that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable, and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree to the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. Parents/Carers should complete our planned absence request form available on our parent app for any planned absences. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

The following reasons are examples of absence that **WILL NOT BE AUTHORISED**:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays (with some rare exceptions)

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay
£160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

- Reward students who achieve 100% attendance each term with 10 good comments
- Issue certificates/postcards/letters to those with positive attendance.
- Celebrate individuals in Year & whole school assembly.
- Give students access to rewards events & student leadership positions in school.

7. Attendance monitoring

- The schools core attendance (attendance officers & Senior Leader attendance lead) team meet routinely to review individual student's attendance patterns.
- Weekly safeguarding meetings where students of concern are discussed actions put in place.
- Weekly/termly monitoring of unauthorised absence.
- Weekly/termly monitoring of Illness (see appendix 3 for general protocol for monitoring daily attendance.
- Well-being phone calls to be implemented for students ill for 3 or more days.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
 - Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
 - Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Pastoral teams via Year Leader dashboards and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
 - Attendance Improvement Meetings (AIMs) attended by School Liaison Officer, Mr. Steadman and/or School Governor and the school Attendance Officer.
 - Hold form Target Setting Meetings with the School Liaison Officer.
 - Home visits by the School Liaison Officer.
 - Liaising with other agencies.
 - Complete a front door referral.

8. Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below: -

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated.

10. Links with other policies

This policy links to the following policies:

- Suspension and Exclusion Policy
- Child Protection Policy
- Behaviour policy
- Holidays in term time policy

St John's Catholic Comprehensive School asks that parents fully support this policy as a vital contribution towards their child's education.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Lates between lessons

	Consequence
1 week within a term <u>CONCERN LEVEL 1</u>	Year Leader detention <ul style="list-style-type: none"> • 3 X lates = 30-minute detention • 4 X lates = 45-minute detention • 5 X lates = 1 hour detention & a punctuality report NB: If a student receives more than <u>10 lates</u> within any given week this will result in a Head Teacher detention.
2 weeks within a term <u>CONCERN LEVEL 2</u>	2-hour Head Teacher detention
3 weeks within a term <u>CONCERN LEVEL 3</u>	<ul style="list-style-type: none"> • 1 day in an alternate internal provision (the student will not be attending their regular timetabled lessons and he/she will also lose their social time). • Meeting with parents to discuss our concerns regarding punctuality to lessons.
4 weeks within a term <u>CONCERN LEVEL 4</u>	1 day at our St George's provision (student will be booked into St George's inclusion room for the day).



St. John's Catholic
Comprehensive School

September 2023

Re: Term 1 Lesson punctuality concern
«Forename» «Surname», «Reg»

Dear «Parental_Salutation»,

I hope this letter finds you and your family safe and well.

I am writing to you with regards to «Forenames»'s recent punctuality to lessons. The school carefully tracks the number of lessons students are marked 'late to lesson' throughout each week. If you are receiving this letter, it is because your child has been marked 'late to lesson' at least 3 times across the week, each occasion without a valid reason e.g. a note from a member of staff explaining lateness. This letter provides you with information on how sanctions will escalate if your child does not improve their punctuality to their lessons across the weeks and months ahead.

The school has high expectations of student punctuality as it ensures students make the very most of their learning time in every subject. If a student is late to lesson, this not only has a detrimental impact on their learning but also for the entire class. Valuable learning time is lost every time a student arrives to lesson late, as teachers must stop their lesson, question the student, and ensure registers are updated accordingly. Ensuring a student is registered each lesson is a safeguarding requirement and, if a student does not attend, then staff must stop their lesson in order for the school to locate the student.

Please see below our escalated sanction system regarding lesson punctuality.

No. of weeks with 3 or more lates	Consequence
1 week within a term <u>CONCERN LEVEL 1</u>	Year Leader detention <ul style="list-style-type: none"> • 3 X lates = 30-minute detention • 4 X lates = 45-minute detention • 5 X lates = 1 hour detention & a punctuality report NB: If a student receives more than <u>10 lates</u> within any given week this will result in a Head Teacher detention.
2 weeks within a term <u>CONCERN LEVEL 2</u>	2-hour Head Teacher detention
3 weeks within a term <u>CONCERN LEVEL 3</u>	<ul style="list-style-type: none"> • 1 day in an alternate internal provision (the student will not be attending their regular timetabled lessons and he/she will also lose their social time). • Meeting with parents to discuss our concerns regarding punctuality to lessons.
4 weeks within a term <u>CONCERN LEVEL 4</u>	1 day at our St George's provision (student will be booked into St George's inclusion room for the day).

With your support, I look forward to seeing an improvement in «Forenames»'s punctuality to lessons. If you have any questions, please do not hesitate to contact me or a member of your child's Year team.

Please be aware that we start each term with a clear record, you may have previously received a similar letter to this if we had punctuality concerns in previous terms.

Kind Regards,



Mr J. Steadman
Senior Assistant Headteacher Pastoral
Excellence for All Service to Others Inspired by Christ

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Appendix 3: Daily Attendance Protocol (Tracking)

St. John's uses a system call A Star Attendance to track and monitor students when they fall below certain thresholds. Staged letters will be sent to parents if attendances does not improve. We will also follow the below daily protocol for chasing non-attenders.



STJ Attendance daily protocol

At St. John's we will follow the below flow diagram for absence where we have not received any form of contact from parents & carers.

NB. A text message will be sent to parents/carers every day of an unknown absence.

Day 1

- On the 1st day of absence, a **text** will be sent home to parents/carers asking for the reason for absence. A follow-up call will then be made if contact is not made following this.
- *Those students deemed vulnerable will receive a phone call from the welfare team.*

Day 3

- On the 3rd day of absence parents/carers will receive a **call** from the school asking for the reason for absence.
- The school **may** also conduct a home visit to see the child in person depending on the historical attendance of the child.
- For those students who have been ill for 3 days consecutively (I code) Pastoral teams will conduct a well-being phone call.
- *Those students deemed vulnerable again will be prioritised for phone calls/visits.*

- **5 or more days unauthorised** after these attempts to investigate attendance will result in a penalty notice being issued unless there are extenuating circumstances. No contact in this time will also trigger a home visit.
- Those with poor attendance due to illness will be targeted for attendance improvement meetings.