



# St. Gregory's Catholic High School

## Pupil Attendance and Punctuality Policy

### **Monitoring**

The implementation of the policy will be monitored by the Deputy Headteacher (Pastoral)

### **Evaluation**

The policy was reviewed by the Assistant and Deputy Headteacher (Pastoral) and SLT on 17<sup>th</sup> November 2025 prior to the submission of the policy to Governors' Community Committee for scrutiny and recommendation to the Full Governing Board for approval.

### **Key policy dates:**

**Ratified by the Full Governing Board:** 10<sup>th</sup> December 2025

**Review frequency:** Annual

**Next policy review commences** Autumn Term 2026

Please Note:

This policy, as a working document, may be subject to changes as appropriate (such as changes in legislation, working practices, and in response to matters arising in school). Updated policies will always be on the website.

### **Mission Statement**

Every member of St Gregory's Catholic High School will work together in solidarity for the common good of our diverse community. We have no better inspiration than the teaching of Jesus Christ. We believe every person is unique and made in the image of God and should be treated justly with dignity, love and respect. We will follow Jesus by embracing our God given charisms to carry out our mission to serve. We are one family inspired to learn.

### **Introduction**

St. Gregory's Catholic High School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community and in so doing fulfil the high aspirations we have for each of our members and foster the fullest spiritual, academic and personal development of our pupils.

St. Gregory's values all pupils. As set out in this policy we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance and punctuality have to be modelled by staff and observed by our pupils on a daily basis.

### **Principles**

St. Gregory's Catholic High School aims to:

- Actively promote the importance and value of good attendance and punctuality to pupils and their parents.
- Form positive relationships with parents and pupils.
- Ensure that there is a whole school approach which reinforces outstanding school attendance through positive teaching and learning experiences that encourage all pupils to attend and to achieve.
- Create a culture where attendance is everybody's responsibility with clear procedures and structures in place.
- Incorporate attendance into all rewards and sanctions systems.
- Set a target of at least 97% attendance for all pupils.
- Ensure that attendance and punctuality data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off site are implemented.

### **Links to other Policies**

- Safeguarding and Child Protection
- Health and Safety
- Behaviour for Learning
- Exclusion and Suspension
- Pupils with Additional Health Needs Attendance
- Child Sexual Exploitation

- Home School Agreement

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Act 1933 and 1963
- Equality Act 2010
- DfE 'Working together to improve school attendance' August 2024
- DfE 'Children missing education'
- DfE 'Keeping children safe in education (KCSIE) 2025'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Sharing daily pupil attendance data'
- DfE 'Summary table of responsibilities for school attendance'

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education, suitable to their age, ability and aptitude, and to any special educational needs they may have, either by regular attendance or otherwise

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil registration) (England) Regulations 2006, requires schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

This policy was written in the light of guidance from DfE 'Working together to improve school attendance' August 2024.

**Pupils with 90% attendance are missing half a day a week of school and pupils who have had 90% attendance over 5 years have missed a full year of schooling. Pupils whose attendance is 90% or below are classed as 'persistent absentees' as defined by the DfE.**

Research shows that at KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%). Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and Maths compared to 35.6% of pupils who were persistently absent. (<https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4/2018-19>)

### **Definitions and coding:**

The following definitions apply for the purposes of this policy:

#### **Absence:**

- Arrival at school after the register has closed (9.05 a.m.)
- Not attending the registered school for any reason

#### **Authorised absence:**

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

#### **Unauthorised absence:**

- Code G: Term time holiday
- Code N: Reason for absence not yet established
- Code O: Absent in other or unknown circumstances
- Code U: Arrived in school after registration closed (After 9.05 a.m.)

#### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason – equivalent to one day or more a fortnight across a full school year.

#### **Missing education:**

- Not registered at a school and not receiving suitable education in a setting other than a school

## Procedures

The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances

## Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

## Illness

If a pupil is absent a phone call (01925 574888)/email (attendance@stgregoryshigh.com) must be made to the school on the first day the pupil is absent and then on each subsequent day unless a number of days has been given (e.g. following an operation). Dental, hospital or any other medical appointments require a copy of the original appointment card or letter; otherwise, school must record the absence as unauthorised. Longer term illnesses will require a note from the GP.

If a pupil is reported to have a contagious illness it is school policy to seek expert advice initially from the school nurse and/or refer to other health professionals for up to the minute information. School must be mindful of potential contact with our vulnerable pupils. A risk assessment may be needed, which will be completed in liaison with our Site Manager from a Health and Safety perspective.

## Absence will be categorised as follows:

**Medical/Dental appointments:** Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day.

**Other authorised circumstances:** This relates to occasions where there is a cause for absence due to **exceptional circumstances**, for example family bereavement or part time timetable agreed as part of a reintegration package. The need for a holiday or absence for leisure and recreation is not considered an exceptional circumstance.

**Suspensions:** A suspension from school is counted as an authorised absence. The Pupil Progress Manager/Pastoral Support Manager will plan for work to be sent home in line with statutory guidelines. A penalty notice may 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 fixed period or permanent exclusion.

**Family holidays and extended leave:** Parents/Carers must avoid taking their children on holiday in term time. Parents/Carers do not have a right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. If a pupil is absent for 10 or more school sessions, the equivalent of 5 school days, due to a term time holiday then the school will refer the case to the Local Authority for a Fixed Penalty Notice. To make a request for leave, an Application for Pupil Leave of Absence Form (**Appendix 1**) must be completed. Parents/carers may be called in to school to discuss the request. This can be downloaded from the school website or parents/carers can come into school to discuss with the Pastoral Attendance Officer.

Requests must be made at least 10 days before the period of absence. For all requests for leave of absence in **exceptional circumstances**, the following must be noted/provided:

- The expected date of return
- That parents must contact school should any delays occur
- That the child may become a missing pupil if the family do not return as expected

If a pupil fails to return and contact with the parents/carer has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

If the permission to take leave is not granted and the pupil does not attend, the absence will be unauthorised.

**NB: All unauthorised absences affect a pupil's eligibility for rewards.**

### **Fixed Penalty Notices (FPN)**

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered.

The threshold for a FPN is 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks. This can be met with any combination of unauthorised absence, for example, 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks. These sessions can be consecutive or not and the period of 10 school weeks can also span different terms or school years.

### **Religious observance**

St. Gregory's acknowledges the multi faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance. In such circumstances, code 'R' will be used on the register.

### **Study leave**

The Headteacher will determine when pupils (Y11) may begin a period of official study leave. This will be communicated to parents/carers and pupils according to the GCSE examination timetable.

### **Late arrival**

All pupils must be on the school site by **8.30 a.m.** at the latest. Form time runs from 8.35 a.m. until 9.00 a.m. during which the register is taken. On Year Group Celebration of the Word days, the register is taken in the form room before moving to the Drama Theatre. Pupils arriving after this time will be given an 'L' code to indicate that they are present but have arrived late. The register will close at 9:05 a.m.; pupils arriving after the close of register will be given a 'U' code to indicate that they have missed the morning session. This code will remain in place unless a reason is provided by parents/carers, for example, a medical appointment.

On arrival after the close of register, pupils must sign in at the Attendance Office using the electronic system, providing all required information which will be checked by Pastoral Attendance Officer and concerns raised with the relevant Pupil Progress Manager/Assistant Headteacher. They will go immediately to their lesson where the teacher will mark them in to ensure that we can be responsible for their health and safety whilst they are in school. Subject teachers will record time of arrival/minutes late on Class Charts.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. Pupils arriving late without a valid reason will be placed on a lunchtime detention on the same day. Pupils who have been late on more than three occasions in one half term will be placed on an after-school detention. (Appendix 4)

Pupils who are persistently late will be asked to attend the Governor's Panel or be referred to the Local Authority to explain this behaviour.

### **Unauthorised absence**

Absences will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

### **Deletions from the register**

In accordance with the Education (pupil registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfers between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school age
- In custody for more than 4 months
- 20 days continuous unauthorised absence and the local authority has failed to locate the pupil.

### **Pupils missing from education**



All pupils at St. Gregory's, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. The local authority has a duty to establish, as far as it is possible to do so, the identity of pupils of compulsory school age who are missing from education in their area.

A pupil going missing from education is a potential indicator of abuse or neglect. School staff will follow school procedures for unauthorised absence and for dealing with pupils that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of their going missing in future. All staff undergo annual safeguarding training and a CSE policy is part of the suite of safeguarding policies.

St. Gregory's will inform the local authority of any pupil who is going to be removed from the admission register where the pupil: -

- has been taken out of St. Gregory's by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. elective home education (EHE);
- has ceased to attend school and no longer lives within reasonable distance of St. Gregory's;
- has been certified by GP/Medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the intention to continue to attend St. Gregory's after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The Local authority will be notified if St. Gregory's remove a pupil from its register for any of the five grounds above. The local authority can, as part of their duty to identify pupils of compulsory school age who are missing education, follow up with any pupil who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

**St. Gregory's will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.**

St. Gregory's follow the Warrington Borough Council's missing education protocol when a pupil's whereabouts is unknown. The contact person is David Sampson.

## **Roles and Responsibilities**

St. Gregory's believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, pupils and the wider school community.

The Governing Body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.

- Ensuring school leaders fulfil expectations and statutory duties including accurate maintenance of the attendance register and the sharing of information with the DfE and LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.

The Pastoral Deputy Headteacher has overall strategic responsibility for whole school attendance. However, the Attendance Officer, Attendance Mentor, Pastoral Deputy/Designated Safeguarding Lead, Assistant Headteacher for attendance will work together to:

- Receive and discuss information from Primary Schools regarding attendance so that pupils joining St. Gregory's can be monitored closely.
- Ensure attendance and punctuality are a regular agenda item for SLT meetings, Pastoral meetings, Year Team meetings and Pupil Progress Panels.
- Consider parent/carer requests for leave of absence and inform them of school's decision via email with reasons for authorised/unauthorised categorisation (**Appendix 2**).
- Ensure that the importance and value of good attendance is promoted to pupils and their parent/carer.
- Annually review the school's attendance policy and ensure the required resources are available to fully implement the policy.
- Communicate to parents/carers the named member of the Governing Board who leads on attendance matters – Chair of the Community Committee
- Liaise with relevant agencies to support parents/carers and pupils when issues are identified.
- Ensure the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Produce data for pupil reports and parents' evenings, as required.
- Produce data and analysis for Governors and the Local Authority as agreed by the Governing Body.
- Complete Attendance Support Plans (ASPs), as required. (**Appendix 6**)
- Monitor 'L' and 'U' code data on Class Charts and report and review systems in conjunction with attendance data.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

**Pupil Progress Managers will:**

- Monitor attendance/punctuality on a daily basis and enlist the support of the Pupil Support Managers/ Attendance Officer/ Attendance Mentor / Assistant Headteacher for attendance to promote outstanding attendance/punctuality.
- Receive weekly data from the Attendance Officer, discuss at weekly Pastoral and Year Team meetings and work in conjunction with Form Tutors on strategies for improvement. This includes a report of pupils who are below 90% (persistent absentees). Focus to be on pupils at 93% and those in danger of becoming a persistent absentee so early interventions can be applied. Specific key groups will be targeted in relation to FSM/PP/CIC/CIN/Children Known to Social Care (KtSC) etc. according to whole school priorities and groups highlighted by IDSR/ Attendance, Behaviour, SEF and Development Plan.
- Contact/meet with parents/carers regarding concerns and discuss support mechanisms for improvement.
- Discuss with SLT Pastoral Deputy and Assistant Headteacher arising issues.
- Liaise with Local Authority representative as required.
- Promote outstanding attendance through incentives as detailed in Rewards Policy and through Year Group Collective Worship, Engage Evenings, Newsletter, Bulletins and report data.
- Use data at Pupil Progress Panel and Review meetings to determine impact on progress and strategies to employ.
- Analyse punctuality to lessons data and sanction as appropriate in liaison with subject teachers and curriculum leaders.
- Use Year Group Celebration of the Word to stress importance of attendance/punctuality and impact it has on rewards eligibility; this will also be communicated to parents (**Appendix 3**)
- Organise daily break detentions in liaison with Form Tutors and monitor after school detentions with Pastoral Attendance Officer.

## Form Tutors

At St. Gregory's Catholic High School, the Form Tutor is seen as the key figure in promoting regular, punctual attendance.

Form Tutors will:

- Role model our expectations by being punctual to registration and Year Group Celebration of the Word.
- Carry out registration in accordance with electronic register procedures. (Paper copies for Year Group Celebration of the Word to mark in pupils who arrive late)
- Display the attendance poster (Appendix 3) and Punctuality poster (Appendix 4) in their form rooms and refer pupils to it during discussions on attendance and punctuality.
- Use the Pupil Handbook to track attendance and refer to targets and rewards.
- Collect absence letters from pupils and pass to Attendance Officer.
- Raise issues with Pupil Progress Managers relating to attendance and punctuality.
- Set up attendance dashboards on Class Charts to monitor the attendance and punctuality of their form.
- Use provided data, including individual lesson data, to discuss strategies to improve identified pupils' attendance and punctuality.
- Praise pupils who have outstanding attendance/punctuality records.
- Award achievement points for 100% attendance and 100% punctuality on a weekly basis.
- Recognise improvement in individual pupil attendance/punctuality and praise accordingly.
- Report immediate concerns to Attendance Officer as a safeguarding priority.

- Arrange break / after school detentions in liaison with PPM.
- Place on a Form Tutor report with Attendance/Punctuality targets.

Attached staff will support and assist Form Tutors in their stated duties.

#### **Subject Staff will:**

- Role model our expectations by being punctual to all lessons.
- Carry out registration in accordance with electronic register procedures.
- Complete registration within ten minutes of the start of the lesson and amend accordingly. IT issues to be reported to Network Manager and Attendance Officer and in **exceptional circumstances** a paper register may be taken, recording absent pupils and sent to the Attendance Office.
- Use Class Charts to record 'lates' using the 'L' code (number of minutes late to be recorded as a comment in a separate box)
- Use code 4 on Class Charts to indicate that a pupil is in the Columba Room.
- Use code 5 on Class Charts to indicate that a pupil is in school but not in their timetabled lesson, for example at a peripatetic music lesson, in the HUB or in the Augustine Centre.
- Report concerns to relevant personnel (Head of Department, Form Tutor, Pupil Progress Manager, Attendance Officer), following all safeguarding expectations with additional focus on our listed 'Think Twice' pupils.
- Organise detentions for pupils late to their lessons.
- Contact the Attendance Officer / SLT in regard to seeking clarity of how to use Class Charts in relation to attendance and punctuality.

#### **Parents/Carers will be expected to:**

- Ensure their child is on the school site for **8.30 a.m.** at the latest.
- Talk to their child about school and the value of outstanding attendance and punctuality.
- Instil the value of regular school attendance and its impact on academic progress and the importance of forming good habits in preparation for the world of work.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow up this with a note/appointment card/doctor's note.
- Avoid unnecessary absences. Wherever possible make any medical or dental appointments outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Read all the information in the Pupil handbook.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school: take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Not take their child on holiday during term time; where this is unavoidable, send a written leave of request in advance of booking the holiday (at least ten days before the requested start date) stating the specific reasons for the request and on the understanding that all term time holidays will be classed as unauthorised absence. **(Appendix 1).**

#### **Attendance Officer/Mentor will:**

- Provide weekly attendance reports for Form Tutors, Pupil Progress Managers & SLT
- Inform relevant colleagues of vulnerable pupils absent from school in line with our Safeguarding procedures

- Liaise with pupils, parents and carers to support PPMs in improving attendance
- Liaise with pupils, parents and carers to improve punctuality to school
- Highlight pupils whose attendance is cause for concern
- Make home visits as required
- Liaise with PPMs, Pastoral Deputy and Assistant Headteacher with regards to attendance letters being sent home
- Liaise with PPMs, Pastoral Deputy and Assistant Headteacher regarding referrals to the LA attendance officer
- Monitoring of the 'late gate' and issue sanctions accordingly. Provide data to the Pastoral Deputy and Assistant Headteacher regarding all aspects of punctuality.
- Attendance Mentor will focus primarily on the attendance and punctuality of PP and FSM pupils, liaising with families and providing mentoring support, as required.
- Complete Attendance Support Plans (ASPs), as required. **(Appendix 6)**

#### **Local Authority Representative will:**

- Attend monthly meetings with the Attendance Officer to discuss pupil attendance, concerns and issues raised.
- Monitor pupils who are classed as Persistent Absentees (PA) and pupils with falling attendance.
- Liaise with parents/carers.
- Hold Attendance Days in school, with Attendance Officer / Mentor and other relevant staff.
- Follow Fixed Penalty Notice procedures, in line with Government/LA rules and regulations.
- Provide support and advice to the school.

#### **Incentives and Rewards**

St. Gregory's reward pupils for 100% Attendance, improved punctuality/attendance with:

- 100% Attendance Certificates:
  - Termly outstanding certificates (97+%)
  - Rewards (for example: -watch a film, Bowling, Ice Skating)
  - Chocolate Bars / Easter Eggs
  - Prize Draws / Amazon vouchers
  - Recognition in the newsletter, on website and at Year Group/whole school events.
  - Eligibility for whole Year/School rewards (Alton Towers/Early Finish).

#### **Sanctions**

These will be applied to work in conjunction with our Behaviour for Learning Policy. Posters displayed in classrooms clearly illustrates the C1 to C4 system and sanctions for poor punctuality fits within this.

#### **Support systems**

School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/ separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

St. Gregory's holds attendance meetings where a pupil's attendance is not improving despite support offered and parents/carers having been sent 2 letters to notify them of their child's attendance. Pupils and parents/carers are invited to attend a short meeting to discuss low attendance/poor punctuality with School Governor, Attendance Officer / Mentor, Assistant Headteacher and/or Deputy Headteacher (Pastoral).

A Governor Panel may also be held in school for pupils who are struggling to improve their attendance. Parents/Carers are invited into school to discuss further.

St. Gregory's recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, Pupil Premium, Children in Care and pupils on our 'Think Twice' list.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents/carers and pupils including at Parent Engage Evenings and PP Target Setting sessions
- Attendance Support Plans (ASPs)
- Attendance panels
- Referrals to support agencies
- Time limited reduced timetables
- Reintegration support packages including Soft Landings
- Bespoke personalised targets via Augustine Centre put on Behaviour Plans
- Reward systems
- Mental health and well-being support
- Bereavement counselling
- Fixed Penalty Notices

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs St. Gregory's will consider the use of legal sanctions as directed and supported by the Local Authority.

If pupils are transferring to another school due to moving out of the area, St. Gregory's will provide work so the pupil is receiving education during the transition.

## **Safeguarding**

St. Gregory's will report any concerns onto CPOMS (Child Protection Online Monitoring System).

Posters with pictures of the Safeguarding Team are displayed around school.

If a pupil has been marked present on the register and found to be missing from a lesson, this will be picked up by the Attendance Officer and/or Attendance Mentor or reported by the teacher. Checks will be made to see if the pupil has signed out for an appointment or is with another member of staff then the SLT on call will make a search of the building with the assistance of the Pastoral Support Managers.

If a pupil needs to leave school for medical or other reason, they must produce a note signed by parent/carer or a parent/carer must come into reception to sign out the pupil and use the electronic system. A pupil cannot leave the building unless the above protocol has been observed. The Attendance Officer will monitor attendance patterns linked to in school sickness/medical

appointments and raise concerns with the appropriate Pupil Progress Manager who will then contact parents/carers and discuss reasons and strategies for full attendance to be achieved.

Staff who fail to / experience problems with taking electronic register, will:

- Provide a paper copy which indicates absent pupils and send to the Pastoral Attendance Officer using agreed Safeguarding protocols.
- Report problem/issue to Network Manager. The Pastoral Attendance Officer will email staff if a register is not taken and notify Pastoral Deputy/DSL and Headteacher of concerns and they will take agreed actions, in accordance with legality of a register having to be taken, (Teachers' Standards/'Keeping Children Safe in Education') if there is a regular pattern/ continued issue.

# St Gregory's Catholic High School

Cromwell Avenue, Westbrook, Warrington, Cheshire, WA5 1HG.



Headteacher

Mr E McGlinchey BSc (Hons) NPQH & NPQEL

## APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME

A request for leave of absence MUST be made at least a minimum of 10 days before the period of absence.

Good attendance is linked to higher achievement. Poor attendance can be a cause of underachievement. Government legislation states as a parent you have a legal responsibility to ensure your child's attendance to school. Under legislation there is no entitlement to Leave of Absence in term time for holidays, therefore holidays should be taken during the school holiday period.

From September 2013, the new law does not give any entitlement to parents to take their child on holiday during term time. (Further information can be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk)).

**PLEASE NOTE:** Any declined requests will be recorded on a pupil's attendance record as unauthorised.

### PUPIL DETAILS

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Dates of Requested Absence: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for absence (*you may wish to attach a supporting letter providing full details*):  
*Please explain why these circumstances are considered exceptional.*

I understand that keeping my child/children off school for longer than agreed, or if my request is not granted, will result in the absence being recorded as Unauthorised.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**Please return the completed request to the Attendance Officer, Main school Reception or email [attendance@stgregoryshigh.com](mailto:attendance@stgregoryshigh.com)**



# St. Gregory's Catholic High School

Cromwell Avenue, Westbrook, Warrington, Cheshire, WA5 1HG.

Telephone: 01925 574888



**Headteacher**

**Mr. E. McGlinchey BSc (Hons) NPQH**

## LEAVE OF ABSENCE RESPONSE FORM

### Leave of Absence Request

Name of Pupil: .....

Form: .....

Period of absence requested: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Deputy / Assistant Headteacher's Response

Authorised absence is granted

☐

Absence is not granted, and will be recorded as unauthorised

☐

Reason(s) for absence not to be granted:

No acceptable reason given for absence in term time	
Attendance is less than the school target of 97%	
Examination/assessments near or during time of proposed leave	
Previous holiday/absence taken in same academic year	
Negative impact on pupil progress	
Holidays in term time cannot be authorised under DfE guidelines	

Other: .....  
.....  
.....

**Signed by Deputy / Assistant Headteacher:** .....

**Dated:** .....

For Office Use	
Response sent home	
Pupil record updated appropriately	

### Appendix 3 – Attendance Poster



## St Gregory's Catholic High School



### Attendance Matters

Percentage Attendance	Number of Days Absence	Learning Missed in 1 Year	Learning Missed over 5 Years
100%	0 Days	0 Lessons	0 Lessons
97%	6 Days	30 Lessons	150 Lessons
95%	9.5 Days	48 Lessons	240 Lessons
93%	13 Days	65 Lessons	325 Lessons
90%	19 Days	95 Lessons	475 Lessons

In order to achieve your 97% target for attendance, you can have no more than 2 days off per term.

## AMBITION FOR ALL

# PUNCTUALITY MATTERS

## Arrive to school on time

every day to earn achievement points and to be eligible for rewards trips such as Alton Towers.



## Arrive late to school

and you will receive a lunch time detention on the same day and lose 3 behaviour points.



## Arrive late 3 times in any one half term

then you will be issued with an after school detention and you will lose 3 behaviour points



**ST. GREGORY'S**  
CATHOLIC HIGH SCHOOL

## Appendix 5

### Attendance Graduated Response - St. Gregory's Catholic High School

Each week form tutors should refer to their attendance dashboards on Class Charts.

Attendance	Action	By whom
100%	Praise and achievement points awarded	Form Tutor
97%- 99%	Praise	Form Tutor
95-97%	Conversation with pupil during form time	Form Tutor
90-95%  <b>Move down list on a weekly basis if attendance is not improving</b>          <b>At the 4 weekly attendance review letters will be sent home if attendance is below 95% and this will be followed by 2<sup>nd</sup> letter if there is no improvement at the following review.</b>	<b>Week 1</b>  Conversation with pupil	Form Tutor
	<b>Week 2 - highlight to PPM</b>  Conversation with pupil & parent	PPM/PSM
	<b>Week 3</b>  Inform Attendance officer, Deputy Headteacher pastoral, Assistant Headteacher with responsibility for attendance & PPM	PPM
	<b>Week 4</b>  Letter sent home. If no improvement at next review, letter 2 sent home; if this continues then meeting with parent, pupil, Attendance officer/Deputy Headteacher and Assistant Headteacher attendance arranged - attendance awareness course	Attendance Officer/Deputy Headteacher and Assistant Headteacher for attendance
	Meetings with pupil & parent/Governor Panel	Attendance Officer/Deputy Headteacher

< 90%	<ol style="list-style-type: none"> <li>1. Referral to Local Authority attendance team - Meetings with pupil and parent</li> <li>2. Attendance Support Plan (ASP) considered (Appendix 6)</li> <li>3. Fixed Penalty Notice may be issued</li> </ol>	<p>Attendance Officer/Deputy Headteacher/LA Attendance Officer</p> <p>Attendance Officer/Deputy Headteacher &amp; LA</p> <p>Attendance Officer/Deputy Headteacher &amp; LA</p>

From this there are actions to be undertaken on a weekly basis.

Every 2 weeks, the Attendance Officer/Mentor, Pastoral Deputy Headteacher and Assistant Headteacher with responsibility for attendance will review pupils' attendance during a link meeting. Attendance trackers are shared and actions from previous meetings will be discussed. Pupils with attendance below 95% will have letter sent home to highlight this and to warn them that they are at risk of becoming a persistent absentee. At the next review if there has been no improvement, a second letter will be sent home. If there continues to be no improvement, parents will be invited into school for an attendance meeting. If attendance continues to decline, a referral to the LA attendance team will be made by the Attendance Mentor.

We work with Warrington LA and their attendance officers, who will help with our most difficult cases.

## Attendance Support Plan

<b>Date of meeting:</b>			
<b>Pupil Name:</b>			
<b>Plan completed and agreed by:</b>			
<b>PPM:</b>		<b>Year Group:</b>	
<b>Overall Attendance %</b>		<b>PA – Y/N</b>	
<b>FSM – Y/N</b>	<b>SEND – Y/N</b>	<b>EPA – Y/N</b>	

<b>Details of Parents / Carers (including Absent Parent(s), Private Fostering Arrangement</b> (Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more).			
<b>Name:</b>			
<b>Relationship to child:</b>		<b>Contact No.:</b>	
<b>Present at meeting:</b>			
<b>Discussion: - Reason for absence</b>			

<b><u>What is going well?</u></b> Favourite subjects, best days of the week, friendships, extra-curricular for example.

<b><u>What are we worried about?</u></b>	
<b>Views of Parent/Carer:</b>	

<b>Views of the Child:</b>
•
<b>Views of the School:</b>

**What needs to happen?**

Action Plan		
Action	By Whom	Date to be completed

<b>Date attendance will be reviewed:</b>	
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