



CARDINAL NEWMAN  
CATHOLIC SCHOOL

*November 2018*

Date of Next Review:  
*November 2019*

**Attendance and  
Punctuality  
Policy**

# CARDINAL NEWMAN CATHOLIC SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

## CARITAS, EXCELLENCE, TOGETHER

Cardinal Newman prides itself on the motto 'Caritas, Excellence, Together' and we can only ensure that our students get the most out of their education with us if they are in school, every day, on time. The partnership between home and school is key to this.

## EXPECTATIONS

Excellent attendance enables students to take full advantage of the opportunities open to them and to make positive and lasting friendships. For the vast majority of our students, excellent school attendance is a well-established habit which leads to students achieving their personal best.

97% +	Excellent	← CNCS students who make the most progress
96%	Good	
95%	Satisfactory	} Nationally, attendance below 95% correlates with achieving a grade or more lower in <u>every</u> subject
93-94.9%	Requires improvement	
90-92.9%	Cause for Concern-At risk	
<90%	Cause for concern	

It is important that everyone understands their responsibilities for attendance and the consequences for them, should they fail to ensure this. To ensure regular student attendance, legal powers were given to Local Authorities in the Education Act 1996 to enforce, where necessary, school attendance.

### We expect that students will:

- Attend school regularly and punctually, appropriately prepared for the day ahead.
- Catch up with all work missed through any absence to give themselves the best possible chance of success.

**Student note:** Students with poor attendance will lose out on being eligible for residential trips, unless previous absences have been authorised by a medical professional.

### We expect that all parents/carers will:

- Ensure that students arrive at school on time to commence Lesson 1 at 8.40am. Any student who arrives after 8.40am will be coded as Late.
- Inform the school of the reason for a child's absence **every day** by telephone, note or email to [absence@cncs.co.uk](mailto:absence@cncs.co.uk) by 8.30am. The school will then decide whether an absence is to be authorised or unauthorised.
- Keep us informed of any changes in contact details. This can be done via e-mail from the each parent concerned or these must be written, signed and handed to the Admin office.

- Communicate with the relevant Progress Pastoral Leader (PPL) about any home circumstances or long-term medical issues that may affect the attendance of their child.
- Not take holidays during term time; the consequences for doing so are detailed in the Fixed Penalty Notices section.
- Arrange for medical and dental appointments after school whenever possible.
- Understand that even authorised absences affect their child's attendance record.

### **Appointments**

Please arrange for medical and dental appointments after school if possible. Alternatively, appointments after 1:30pm can support your child's attendance record.

Whenever practical, students must attend lessons before and after their appointment so they do not miss out on their learning. The student will be required to register in the Admin office upon their return and provide proof of medical evidence - (copies of: headed doctors/hospital letters, appointment cards, appointment confirmation texts or copies of prescriptions). The absence will remain unauthorised until the evidence is received.

### **The School will:**

- Accurately record student registers at every lesson during the school day. Registers are legal documents and will be used whenever prosecution for poor attendance and/or punctuality becomes necessary.
- If a student is absent and there is no contact from a parent/carer by 9.00am the school will contact those named as having parental responsibility. This forms part of school Safeguarding Procedures to ensure that an adult with parental responsibility is aware of the absence.
- Parents/carers will be informed of their son/daughter's percentage attendance through the half-termly ATL reports.
- Parents/carers will be informed if their son/daughter's attendance is causing concern. Letters may also be sent home. Where there are already attendance concerns, further absences will not necessarily be authorised.
- Your child's Form Tutor, Year PAM (Pastoral Attendance Manager) and PPL will provide support to help them with their attendance as needed.

### **Encouraging Excellent Attendance:**

**Our school attendance target for 2018-2019 is 96%**, which is achievable for the vast majority of students. A large number of our students maintain their 100% record throughout the school year.

### **We actively encourage excellent attendance in the following ways:**

- Providing a safe, secure and engaging learning environment based upon positive behaviour principles.
- Celebrating and rewarding excellent and improving attendance through initiatives including achievement points, privileges and certificates.

- Working with parent/carer's regarding issues that may affect their child's attendance.
- Effectively communicating with parents/carers about attendance.

### **Liaison with Feeder Schools**

Detailed information and data is collected on all students as they transfer to Cardinal Newman Catholic School. Where there has been a history of poor attendance in the past, strategies and support will be put in place to monitor and improve attendance patterns. If upon entry to Year 7, or at any time a new student joins us, we encourage parents/carers to discuss with us any concerns they may have about attendance so that we can offer relevant support to the student from day one.

### **Leave of Absence Requests**

In unforeseen and unavoidable exceptional circumstances, the school may give permission for leave of absence during term time. It is for the school to decide what counts as 'exceptional' and, in fairness to all, we operate a strict policy of not authorising family holidays. Any request for absence must be made on a 'Leave of Absence' form, submitted along with any relevant supporting documents. The form can be obtained from the website and/or the Admin Office. Failure to comply with the above will result in the leave of absence being unauthorised and a fixed penalty notice being issued by the Local Authority.

### **Monitoring of Attendance**

The school will carefully monitor all student attendance via the Form Tutor, Pastoral Leader, and Pastoral & Attendance Managers (PAMS).

There are a series of letters sent home to advise parents/carers of their son/daughter's percentage attendance. If there is insufficient improvement within the timescales indicated on the letters, a meeting will be arranged between the Pastoral Leader and parents/carers. If the situation still fails to significantly improve a formal attendance meeting will be arranged between the Pastoral Leader/Pastoral & Attendance Managers and parents/carers and a contract signed. It is very important that parents/carers attend if they are requested to do so. The meeting is of a supportive nature and allows each party to contribute to a support plan for improving attendance.

### **Persistent Absenteeism (PA)**

A student becomes a 'persistent absentee' when they fall below 90% attendance at any time in the school year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need a parent/carer's full support and co-operation to tackle this. We monitor all absences thoroughly. Any case that is seen to have reached or is at risk of moving towards the PA mark is given priority. PA students are tracked and monitored carefully through our 'Tracking Procedure'.

In the case of an unauthorised absence lasting 4 weeks or more, the student may be **removed from the school roll** in line with Local Authority guidelines.

## Fixed Penalty Notices:

### CIRCUMSTANCES WHEN PENALTY NOTICES CAN BE ISSUED

#### Unauthorised Absence/Truancy:

- Persistent late arrival at school (after the register has closed - 9.10am = U Code) (6 sessions within a period of 6 school weeks)
- Students whose attendance has not reached a satisfactory level during a 6 week period following intensive support
- 6 or more sessions of unauthorised absence within a term (O coded)
- All unauthorised holidays taken during term time (G code)

*'Under the terms of the Education Act 1996, it is the responsibility of parent(s)/carer(s) to ensure that their child attends school regularly and punctually. Failure to do so may lead to legal proceedings being taken against you by the Local Authority under Section 444 of the Education Act 1996. Alternatively the school may request that the Local Authority issues a penalty notice for £60 per parent per child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, you may be prosecuted.'*

## Punctuality:

Poor timekeeping is not acceptable. When a student misses the start of Lesson 1 at 8.40am or indeed any other lesson during the day, they are not only missing out on learning time but their arrival disturbs the flow of the lesson and the learning of others.

Minutes late	Learning time lost
5 minutes late every day	3 days of school lost a year
10 minutes late every day	6 days of school lost a year
20 minutes late every day	12 days of school lost a year
30 minutes late every day	18 days of school lost a year

Poor punctuality reduces a student's overall attendance percentage as when a student arrives late after the register has closed they are marked absent for that session.

Students arriving after 8.40am will be given a detention at first break time for poor time keeping. Failure to attend this will lead to an after school detention and a behaviour point.

Students arriving after 9.00am will be required to register at the Admin Office at which point the absence code will be changed to L = authorised late. Students arriving after 9.10am (close of register), the absence code will be changed to U = unauthorised late and again they will be given a detention (See also 'Fixed Penalty Notices').

(23.11.18)