

# CARDINAL HEENAN CATHOLIC HIGH SCHOOL



**CARDINAL HEENAN**  
CATHOLIC HIGH SCHOOL  
*Putting Our Faith in Education*

## ATTENDANCE POLICY

2015 - 2016

(Based on Leeds City Council Model Policy)

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# CARDINAL HEENAN CATHOLIC HIGH SCHOOL

## Attendance Policy

### Mission Statement

#### Cardinal Heenan Catholic High School: *Putting our Faith in Education*

#### **Our Mission**

This school exists to serve the Catholic community in providing education of our young within a faith environment, grounded in the vision of Jesus Christ. Our school aims to ensure that all are able to realise their potential, take their responsibilities seriously, respect themselves and others, and grow in the love of God. We aim to serve each other, the Church, parents and the wider community.

We recognise that every person is created in God's image and we value every individual as an equal and with unconditional acceptance. We strive to create an atmosphere where each person is inspired, encouraged and supported to the highest levels of educational achievement.

#### **Our Goals**

##### *Worship*

To celebrate our faith by creating structures and encouraging attitudes that will make prayer and liturgy highly valued, with all members of our community becoming involved.

##### *Attitudes and Values*

To create within the school a caring community that respects the dignity, integrity and individual needs of all and to develop an understanding and pride in the diversity that is our school's and this country's heritage. In so doing, to ensure that this is a place of truth, honour and kindness where the values of the gospel are seen in all that is attempted and achieved, and where the love of God touches all who come into contact with the school.

##### *Achievement*

To provide all pupils with the means and opportunity to identify and develop their potential intellectually, physically, spiritually and socially, through a balance of self discovery and excellent teaching.

##### *Community*

To value the diversity of people's backgrounds and faiths in our global community and to promote equality of opportunity for all. In so doing, to work with partners, other schools and local businesses to develop life-long learning opportunities and to establish the school in the wider community.

##### *Using Our Talents*

To use the expertise and resources of the school's specialist language status in developing innovative practice and raising standards across the school.

## Introduction:

This policy sets out the school's beliefs in relation to attendance by pupils and these principles are to be understood in the light of the school's Mission Statement.

At Cardinal Heenan Catholic High School we aim:

- to provide a safe, stimulating learning environment for all pupils and teachers;
- to enable pupils to achieve their full potential by learning in a variety of ways and through challenging learning experiences;
- to provide a broad, balanced and relevant curriculum in line with the National Curriculum and examination board specifications that will motivate, engage and challenge pupils whilst also equipping them with the skills required on leaving school;
- to set high expectations for all pupils in order to raise their aspirations
- to raise standards of both teaching and learning.

Regular school attendance is essential if children are to achieve their full potential.

Attendance is a matter for the whole school community. We recognise the key role of parents in supporting their children's learning and in continually encouraging pupils to achieve the highest standards of attendance. Cardinal Heenan Catholic High School 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.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Anti-Bullying and Behaviour.

We believe that regular attendance is of the greatest importance because pupils will:-

Have full access to the curriculum

Be able to build relationships and develop social skills

Be able to broaden their experiences and enjoy many extra curricular activities

Be able to develop a more positive attitude to school and the world of work, learning the importance of being punctual and reliable

Be able to develop a sense of belonging to the Catholic Community

Be more likely to achieve their potential and become emotionally resilient, confident and competent adults.

## **School Organisation**

At Cardinal Heenan Catholic High School we 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.

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Attendance information sheets are now displayed in Tutor Groups. They highlight the hours, days and therefore the lessons lost if a child fails to attend school regularly and punctually.

Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education. In order to ensure that attendance is a priority we have appointed an Attendance Manager.

### **Expectations:**

#### **We expect that all pupils will:**

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- discuss promptly with their Tutor, Class teacher, Year Leader, Year Manager or Attendance Manager any problems that deter them from attending school.

#### **We expect that all parents/carers/persons who have day to day responsibility for the children and young people will:**

- familiarise themselves with the requirements of the Attendance and Punctuality section and Home/School agreement in the Pupil Planner (See Appendix 3);
- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever their child/children are unable to attend school;
- contact the school on the first day of the child's absence using school's dedicated telephone absence line **tel: 0113 8873241**. If this is not possible, email the school or send a note on their child's return using the Pupil Planner;
- contact the school promptly whenever any problem occurs that may keep the child away from school;
- refrain from taking children on holiday during term time. Requests for leave can only be granted in exceptional circumstances and must be made to school in advance.

## **We expect that school staff will:**

- keep regular and accurate records of attendance for all pupils, at least twice daily and for lessons;
- monitor every pupil's attendance;
- contact parents using the automated Groupcall Messenger communication system when a pupil fails to attend and where no message has been received to explain the absence;
- follow up all unexplained absences in order to determine whether or not school is able to authorise these;
- encourage excellent attendance;
- provide a welcoming atmosphere for pupils;
- provide a safe learning environment;
- provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents/carers of pupils who are not attending regularly, express concern and clarify the school's, Leeds City Council's' and the Department of Education's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the East North East Attendance Advisor. Currently requests for service may be made via the Alwoodley, Roundhay & Moortown Cluster Guidance and Support Panel meetings, which are held every half term;
- send letters and documents home to report on attendance levels and targets in school, including Persistent Absentee levels, Pupil Progress Report and the Parents' Guide to Learning at Cardinal Heenan;
- review and update the school's Attendance Policy and write an action plan, which will be ratified by the Governing Body on an annual basis;
- meet, where possible, the requirements of the UN Convention on the Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them. The School Council, for example, will be consulted to determine new ways of encouraging regular attendance at school.

Specifically the following members of school staff have the following responsibilities:

## **Head Teacher, Governors, Assistant Head Teacher with overall responsibility for attendance, and Attendance Manager to:**

- ensure that attendance is prioritised within the school community;
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- consult and liaise closely with the East North East Attendance Advisor and take responsibility for ensuring poor attenders are identified and referred to this service;
- to work in close collaboration with the Attendance Advisor for the purpose of register analysis;
- initiate an attendance award scheme via assemblies with certificates and rewards, and maintain prizes for 100% attendance via School Council fundraising activities and PD matched funding;
- ensure that attendance percentages/graphs are displayed around the school and to set whole school attendance targets;
- set annual aspirational attendance targets and absence reduction targets, and in particular, Persistent Absence reduction targets;
- regularly monitor progress towards attendance targets set - (in-school and half termly/termly Department of Education returns) and adjust strategies accordingly.
- to participate in City Wide attendance initiatives e.g. Attendance Champions if it is still in operation;
- to review the attendance policy regularly with Pupils, Parents, Staff, Governors and Attendance Improvement Officer.

### **Year Managers to:**

- raise awareness of the benefits of excellent attendance and punctuality via assemblies
- keep regular checks on pupil punctuality and target regular latecomers
- liaise with the Attendance Manager, especially in relation to daily unexplained absences;
- reinforce good practice at Year Group staff meetings;
- share the Tutor's concerns regarding the early identification of disaffection with the Attendance Manager.

### **Tutors/Class teachers/Supply staff to:**

- complete registers accurately and punctually in accordance with Department of Education guidance at least twice daily;
- follow up all unexplained absences;
- record reasons for absences in the register;
- inform the designated person in charge of overall attendance/year managers of concerns;
- be alert to early signs of disaffection or any Safeguarding issues which could culminate in non-attendance and to report these concerns as soon as possible to the Year Manager or Designated Staff Child Protection.

### **Systems Manager and IT provider to**

- provide appropriate support to ensure that the electronic registration system and Groupcall Messenger are functioning effectively.

### **Encouraging excellence in attendance and identifying areas for improvement**

School will implement a range of strategies to support improved attendance. At Cardinal Heenan Catholic High School regular attendance is encouraged:

- by **promoting** the importance and value of good attendance to pupils and their parents
- by forming **positive relationships** with pupils and parents
- by ensuring that there is a **whole school approach** which reinforces excellent school attendance; with excellent teaching and learning experiences that encourage all pupils to attend and achieve
- by monitoring the implementation of the **Attendance Policy** and ensuring that it is reviewed annually
- by paying attention to **Registration Regulations** and attendance related legislation
- by providing a caring and **welcoming learning environment** and involving pupils in school attendance policies, practices and campaigns via the School Council for example;
- by close monitoring and **analysis** of attendance data by the Assistant Head Teacher, Attendance Manager and Pastoral Team on a weekly basis, so that swift action can be taken and patterns identified. At these meetings Pastoral staff can contribute to the evaluation of school strategies and Interventions.
- by ensuring that attendance **data returns** are sent to the Local Authority and the Governing body is kept up to date with issues through regular reporting via the Attendance Governor. The Attendance

Governor will work closely with the school. This year Mrs Anne Woliter has been appointed to the role.(in the event of a vacancy this will be the Chair of Governors );

- by responding promptly to a child's or parent's **concerns** about the school or other pupils, liaising directly with the Year Manager. This may result in the allocation of support from a Learning Mentor, additional learning support, behaviour support or the use of a time limited part-time timetable.
- by **marking registers** accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of registers without a written explanation, (9.25 a.m.in the morning or 2.15p.m. in the afternoon) the lateness will be recorded as an unauthorised absence and detentions served in order to make up the time lost;
- by publishing and **displaying** attendance statistics and school attendance targets;
- by requiring pupils to regularly record their own attendance and punctuality in the Pupil Planner as part of the whole school campaign, **Go Green**; this will normally occur during PD every half term, the Tutor having been provided with attendance data for each pupil within their Tutor Group. A list will be issued in numerical descending order with the highest attenders at the top. Every pupil will be colour coded as indicated below:
  - **GREEN**                                    **pupils with attendance between 100% and 97%**
  - **AMBER**                                   **pupils with attendance between 90.1% and 96.9%**
  - **RED**                                        **pupils with attendance below 90%**An arrow next to the pupil's name will indicate an improvement. All pupils on Green receive credits, along with pupils who have made an improvement.
- by **rewarding** good attendance and punctuality through the Positive Discipline system ( Gift Vouchers, Leeds Utd tickets for example), Year Group trophies and certificates for 100% attendance and the annual Tutor Group prizes for the highest attendance in every Year Group/Tutor Group with the lowest number of unexplained absences;
- by keeping parents/carers informed about all aspects of our school policy on attendance via an annually updated Attendance Policy **Summary for Parents'** booklet, now available on the school website;
- by **celebrating** good and improved attendance, contacting parents/pupils to congratulate them for improved attendance and punctuality and, when funding has been secured through Extended Services, offering trips out as year group rewards;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them or carrying out home visits if necessary and referring the family to the **East North East Attendance Advisor** if the irregular attendance continues beyond Stage 1 intervention. This may result in School Attendance Panels, with the possibility of Parenting Contracts, referrals to support agencies or legal proceedings.

## Responding to Non-Attendance

When a pupil does not attend school we will implement a range of strategies as follows:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10.30am the school will endeavor to contact the family that day by Groupcall Parental Communication system. This is a Safeguarding procedure and can potentially alert a parent to truancy for example.
- If there is no response to telephone calls, voicemails, text-messages or emails and absences continue, the school will try and contact the parent/carer by letter.
- If there is still no response the school will invite the parents/carers into school to discuss their concerns and complete an Attendance Improvement and Support Plan. 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. At these meetings parents may make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school. This will help the school identify any additional support that may be required. Parents may wish to discuss concerns with the Attendance Advisor. The school will tell parents that if the absence persists their child's attendance may be shared with the Local Authority and a request for service may be made to the East North East Attendance Advisor.
- If a pupil becomes school-phobic a programme will be planned with the appropriate external agency e.g. Catholic Care, 0-16 team or Cluster Therapeutic Counsellor for example, and parents, to reintegrate the pupil.
- Failure to comply with the expectations set by the Attendance Advisor, or failure/ refusal by parents or carers to engage with the support offered by school, may result in the use of legal sanctions including fixed penalty notices (up to £100), or an application for an Education Supervision Order, a court prosecution or a Parenting Order.
- Persistent absence will be monitored weekly by all members of the Pastoral Team and where deemed appropriate, parents/carers informed that their child is a PA or a potential PA by Half Term 2. Weekly scrutiny of potential persistent absentees by the Pastoral Team will be followed up by pupil meetings and referral to the East North East Attendance Advisor in order to keep this category of pupil absence to an absolute minimum.
- As of September 2015 the threshold for a Persistent Absentee has been set at the new level of 10% absence. A Persistent Absentee is now any pupil who has been absent for 19 full days in one academic year. Previously the measure was 28 full days.

## **Important Changes to the Law regarding requests for Holidays or Term Time Leave**

The school holiday dates are published annually in the School Calendar and we strongly advise parents/carers to book their family holidays during the school holidays.

From 1<sup>st</sup> September 2013, new regulations come into force relating to school attendance and in particular requests for leave of absence for pupils in term-time. For the official notice of this change, by HM Government's Department of Education, please see Appendix 5

An important amendment states that "headteachers **may not** grant **any** leave of absence during term time unless there are exceptional circumstances." The school's Governing Body has confirmed compliance with this since April 2011, when it was a recommendation of good practice. Requests for holidays in term-time or term time leave for reasons such as parental work commitments, visiting relatives at home or abroad, or cost, **do not constitute exceptional circumstances and therefore will not be authorised.**

With effect from the 1<sup>st</sup> September 2013 unauthorised holiday leave for pupils of **5 days or more** will be referred to the East North East Attendance Advisor. If parents/carers take their child out of school for a holiday/term time leave, their child's absence will be recorded as unauthorised in the school register. In line with Leeds City Council's policy for dealing with unauthorised absences, families may be issued with a Fixed Penalty Notice for absences of 5 school days or more. Families may face prosecution in the Magistrates' Court if fines are not paid.

There is a new blue form entitled "Application for Exceptional Absence" which parents/carers must use and **describe in full the exceptional grounds on which they are making their request.** The Law states that parents do not have a right to take their children out of school for holidays during term time and must therefore ask permission for their child to miss school. In addition school must know the reason for any absence from a safeguarding point of view.

The school is grateful to parents for their co-operation in maintaining high levels of attendance at Cardinal Heenan Catholic High School. This is clearly in the best interests of all pupils. Government data shows that, on average, one whole GCSE grade is lost for every 17 days of absence from school.

This policy is in line with the policies of other schools in the Alwoodley Cluster.

## **Changing schools: A Safeguarding Procedure**

It is important that if families decide to send their child/children in their care to a different school they must inform school staff in writing or by email as soon as possible. A pupil will **not be** removed from this school roll until the following information has been received in writing to the Head Teacher and investigated:

- the date the pupil will be leaving this school and starting the next
- the address of the new school and the new home address, if it is known.
- confirmation that the pupil has started at the new school

The pupil's school records will then be sent on to the new school as soon as possible.

If a family informs school that they are leaving the country the following information will be requested from them:

- departure date
- which members of the family intend to go

- what airport the family is expecting to fly from
- who is the child flying out with
- who is the child going to live with and what is the new address
- is the child going to attend any form of education and does the family know the name and address of the new school
- is there an expected return date

In the event that the school has not been informed of the above information, the family will be referred to the Children Missing Education Service. The Attendance Improvement Officer for the Cluster will carry out home visits to ensure that families are no longer at the address held by the school and will make enquiries to determine the name and address of any proposed new school.

The school will complete a 'Common Transfer File' (CTF) for all pupils leaving the school for another school, or where the destination is unknown.

**If there are any ways in which Cardinal Heenan Catholic High School can improve its current Attendance Policy please forward your views in writing or in person via the school website, parents' evenings, Parents' Forum meetings, pupil reports and planners or directly to school's Attendance Manager (Strategy) Mr Declan Corcoran or Attendance Manager (Operational) Mrs Vanessa Hansbro**

**Notes:**

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## Legal Framework

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

A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> 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. Section 444 states that if a parent fails to ensure the regular school attendance of their child they may be guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts\* (Anti-Social Behaviour Act 2003), Penalty Notices or an Education Supervision Order.

\*A Parenting Contract is a voluntary agreement between school and the parent. It can be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. Currently, at Cardinal Heenan, we use our own agreement called an Attendance Improvement and Support Plan. This is a more comprehensive plan and always includes a target with agreed actions for all involved. See Appendix 2.

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

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances
- At Cardinal Heenan, it is now possible to write important messages into the register for the day e.g. Medical app't. Pupil will be back in school for the start of Period 2.

*See Appendix 1b for Categorising Absence and deletions from the School Register*

## Appendix 1b

## 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. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements may need to be considered for non-English speaking parents/carers.

Absence will be categorised as follows:

Illness In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness, especially when attendance falls below 90%. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents 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. Parents should show the appointment card to school.

Other Authorised Circumstances This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or part time timetable agreed as part of a reintegration package.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's Year Manager will make arrangements for work to be sent home.

Exceptional Absence Parents are strongly advised to avoid taking their children on holiday during term time. If the permission to take leave is not granted and the pupil still goes on holiday or takes term time leave, the absence will be **unauthorised**. In such cases the Local Authority, via the Attendance Strategy Team may issue a Penalty Notice. Parents are made aware of this when completing an application form. Where parents take their child out of school and do not request permission, this too will be unauthorised and result in a Penalty Notice.

Religious Observance Cardinal Heenan 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. This applies to pupils at school who apply for leave for Eid for example. Parents are requested to give advance notice to the school if they intend their child to be absent. There is usually only one day authorised for any period of Eid.

Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Late Arrival Registration begins at 8.55a.m, pupils arriving after 9.00am will be marked as present but arriving late. The register will close at 9.25a.m. (*no more than thirty minutes after the opening of the register*) pupils arriving after the close of register will be recorded as late (code U), this will not be authorised and will count as an absence for that school session. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late.

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

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Pupil goes to have his/her hair cut
- Closure of a sibling's school
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of 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 has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer 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 four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil. Cardinal Heenan will follow Leeds City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Appendix 2

Attendance Improvement and Support Plan

<u>Name:</u>	<u>Tutor Gp:</u>	<u>Dob:</u>
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<u>Address:</u>
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<u>Parents/carers' names:</u>
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<u>Tel. no's for home/parents/carers:</u>
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**% Attendance :**

**Attendance record summary from previous years:**

**Progress Grades in English/Maths/Science:**

**Purpose of Attendance Plan:**

Identify causes, concerns or problems preventing full attendance:

- 1.
- 2.
- 3.

**Strategies/Planned interventions to help a return to school or resolve current difficulties:**

- 1.
- 2.
- 3.

**Parents/ Carers agree to:**

**Pupil agrees to:**

**School agrees to:**

**CAF considered/agreed:**

**Individual Attendance target:**

**Time Scale:**

**Review date:**

**Any other actions, agreements:** For example, where applicable parents/carers have been notified that failure to meet the agreed target may result in a Penalty Notice being issued at the end of the stated time period.

**Agreement signed:**

## Appendix 3

### Home School Agreement

#### The school will:

- Promote the Catholic ethos of the school expressed in the Mission Statement
- Expect high standards of work and behavior from your daughter/son
- Contact parents, promptly if there is a concern about attendance, punctuality, uniform or equipment
- Discuss with parents any concerns or problems that affect their daughter/son's work or behavior
- Set, mark and monitor homework regularly and promptly
- Send home regular progress reports
- Hold Parents' Evenings during which individual pupil's progress will be discussed
- Keep parents informed about school activities through an annual calendar, monthly newsletters, groupcall text, emails and notices about special events
- Provide translations of any documents if requested

Headteacher's Signature \_\_\_\_\_

#### The Pupil

##### I will:

Try to be a good Christian, caring for others

Attend school regularly and on time, properly equipped and in full school uniform

Take pride in my work – both schoolwork and homework – and always make sure it is the best I can do

Treat other pupils and staff with politeness, courtesy and respect

Help to keep our school pleasant, clean and tidy

Pupil Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4

Updated: 15 April 2013

### The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

#### Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers **may not grant any** leave of absence during term time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

### The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. **Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.**

Amendments to 2007 regulations will **reduce the timescales** for paying a penalty notice. Parents must, from 1 September 2013, pay £60 **within 21 days** or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and **allows local authorities to act faster on prosecutions.**

## **Draft Action Plan 2015-2016**

The principal aim for the next 3 years will be that attendance will be above average for all groups of children (except where pupils have been diagnosed with a medical condition that prevents them from accessing full-time education), or that there will be evidence to show a sustained and convincing improvement over time. Strategies will include:

### 1. **Go Green:**

Pupils will monitor their own attendance through the use of their school planner. At the end of each term, each pupil will be made aware of their attendance figures.

Red – Less than 90%

Amber – 90.1 – 96.9%

Green – 97-100%

Pupils will record their attendance each half term, with the aim of improving by the end of the following term.

### 2. **Raise standards** across the school in terms of:

**Punctuality** to school

**Punctuality** to lessons.

Continue to reduce the number of pupils generating Late/Late after the Registers have closed marks.

2011-2012 751 pupils generated 6208 Late/Late after the Regs. have closed (Codes L and U)

2012-2013 640 pupils generated 4351 (Codes L and U)

2013-2014 665 pupils generated 4111

2014 – 2015 571 pupils generated 4385

Target: to reduce these figures by 50 pupils and fewer than 4100 late marks.

**Punctuality campaign starting in September. Parents will be notified on a weekly basis via Groupcall if their son or daughter has been late that week to school.**

**Updates will be discussed during weekly pastoral meetings.**

### 3. **Targets are as follows:**

Raise attendance by 0.5% by Half Term 5 to 95.67%

Reduce absence by 0.5% by Half Term 5 to no more than 4.33% absence.

**New figures have been introduced relating to Persistent Absentees. Pupils are classed as a P.A if they miss 10% of school (19 full days).**

### 4. **Attendance Target Cards** for pupils who ended the school year as Persistent Absentees. Groupcall text messages will keep parents informed about progress or issues during the 4 week period a pupil is on the target card.

Target: Implement in September/October 2015.

### 5. **Mentoring**

I will liaise with Year Managers and Achievement Leaders to identify those pupils who would benefit from having a mentor. Primarily it will be working with pupil premium pupils and those pupils with less than 90% attendance.

Weekly/2 weekly meetings will be arranged with pupils to discuss attendance, with the aim to improve their individual attendance figures. Discuss any issues preventing them from getting to in to school and coming up with solutions.

If possible I will aim to get other staff/pupils involved in the mentoring scheme.

## **6. Vulnerable Groups**

4 cohorts of pupils were identified at the end of the last academic year as having below average attendance at Cardinal Heenan catholic High School:

- Pupils with Special Educational Needs, in particular those on school action plus
- Pupils educated wholly or partly off site
- Pupils from mixed black Caribbean heritage
- Other mixed background. (the latter 2 groups are currently our lowest attenders)

These groups will be identified and monitored regularly. The progress of these named groups will be reported on and the effectiveness of interventions measured. Interventions may include pupils being mentored as part of the mentoring programme.

## **7. Case Studies**

Where possible **case studies** will be kept of pupils whose low attendance was a major barrier to learning, and who, through their experience of school's interventions, make an exceptional change in their behaviour towards coming to school.

## **8. Whole School Pupil Premium Strategy**

Reduce the absences of this particular group of pupils by 0.5%. This will be done by assigning staff and pupil mentors to Pupil Premium students, where attendance is below 90%. Letters will be issued in half term 3 to PP parents/carers below 90%.