



## Bellerive FCJ Catholic College Attendance Policy

### Bellerive FCJ Mission Statement:

- To help everyone within a caring community to grow in faith
- To respect and value other cultures and faiths
- To make the most of every given ability
- To enjoy and achieve personal growth and academic excellence
- To prepare pupils for their adult life, playing a full part in a modern global society

### History of Document

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## Contents

1. Introduction .....	3
1.1. Aims.....	3
1.2 Promoting Regular Attendance.....	3
2. Legislation and Guidance.....	4
3. Attendance Expectations and Absence Procedures.....	4
3.1 Attendance Register.....	4
3.2 Expectations of Students.....	5
3.3 Expectations of Parents/Carers.....	5
3.4 Expectations of School to Notify Parents/Carers of Absence.....	5
4. Understanding Types of Absence .....	6
4.1 Authorised Absence .....	6
4.2 Unauthorised Absence .....	6
4.3 Persistent Absence.....	7
4.4 Severe Absence.....	7
4.5 Legal Sanctions .....	7
5 Why Regular Attendance is Important.....	8
6. Education Welfare Officer .....	8
7. Leave Absence.....	9
8 Lateness and Punctuality .....	9
9. Following up Absence.....	9
10 Monitoring Attendance.....	9
11. Reporting to Parents.....	10
12. Removal from Roll.....	10
13. Roles and Responsibilities.....	11
14 Monitoring Arrangements.....	13
15. Links with Other Policies.....	13

### Appendix:

Attendance Procedures

Attendance Routines

Attendance Procedures; Student Version

Attendance codes

## 1. Introduction:

Bellerive recognises the clear link between the attendance and attainment of students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for students within our school to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should attend every day that the school is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. **As a school we define regular attendance as 97% or above.**

Bellerive believes Teachers, Parents, Carers, Students and all members of our school community have an important contribution in improving attendance and punctuality, ensuring students **attend to achieve**. This policy sets out how we will achieve this together and should be read in conjunction with the Attendance Routines/Roles & Responsibilities and Attendance Procedures attached to this document.

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 admissions, safeguarding and behaviour and inclusion.

### 1.1 Aims

Our school aims to meet its obligations with regards to school attendance through a continuous drive to:

- Raise the profile of attendance and punctuality amongst the school community, promoting good attendance and reducing absence.
- Maximise the overall percentage of student attendance and punctuality, ensuring every pupil has access to the full-time education to which they are entitled.
- Promote and support punctuality to lessons.
- Reduce the number of students who are persistently absent (90% or below) or severely absent (50% or below)
- Provide support advice and guidance for parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, as well as supporting students and staff.
- Develop clear procedures for the maintenance of accurate registration for students.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data including identifying and addressing any patterns of absence
- Ensure a proactive whole school approach that embeds a consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

### 1.2 Promoting Regular Attendance

This is everyone's responsibility, all members of staff, parent/carers and students. To help us all focus on this, we will:

- Ensure there is a designated senior leader for championing and improving attendance (DAL –Mrs Helen Taylor, Deputy Headteacher)

- Have clear procedures for the maintenance of accurate registration for all pupils.
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure an engaging curriculum is provided and will be reviewed regularly
- Ensure high quality teaching and learning is delivered throughout the school
- Ensure students are provided with appropriate support from school and partner agencies to minimise disaffection from school where ever possible; this may include working with our Family Liaison Officer, our school counsellor or other internal or external interventions
- Ensure vulnerable groups, including those with SEND or SEMH, are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Ensure effective partnerships are encouraged with parent/carers through regular contact and support provided
- Ensure parents/carers are kept informed of students' attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- Ensure good attendance and punctuality is rewarded through regular individual student incentives, praise and rewards
- Ensure attendance and punctuality is regularly discussed with students in form time and at assemblies
- Ensure attendance and punctuality is regularly discussed with staff each week through Pastoral and Year Team meetings, and at weekly SLT meetings
- Ensure attendance roles and responsibilities are clearly defined and all staff should ensure these are followed
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

## 2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance Pupil\(Pupil Registration\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Attendance Expectations and Absence Procedures

A child not attending school is considered to be a safeguarding concern. This is why information about the cause of any absence is required. Parents/ Carers must inform school on the first day of absence by 8:30am.

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first (am) session of each school day and once during the second (pm) session. It will mark whether every pupil is:

**Present (I)**

**Absent; no reason yet provided (N), other authorised circumstances (C), illness not medical or dental appointment (I), medical appointment (M),**

**Late; before registration closed (L) - staff are asked to record the number of minutes late**

**All other codes can only be input via the school's attendance admin staff; see appendix for the DfE attendance codes.**

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### 3.2 Expectations of students

- Ensure you arrive at school by 8:40am, ready for registration at 8:45am.
- Attend every lesson and arrive on time.
- Never leave the school site without permission.
- Always use the signing in/out system when late or leaving school for appointment.
- Following all absence complete any missed work that may be provided, to avoid any missing gaps in knowledge and understanding; actively seeking help from subject staff where needed.

### 3.3 Expectations of Parent/Carer

- Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- Ensure your child leaves for school on time; pupils should be on site for 8:40am.
- Contact school if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours and confirmation of the appointment is provided.
- Contact school by 8:30am, or as soon as practically possible, on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school. This should be done by ringing school (0151 727 2064) and choosing option 1 to 'Report a pupil absence'. Parents/carers should then ring on each subsequent day of absence if it goes beyond 1 day.
- If a text message is received as a result of your child's absence it is important that you respond to ensure your child is appropriately safeguarded.
- Contact the Head of Year or Assistant Head of Year if the reason for absence requires a more personal contact.
- In case of emergency we need up to date contact numbers at all times. Please ensure you inform school of any changes especially to mobile telephone numbers (as a school we request a minimum of three emergency contact details be provided).
- Requests for leave of absence in exceptional circumstances must be made in writing by parents/carers via the 'Pupil Leave of Absence Form' on the school website (<https://www.bellerivefcj.org/attendance>) and can only be authorised by the Headteacher/Designated Attendance Lead. We request that all applications are submitted as soon as the absence is anticipated, and at least 2 weeks prior to the absence where possible. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays. Any leave of absence taken without authorisation will be recorded as an unauthorised absence and may be referred to the Education Welfare Service (see also Section 7).

### 3.4 Expectations of School to Notify Parents/Carers of Absence

**When a student is absent school will:**

- Telephone and text the priority 1 contact number held by the school on the first day of absence if we have not been informed about the reason for a pupil's absence by close of the register at 9:15am
- If no response is received, the school Designated Safeguarding Lead and Designated Attendance Lead will be notified, a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family, and where necessary, any external agencies involved as soon as possible;
- If a student's absence continues, the parent/carers will be invited to meet with the Head of Year/Assistant Head of Year and/or SLT to discuss how we can best support your child to improve their attendance;
- If the parent/carers does not attend the meeting or engage in any support the school has offered and the student has accrued 10 sessions (equivalent to 5 days) of unauthorised absence in a 10 week rolling period, the parents may be issued with a Notice to Improve, in accordance with the Liverpool City Council's Penalty Notice Local Code of Conduct and in agreement with the Education Welfare Service.
- If unauthorised absences persist the Head of Year/Assistant Head of Year and/or Designated Attendance Lead will discuss actions with the Education Welfare Officer.

## 4. Understanding Types of Absence

Every school has to legally record every absence. This is why it is important that parents/carers directly inform school regarding the reason for absence, on the first day of absence.

Every half day absence from school is classified by the school (not by the parents/carers) as either Authorised or Unauthorised

### 4.1 Authorised Absence

- An absence will be authorised by school only if the school accepts the explanation offered as a satisfactory reason for absence.
- If no explanation is received, absences cannot be authorised.
- It is the Headteacher, not parents who make the decision to authorise absence from school.
- Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- **Illness** - absence due to illness may be authorised once we have received the reason for the absence from the parent/carers. If there are concerns regarding overall attendance, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If these concerns persist and the pupil's attendance drops to 90% or below, without clear evidence for the absences, the school may decide to stop authorising absences for this pupil.
- **Medical/dental appointments** - we encourage parents/carers to make medical and dental appointments out of school hours wherever possible. Where this is not possible, absence due to a medical or dental appointment will classify as an authorised absence; advance notice is required for authorising these absences. An appointment slip/card should be presented when the pupil signs out/returns to school and the pupil should be out of school for the minimum amount of time necessary.

Pupils should see their Head of Year or Assistant Head of Year in advance to get permission to sign out of school early/arrive at school late for any medical appointments. Only their Head of Year/Assistant Head of Year/member of SLT can give permission for the pupil to leave school at any time.

- **Religious observance** – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Applications for other types of absence in term time must be made in advance.

## 4.2 Unauthorised Absence

Unauthorised absences are those which the school has not received a reason for absence or has not approved a child's leave absence following a parental request.

Examples of unauthorised absence include, but is not exclusive to:

- When a term time holiday is taken which has not been granted by the headteacher.
- An absence for which there has been no absence note received from parents/carers
- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings;
- Truancy before or during the school day;
- Students who arrive after the close of registration.

The decision to unauthorise an absence is at the school's discretion.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. In accordance with the Local Authority Code of Conduct, schools can issue warning letters to parents where their child has accrued 10 sessions of unauthorised absence in any 10 week rolling period. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the local authority requesting a Penalty Notice be issued.

## 4.3 Persistent Absence

- Students are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90% (equivalent to 1 day or more a fortnight across a full school year); this is for any absence whether authorised or unauthorised.
- School will intervene before a student becomes a persistent absentee.
- Whilst we understand that students can be absent from school because they are ill, sometimes they can be reluctant to attend. If a parent/carers has concerns, it is important that contact is made with the school as soon as possible to discuss support and to work together to gain a resolution. Parent/Carers are asked to contact the Head of Year/Assistant Head of Year in the first instance.

## 4.4 Severe Absence

Students who miss 50% or more of school are classified as being severely absent by the Department of Education(DfE) This cohort of students may require additional support from the local authority and partner agencies to help your child improve their attendance.

It is essential that parents/carers work in partnership with the school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

## 4.5 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The issue of a Penalty Notice may be considered appropriate in any of the following circumstances:



- In cases of overt truancy (including pupils stopped on a truancy operation)
- In cases of parentally-condoned absence, where this can be demonstrated.
- In instances of leave taken in term time (for example for the purposes of a family holiday)
- In cases of persistent late arrival at school after the register has closed and an unauthorised absence is created.

The pupil concerned must have lost at least ten sessions (5 school days) to unauthorised absence during any 10 week rolling period. .

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices.

- Each parent who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website

## 5 Why Regular Attendance is Important

Any absence affects education and regular absence will seriously affect students' learning.

Students who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year.

The DfE has published a strong link between poor school attendance and low levels of achievement:

Students attendance	Chance of achieving 5 good pass grades at GCSE
<b>100% - 96%</b>	73% of Students achieve 5 good pass grades.
<b>96% - 94%</b>	64% of Students achieve 5 good pass grades.
<b>93% - 90%</b>	55% of Students achieve 5 good pass grades
<b>80% to 70%</b>	Only 20% chance of achieving 5 good pass grades
<b>50% and below</b>	Only 6% of Students achieve 5 good pass grades

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

## 6 The Education Welfare Officer (EWO)

The Education Welfare Officer provides support for parents/carers and advice on problems relating to attendance, and encourages good communications between home and school.



The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the student's attendance and where unauthorised absence persists, and the parent has refused or not engaged with support that has been offered the Local Authority will be required to consider the instigation of legal proceedings.

Details regarding attendance law, penalty fines and legal interventions are available from the local authority.

## **7 Leave of Absence**

The law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively.

Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

Any request for leave of absence requires a 'Pupil Leave of Absence Form' to be completed and submitted to the Headteacher/Designated Attendance Lead; this is available on the school website under the section Parents/Attendance.

## **8 Lateness and punctuality**

Poor punctuality is not acceptable. If a student misses the start of the day/lesson they can miss work and important messages/information; students arriving late also disrupts lessons. A range of support and sanctions apply to students who arrive late.

The register for the first (am) session will be taken at 8.45am.

Any student who arrives after 8:45 will be recorded as late and issued a minus mark; the number of minutes late will be recorded.

If a student is late to am registration on two or more occasions in any one week (Mon-Fri), a 10 minute detention will be imposed by their form tutor at a time convenient to the tutor (break or lunchtime).

Pupils who arrive after 9:05 will need to sign in at Reception and will be issued with a HoY/AHoY detention.

If punctuality becomes an increasing concern, parents will be notified and students will be placed on a Punctuality monitoring card, initially monitored by form tutors.

If a student is late to assembly on 2 or more occasions in any one half term students will be placed on a 20 minute detention with AHoY/HoY.

Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official close of the register and there are no barriers preventing the child from arriving on time, the school may request the local authority issue a penalty notice.

The official close of registration for Bellerive is 9:15am.

The register for the second (pm) session will be taken at 1.20pm and will be kept open until 1:50pm. A pupil who arrives late but before the register has closed will be marked as late, the number of minutes late will be recorded and a minus mark imposed by class teacher.

A detention with the class teacher may be imposed to make up the work missed due to late arrival.

Pupils who are persistently late to lessons will be identified and monitored by their Head of Year/Assistant Head of Year. Parents will be notified of any concerns and pupils may be subject to break/lunch or after school detentions, as deemed appropriate.

<b>Minutes late per day during the school year</b>	<b>Equal days' worth of teaching lost in a year</b>
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

## 9 Following up absence

The school will follow up any absences through telephone calls and/or letters home to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use; see Appendix – Attendance Routines and Attendance Procedures

## 10 Monitoring Attendance

The school monitors pupil absence on a daily basis; please refer to Appendix – Attendance Routines

The Designated Attendance Lead will share key weekly attendance figures with senior leaders and key pastoral staff, showing attendance for each year group and key sub groups within each year group and comparing school figures with National and regional figures.

Attendance data will be monitored on a weekly, half termly, termly and annual basis and any key groups or cohorts of students where attendance is a concern identified as well as any emerging or historical trends or patterns.

Assistant Heads of Year/Pastoral Teams will identify students who classify or are close to 'persistent absence' and put appropriate monitoring and attendance support plans in place – see Appendix - Attendance Procedures.

The DAL, DSL, SENCO and Family Liaison Officer will work closely to ensure that appropriate plans are in place to support any student who classifies as 'severe absence' and these will be discussed in regular Meetings.

Attendance Officer/Secretary will monitor the attendance of those at Alternative Provision and notify the DAL/DSL of any attendance concerns; students at Alternative Provision will be visited regularly by a member of the Attendance Team to maintain school relationships.

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

## 11 Reporting to parents

Parents/carers are informed of their daughter's attendance in each termly reporting cycle. Students are notified of their weekly attendance and YTD figures and these are recorded in their journals. Parents can also view student's attendance via Classcharts.

School target for attendance is 97%; parents/carers will likely receive a letter to notify them when their daughter's attendance reaches a key 'trigger' point of 95%, 93% or 3 days absence in any term. If attendance drops below 91% or 4 days absence in any term parents/carers may be invited into school to meet with their daughter's Head of Year/Assistant Head of Year/Attendance Officer/Education Welfare Officer.

## 12 Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

### As a school we are now required to:

- Inform the LA in **every** circumstance when deleting a pupil's name from the admission register.
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. School must complete an Exit form and submit to the [CME@liverpool.gov.uk](mailto:CME@liverpool.gov.uk) inbox.
- provide information to the LA when registering new pupils, including the pupil's address and previous school

If your child is leaving our school parents are asked to:

- provide the attendance officer with comprehensive information about their plans, including: any date of a move; your new address and telephone numbers; your child's new school and the start date when known. This should be submitted to school in writing
- if a pupil leaves and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## 13. Roles and responsibilities

All school staff, parents/carers and students need to work as a team to support the attendance and attainment of students. This continued support therefore is vital in making every student's journey through school a success.

### The Governing Body

The governing board is responsible for

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### The Headteacher

The headteacher is responsible for

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Promoting the importance of school attendance across the school
- Challenging and supporting all staff, pupils and parents to maximise attendance in having no avoidable absences
- Monitoring the impact of any implemented attendance strategies

## **The Designated Senior Leader Responsible for Attendance**

### **(Mrs Helen Taylor; Deputy Headteacher)**

The designated senior leader is responsible for:

- Providing strategic leadership on attendance across the school
- Offer a clear vision for attendance improvement
- Evaluate and monitor expectations and processes
- Have an oversight of data analysis
- Devise specific strategies to address areas of poor attendance identified through data
- Ensuring the targeted intervention and support to pupils and families is effective in minimising avoidable absences.
- Regularly review and update Attendance Policy and produce an annual Attendance Improvement Plan
- Provide regular Attendance reports and figures to Governors

## **The Attendance Officer**

The school attendance officer is responsible for:

- Supporting the DAL, Pastoral Leads and Attendance Secretary to improve school attendance procedures
- To monitor and report on whole-school attendance data, analysing data to identify any key areas of concern and reporting concerns about attendance to the designated senior leader responsible for attendance
- Collecting and recording attendance for students at Alternative Provision and ensuring school attendance procedures are adhered to.
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Implement children missing education (CME) procedures when appropriate
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

## **The Attendance Secretary**

The school attendance secretary is responsible for:

- Ensuring all registers are completed accurately
- Monitoring and quality assuring registers to ensure all students are safe and accounted for. If a student is not accounted for, the attendance secretary will follow safeguarding procedures to ensure they are safe.
- Producing daily absence sheet and sharing with key staff
- Sending out in touch/text message sent to any parent/carers with an unexplained absence
- Contacting any parent/carers who does not respond to in touch/text message
- Conducting home visits for any absent vulnerable student/safeguarding concern where contact has not been made

- Providing Pastoral Teams with weekly attendance reports/print outs
- Providing regular attendance reports to school as directed by DAL
- Support whole school attendance administration procedures, sending letters home to inform parents of attendance 'trigger points'
- Work closely with DAL, Attendance Officer and EWO to improve whole school attendance and regularly review procedures

## **Office/reception staff**

Office/reception staff are expected to take calls from parents about absence and record details using the 'Attendance Telephone Log' proforma and pass on to the Attendance Secretary immediately, recording any details on school system using correct codes and informing Pastoral staff accordingly..

## **Assistant Heads of Year/Pastoral Leaders**

Assistant Heads of Year are responsible for:

- Ensuring all year team members understand and actively and consistently implement our whole school attendance and punctuality policy
- Monitoring and implementing the attendance policy within the year group
- Monitoring attendance data and using it to identify any trends, any subgroups who are causing concern and any students who need support, ensuring effective strategies are implemented within the year group:
- Working with the senior lead for attendance to ensure high attendance rates and a reduction in PA within the year group
- Putting appropriate interventions in place and implementing Attendance Support Plans
- Planning and delivering relevant assemblies and activities to promote good attendance and punctuality with students
- Working with the senior lead for attendance to regularly review, evaluate and improve whole school attendance and punctuality procedures:

## **Form tutors**

Form Tutors are responsible for:

- Recording attendance and punctuality on a daily basis, using the correct codes, and submitting registers promptly.
- Monitoring attendance and punctuality and holding supportive conversation with pupils with the aim of improving/maintaining attendance and punctuality percentages.
- Ensure students are aware of procedures for lates and absences and actively instil school sanctions for late arrivals
- Work with the pastoral team to ensure good attendance and punctuality.
- Encourage good attendance and punctuality, challenging all absences and late arrivals, and establish solutions if possible to avoid absence/late arrival in the future
- Look for trends or patterns in absences and engage in discussions to determine any barriers to attendance
- Inform the Attendance Secretary of any communication with parents/carers (in particular the planner) regarding attendance.
- Celebrate successes

## **Class Teachers**

Class Teachers are responsible for:

- Ensuring that registers are correctly and promptly marked.
- Setting a good example in matters of attendance and punctuality.
- Alerting Attendance Secretary or Reception immediately if there is a suspicious absence. For example, if the student is present the previous lesson but has not arrived to lesson.
- Providing a safe and secure environment in which to learn.
- Providing engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Support students in catching up with any work missed due to absence.

## **14 Monitoring arrangements**

This policy will be reviewed annually by the senior leader responsible for attendance (DAL). At every review, the policy will be shared with the Governing Body.

## **15 Links with other policies**

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 admissions, Child Protection and Safeguarding Policy and behaviour and inclusion.



### Attendance Procedures

Stage	Trigger	Responsibility	Actions
1a	YTD attendance drops below 97% (>95%) and/or pattern in absence appears to be emerging	Form Tutor	1) Form Tutor to discuss reasons for absence with student and alert attendance is below school expectation. 2) Form tutor to look for/identify any patterns in absence. 3) Form tutor to discuss any barriers to attending with student and set target to improve. 4) Monitor any future absence and take appropriate next steps accordingly (see below).
1b	YTD attendance drops to 95% (>92%) or 2 days unauthorised absence in one term	Form Tutor	1) Form Tutor to discuss reasons for absence with student and alert attendance is below school AND Government expectation. 2) <b>95% Attendance Notification letter sent out by Attendance Team where appropriate/at form tutors request</b> 3) <b>Form tutor may contact parents/carers</b> to discuss any attendance concerns and identify any barriers to attendance, setting targets to improve 4) Monitor any future absence and take appropriate next steps accordingly (see below).
2 Nearly Persistent Absence	YTD attendance drops to 92% (>90%) or 3 days unauthorised absence in one term	Form Tutor/ AHOY	1) Attendance Officer sends out <b>NPA letter to parents</b> unless notified otherwise by AHOY 2) <b>AHOY/Attendance Team may contact parents/carers</b> to discuss attendance concerns and identify any barriers to attendance 3) <b>Daily attendance check in with Form Tutor; weekly attendance review meeting with AHOY</b> 4) Review after agreed time period; monitor any future absence and take appropriate next steps accordingly (see below)
3 Persistent Absence	YTD attendance drops to 90% (>85%) or 5 days unauthorised absence in one term	AHOY/HoY/ EWO	1) Attendance Officer sends out <b>PA letter to parents</b> unless notified otherwise by AHOY 2) AHOY to <b>decide whether future absences should be authorised</b> or not and <b>inform Attendance Secretary</b> 3) <b>AHOY to organise meeting with parents/carers</b> to discuss attendance concerns; <b>EWO in attendance where appropriate</b> , additional support/next steps identified and recorded via Attendance Support Plan (ASP) 4) <b>AHOY to monitor daily attendance</b> for a minimum <b>4 week period/EWO monitors for PN warning period</b> 5) Review after agreed time period; Target met – inform parents, reward accordingly, Target not met – <b>refer to Stage 4/discuss with EWO &amp; DAL</b>
4	YTD attendance falls below 85% (>60%) or no improvement during PN warning period	AHOY/HoY/EWO/DAL	1) <b>HoY/AHOY to meet with Attendance Officer/DAL/EWO to discuss next steps; EWO Caseload Referral completed where deemed appropriate</b> 2) <b>EWO escalates PN where appropriate</b> 3) <b>HoY/DAL to organise Attendance Panel meeting; ASP reviewed and any additional actions agreed</b> 4) <b>AHOY/HoY monitors daily attendance for 4 week period/EWO monitors for PN warning period</b> 5) Review after agreed time period; Target met – inform parents, reward accordingly and continue to monitor until attendance shows sustained improvement, Target not met – <b>refer to Stage 5/discuss with EWO &amp; DAL</b>

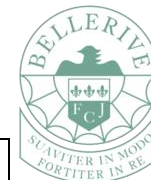


<b>5 Severe Absence</b>	<b>YTD attendance is a major cause of concern and student is in danger of becoming a severe absentee (&lt;60%)</b>	<b>HoY/EWO/DAL</b>	<b>School/EWO/LA work in conjunction to find ways of addressing individual cases; this will include considering a variety of additional support strategies; regular contact with parents/carers, home visits from family support officer/EWO, reduced timetables, SEMH support, etc. Details of agreed support to be recorded via ASP</b>
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### Daily Attendance Routines:

	<b>Attendance Secretary (NOC):</b>	<b>Attendance Officer (DTB):</b>	<b>Pastoral Support Officer (RE):</b>	<b>Admin Support Officer (RK):</b>	<b>Other:</b>
AM	<p>Check absence messages via voicemail and input information to Classcharts</p> <p>Check absence messages via Classcharts parent app and select coding</p> <p>Update Classcharts with any paper registers; assemblies, exams, trips, cover staff etc</p> <p>Send out 'in-touch' messages to parents/carers with unexplained absence by 9:30am</p> <p>Calls made to any parent/carer who does not respond to in touch/text message</p> <p>Update Daily absence sheet and share with Attendance Team</p> <p>Chase any missing registers not completed within 10mins of start of each lesson. If cover teacher send Headteacher's duty with reminder, if exams register, contact SLT on-call</p>	<p>Check 'KS4/5 First Day Priority Call' lists for any absence and contact parents to engage in conversation to determine reason for absence and likely date of return</p> <p>Contact Social Worker for any appropriate KS4/5 students who are absent; send email to follow up any telephone call</p> <p>Contact parent/carer of any KS4/5 student who was absent yesterday and is absent again today</p> <p>Update Classcharts and Daily Absence Sheet with any information</p> <p>Email pastoral staff to notify of any concerns requiring further action (friendship issues, etc)</p> <p>Check attendance of any AP students and input into Classcharts</p> <p>Check/report attendance of any OSD students and input into Classcharts</p>	<p>Check 'KS3 First Day Priority Call' lists for any absence and contact parents to engage in conversation to determine reason for absence and likely date of return</p> <p>Contact Social Worker for any appropriate KS3 students who are absent; send email to follow up any telephone call</p> <p>Contact parent/carer of any KS3 student who was absent yesterday and is absent again today</p> <p>Update Classcharts and Daily Absence Sheet</p> <p>Email pastoral staff to notify of any concerns requiring further action (friendship issues, etc)</p>	<p>Record any late arrivals after 9:05 in Classcharts registers immediately</p> <p>Attach note stating time of arrival</p> <p>Ensure students have 'signed in' via papercopy</p> <p>Issue student with detention sticker</p> <p>Issue behavior point for late arrival after 9:05 (automatically issues a detention)</p>	<p><b>AHoY:</b></p> <p>Monitoring of students in 'Daily Monitoring Target Groups' or on Attendance Support Plans</p> <p>Check Daily Absence List and act upon any information provided</p>



## Weekly Attendance Routines:

PM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Weekly Events:</b>		<b>Weekly Attendance TEAM meeting P4 (HT,DTB, NOC, RE)</b>	<b>Weekly Pastoral Briefings EWO on site</b>	<b>Weekly SLT meeting</b>	<b>100% Attendance Reward</b>
<b>Attendance Secretary (NOC):</b>	<p>Chase any missed registers</p> <p>Amend any codings accordingly as information becomes available</p> <p>Conduct Home Visits</p> <p>Attendance Print outs for Year Teams shared and published on noticeboards</p>	<p>Chase any missed registers</p> <p>Amend any codings accordingly as information becomes available</p> <p>Conduct Home Visits</p> <p>Prepare any Penalty Notices/Unauthorised Holiday Fines for EWO</p>	<p>Chase any missed registers</p> <p>Amend any codings accordingly as information becomes available</p> <p>Conduct Home Visits</p>	<p>Chase any missed registers</p> <p>Amend any codings accordingly as information becomes available</p> <p>Conduct Home Visits</p>	<p>Chase any missed registers</p> <p>Amend any codings accordingly as information becomes available</p> <p>Conduct Home Visits</p> <p>Change any 'N' codes to 'O' codes</p> <p>Update Home Visit Log</p> <p>Produce 100% Weekly Attendance Report</p>
<b>Attendance Officer (DTB):</b>	<p>Updates Attendance spreadsheet with last week's Attendance Figures comparing to FFT National figures, regional figures and last academic year's BFCJ figures.</p> <p>Uses DfE figures to report PA and SA figures in each year group</p> <p>Update Attendance Spreadsheet with YTD figure and no of days absence for all students</p>	<p>Prepare any new EWO referrals</p> <p>Key phonecalls/attendance meetings</p> <p>6<sup>th</sup> Form Attendance Meet (P5 Week A)</p>	<p>Download FFT Report, email to all Pastoral staff and provide HT with printed copy</p> <p>Meet with EWO/DAL to discuss any new referrals and update on any progress with caseload</p>	<p>Send new to PA/NPA letters and parent surveys out</p> <p>Update meetings log with any meetings conducted</p> <p>Updates Attendance Spreadsheet with details of any new information</p> <p>Schedule any AP visits needed for following week</p>	<p>Conduct 100% Weekly Attendance Reward Random Draw</p> <p>Send appropriate information to Senior Administrator (LMc) for social media and school website</p> <p>Email parents of those on reduced timetable to remind of agreement for week ahead.</p> <p>Update Reduced Registers list and submit any agreed new additions to LA</p>

<b>Pastoral Support Officer (RE):</b>	Key phonecalls/attendance meetings	Key phonecalls/attendance meetings  Prepare any new EWO referrals	Key phonecalls/attendance meetings	Key phonecalls/attendance meetings	Update meetings log with any meetings conducted  Updates Attendance Spreadsheet with details of any new information
<b>Admin Support Officer (RK):</b>	Send 'Late After Registers Closed' Classcharts Announcement to all parents/carers of students issued with a 'U' code	Send 'Late After Registers Closed' Classcharts Announcement to all parents/carers of students issued with a 'U' code  Y9 Attendance Meet with DAL (P5 Week B)	Send 'Late After Registers Closed' Classcharts Announcement to all parents/carers of students issued with a 'U' code	Send 'Late After Registers Closed' Classcharts Announcement to all parents/carers of students issued with a 'U' code	Send 'Late After Registers Closed' Classcharts Announcement to all parents/carers of students issued with a 'U' code  Print Late after 9:05 reports for HoY/AHoY  Update IYT request spreadsheet with any internal requests  Update IYT request spreadsheet with any new information from EMS portal
<b>Designated Attendance Lead (HT):</b>		Lead attendance Team meeting  Y9 Attendance Meet (P5 Week B)  Y10 Attendance Meet (P2 Week B)  Use information from Attendance spreadsheet to produce Weekly Attendance Bulletin including key figures for year groups, new to PA, new to NPA and 'U' codes.  Bulletin shared with all staff to ensure all tutors and subject staff are aware of any attendance concerns	Meet with EWO/Attendance Officer to discuss any new referrals and update on any progress with caseload  SEND Attendance Meet (P3 Week A)	Provide weekly Attendance update at SLT	Y7 Attendance Meet (P1 Week B)  Y8 Attendance Meet (P2 Week B)  Update meetings log with any meetings conducted  Updates Attendance Spreadsheet with details of any new information

<b>HoY/AHoY:</b>	<p>School and Year group attendance figures shared at Year Team assemblies, continually raising the profile of good attendance with students, promoting any school rewards and attendance incentives</p> <p>EWO Weekly Referrals completed by AHoY and saved in Teachers drive</p> <p>Discuss any attendance concerns in Pastoral briefing.</p> <p>Weekly Attendance print outs for each form group distributed</p> <p>Alert DTB of any letters indicated in bulletin that should not be sent, providing valid reason reason</p> <p>Fortnightly meetings with DAL to discuss any concerns/required actions</p>
<b>Form Tutors:</b>	<p>Will take the form/class register within 5 minutes of form/lesson time starting</p> <p>Weekly Pupil Attendance figures shared with each member of the form and recorded in journals</p> <p>Conversations held with any student who is new to NPA (&lt;92%), student survey completed and discussed and copy passed to office staff for uploading to Provision Maps</p> <p>Conversations held with anyone issued with 'U' codes or where punctuality is a concern</p> <p>Unauthorised absences chased and any medical evidence, or noted errors, forwarded to Attendance Secretary (NOC).</p>



### Attendance Procedures: Student Version

Attendance:	Description:	Notes:
<b>YTD attendance &gt; 99%</b>	<b>Excellent</b>	2 days or less absence in the full academic year. Excellent attendance and something to be very proud of.
<b>YTD attendance &gt; 97%</b>	<b>Very Good; meets school target</b>	6 days or less off each year = 5 - 30 hours of lost learning This shouldn't hinder progress if you ensure you catch up on any work missed.
<b>YTD attendance drops below 97% and/or pattern in absence appears to be emerging</b>	<b>Good; meets Government's expectations</b>	6 - 10 days off each year = 30 - 50 hours of lost learning This 'shouldn't' hinder progress in any subject but might if you do not ensure you catch up on work missed.
<b>YTD attendance drops to 95%</b>	<b>Requires Improvement</b>	10 - 13 days off each year = 50 – 65 hours of lost learning This may hinder progress in some subjects. <b>Letter sent home</b> <b>Form tutor may contact parents/carers to discuss any attendance concerns/patterns in absence</b>
<b>YTD attendance drops to 92%</b>	<b>Nearly Persistent Absence: Continues to fail to meet Government expectations</b>	13-19 days off each year = 65 – 95 hours of lost learning This is likely to hinder progress in most subjects. <b>NPA Letter sent home to parents/carers.</b> <b>Parents may be invited into school</b> dependent on absence pattern/reasons for absence.
<b>YTD attendance drops to 90% or 5 days unauthorised absence in any 10 consecutive weeks</b>	<b>Persistent Absence: Cause for Concern;</b>	<b>90% attendance equates to is half a day off every week!</b> 85%-90% attendance = 95 - 145 hours of lost learning This will inevitably hinder progress in most subjects. <i>In employment, a person who only attends 4½ days a week is unlikely to hold down a job!</i> <b>PA Letter sent home to parents/carers.</b> <b>Parents invited into school</b> for a meeting to discuss attendance concerns <b>Attendance Support Plan (ASP)</b> will be completed and student placed on Daily Attendance Monitoring for 4 week period. Educational Welfare Officer (EWO) may become involved and can result in parents receiving a <b>Penalty Notice</b> (fine of £80 per parent)
<b>YTD attendance falls below 85%</b>	<b>Continued Persistent Absence: Continued Cause for Concern</b>	Attendance is now a real cause of concern and is significantly impacting progress; other agencies will now become involved. Student and parents will be invited into school for an <b>Attendance Meeting with SLT</b> and members of the School Attendance Team. <b>ASP reviewed and any additional actions agreed</b> The <b>Educational Welfare Officer</b> will monitor attendance along with School Attendance Team until attendance shows sustained improvement EWO may escalate procedures further which can result in parents being taken to <b>court</b> .
<b>YTD attendance is less than 60% and student is in danger of becoming a severe absentee (&lt;50%)</b>	<b>Close to Severe Absence: Major cause of concern</b>	Attendance, and progress is now a major cause of concern. School/EWO work with additional agencies to find ways of addressing individual cases. <b>EWO can escalate procedures legally.</b>

## Getting to school *REALLY* matters. Did you know...



Bellerive FCJ  
Catholic College

If your attendance  
during the school year...

was 95%  
was 90%  
was 85%  
was 80%  
was 75%

You would have lost  
approximately...

9 days from school  
19 days from school  
29 days from school  
38 days from school  
48 days from school

Or you would have  
missed approximately

45 lessons  
95 lessons  
145 lessons  
190 lessons  
240 lessons

You should *not* take holidays during term time.  
Please be punctual to maintain attendance.  
*Remember Absence = Lost Opportunity*

## Getting to school *ON TIME* really matters. Did you know...



Bellerive FCJ  
Catholic College

If in a school year, you  
are late every day by...

5 minutes  
10 minutes  
15 minutes  
20 minutes  
30 minutes

You would have lost  
approximately...

3.5 days from school  
7 days from school  
10 days from school  
14.5 days from school  
22 days from school

Or you would have  
missed approximately

18 lessons  
35 lessons  
50 lessons  
73 lessons  
110 lessons

You should *not* take holidays during term time.  
Please be punctual to maintain attendance.  
*Remember Absence = Lost Opportunity*



## **Appendix 1: Attendance codes**

The updated attendance codes taken from the DfE's guidance on school attendance can be found here:

[Attendance Codes 2024](#)