

ATTENDANCE POLICY

Our policy in relation to attendance and punctuality is designed to enable your child to achieve their full potential and to promote equality for all in accordance with our School's vision, as excellent punctuality and attendance provides a secure foundation for educational achievement.

Parents or guardians of pupils of compulsory School age have a legal duty to ensure that their children receive efficient, full time education by attendance at School or otherwise (Education Act 1996).

AIM

Our School is committed to a positive policy of encouraging pupils to attend School regularly. Our School will work with the parents, pupils and our Education Welfare Officer to secure this aim. Our policy also ensures that our School has an efficient system, known to all, for ensuring that pupils who should be attending have registered twice daily or a reason for non-attendance is known to the School in accordance with the Education and Inspection Act and Government requirements.

PUNCTUALITY

Pupils must arrive in School no later than 8.50am when the registration bell will ring. Pupils arriving after this time must sign the late book, where their late arrival and the reason, will be recorded. Registration will be taken at 8.55am and registers will close at 9am. Pupils arriving after this time will be formally recorded as late.

In accordance with the London Borough of Redbridge's policy, we will closely monitor all incidences of lateness and in line with this policy, any student arriving late for School on more than **seven** occasions in a half term period, will be referred to our Education Welfare Officer. In cases where improvements are not forthcoming, this may result in a penalty notice issued by the Local Authority on behalf of the School.

ABSENCE

If your child is going to be absent from School, we ask you to contact the Lower Site School Office on the first day of absence via telephone. We also ask you to contact us on each subsequent day of non-attendance, and when your child returns to School, we also need you to provide a written note of explanation. Where your child is absent and no notification has been received, we will endeavour to contact you on the same day to ascertain the reason for non-attendance. If the absence is prolonged i.e. more than one week, we ask you to contact the School at regular intervals. In cases of prolonged absence, medical evidence must be provided and the School can, in liaison with parents, organise for work to be set for completion at home (in accordance with our Access for Children and Young People with Medical Needs policy).

In cases where a prolonged absence may result from a medical condition, our School will work in liaison with parents and the Local Authority in making an application for home tuition, where appropriate. In relation to this, the School will work in accordance with the London Borough of Redbridge's policy and arrangements for 'Ensuring a Good Education for Children Who Cannot Attend School Because of Health Needs'. In such cases, the first point of contact for parents is the relevant

Director of Site. For Key Stage 3, Mr M Dalton will be the point of contact and for Key Stage 4, Mr M Loster.

In addition to the above, we monitor the attendance profile of all students on a regular basis. In cases where a pupil's attendance falls below our School's average, Heads of Year will contact you so that the reason for the pattern of absences can be discussed in detail. Following such discussions, a referral to our Education Welfare Officer may be made for additional support. The School will liaise with the Local Authority's Education Welfare Office in all cases of persistent absence, where the attendance profile for an individual pupil falls below 90% or in cases where a child records 12 sessions of absence (6 days in any one academic year). The Local Authority may take a range of actions, on behalf of the School, which can include the issuing of a fixed penalty notice or court action.

MEDICAL APPOINTMENTS

It is recommended that all medical appointments are arranged outside of School hours. However, in exceptional circumstances, where appointments occur during the School day, we require that written permission is sought in advance, and that arrangements are made for pupils to be collected from the appropriate School Office. Please note that pupils in Years 7 – 11 will not be allowed to leave the School premises to attend such appointments unaccompanied by their parents.

LEAVE OF ABSENCE

Our School policy reflects both the Local Authority's policy and the Government's national policy in that holidays and other trips cannot be taken during term time. If a parent feels that there are **exceptional** circumstances for leave, a letter must be sent to Dr Doherty in the first instance including information on the dates that leave will be required and the reasons for the request. Such applications must be made **well in advance** and may only be made by the parent or the person with parental responsibility with whom the pupil normally resides. The Headmaster will consider all such requests and communicate his decision in writing. **It should be noted that approval is only granted in the most exceptional circumstances and that the Headmaster's decision in such matters is final.**

In cases where leave is taken without authorisation, this will result in the London Borough of Redbridge issuing a fixed penalty notice, and where appropriate, taking court action, or the possibility of the pupil's name being removed from our School's roll. **It should be noted that the taking of unauthorised absence can result in prosecution under the Education Act 1996.** Parents are strongly advised not to enter into financial undertakings with regard to booking travel, or holiday arrangements without written consent for leave from the School (Headmaster). Please note that extended leave for sporting, drama or other extra-curricular activities, will not normally be granted as prolonged absence as a result of such activities can have a detrimental effect on a child's educational progress.

The School acknowledges that there may be exceptional circumstances for leave to be granted. These would include:- limited absence for young carers, until other arrangements can be made. The Headmaster may seek, where appropriate, advice from the local authority or other agencies before arriving at such a decision. Where a pupil becomes pregnant, leave will be given for no more than 18 weeks after which, the absence will be regarded as unauthorised. The School will do all it can to support the pupil remaining in School for as long as possible. The School will refer to the Local Authority for additional support.

The School will work in conjunction with the London Borough of Redbridge Education Welfare Service with regard to procedures relating to the issuing of fixed penalty notices for concerns relating to:- punctuality, unauthorised absence and persistent absence as described. At present, such action will result in a £120 fine per parent, per child reducing to £60 per parent, per child if paid within 21 days. The School also recognises that the Local Authority has been given a wide range of legal sanctions, which may consist of prosecution under the Education Act of 1996 and/or an education supervision order under the Education Act 1998. These provisions form part of the Attendance Policy of Trinity Catholic High School.

MATTERS RELATING TO SCHOOL PRACTICE AND PROCEDURES

The School is aware that when attendance records are kept on computer, there must be a printout at least once a month and at the end of the year, the printouts must be bound into annual volumes. Our School is appropriately registered with the Informational Commissioner under the Data Protection Act 1998 for this purpose.

Our School has made arrangements for all pupils of compulsory School age, and those over compulsory School age, to have their attendance registered twice per day for the morning and afternoon sessions. In addition, all teaching staff are required to register pupils in their teaching groups.

Our Attendance Officer ensures that appropriate codings are used and that all incidents of non-attendance are followed up on the day of absence.

Our School annually reviews its performance in relation to pupil attendance and sets appropriate targets. These targets and the School's performance is regularly reported to the Governing Body throughout the academic year.

Pastoral team leaders including Heads of Year and Directors of Site have specific roles in relation to:- overseeing attendance arrangements and the efficient and effective running of such systems, making regular monitoring checks in relation to the attendance of all pupils and for undertaking appropriate courses of action including referrals to our Education Welfare Officer in cases of concern or where additional support is required.

Form tutors are responsible for:- ensuring that all pupils are registered accurately, ensuring that pupils return absence notes after a period of non-attendance, ensuring that all cases of unaccounted for absence are followed up. They are also responsible for monitoring the attendance of all pupils in their form and bringing matters of concern to the attention of their Head of Year.

Classroom teachers are responsible for recording the attendance of pupils at their lessons and informing the School's attendance secretary of the names of pupils who are absent without notification.

Our Attendance Officer is responsible for:- ensuring the accurate registration of all pupils on a daily basis, ensuring first day contact with parents in cases of non-attendance, for maintaining accurate attendance records and producing relevant data as required by Directors of Site and Heads of Year, for producing data required by the Education Welfare Officer.

Taking a pupil off the register: this can only be done by the Headmaster in accordance with the relevant attendance regulations.