

# Cantonian High School

## Ysgol Uwchradd Cantonian



THE BEST FROM EACH  
SUCCESS FOR ALL

## Attendance Policy

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## Aims

The school aims to encourage excellent levels of attendance and punctuality with the intention of enabling all pupils to take full advantage of the educational opportunities available.

## Rationale

Regular and punctual school attendance is essential to enable all pupils to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of pupils. For each child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. The school's attendance target, set by the LA, is a rolling target with the aim of achieving 95% over the next 5 years. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

## Encouraging Good Attendance

We believe a positive attendance culture is more likely to be achieved when all partners co-operate with each other.

Partners	Expectations
<b>Pupils</b> We expect that all pupils will:	<ul style="list-style-type: none"><li>• Attend school every day</li><li>• Arrive on time</li><li>• Tell a member of staff about any problem which is making it hard for them to attend school every day</li></ul>
<b>Parents/Carers</b> We expect that all parents/carers will:	<ul style="list-style-type: none"><li>• Encourage their children to attend school every day and on time</li><li>• Ensure that they contact school as soon as possible whenever their child is unable to attend school</li><li>• Ensure that their children arrive in school fully prepared for the school day</li><li>• Provide the school with up to date home, work and emergency contact numbers</li><li>• <b>NOT</b> arrange family holidays during the school term</li><li>• Inform the school, <b>in confidence</b>, about any problem which might affect their child's attendance or behaviour</li></ul>
<b>School</b> Parents/carers can expect that the school will:	<ul style="list-style-type: none"><li>• Provide a good quality education appropriate to their child's needs</li><li>• Record their child's attendance regularly, accurately and efficiently</li><li>• Make every reasonable effort to contact the parent/carer on the first day of absence, when their child fails to attend school without good reason</li><li>• Deal discretely and properly with any problem notified to the school by the parent</li><li>• Make all efforts to encourage and reward good attendance, punctuality and behaviour</li><li>• Instigate proper enquiries before removing a child from the school roll</li></ul>

## Promoting Good Attendance

Our attendance strategy 'What is your attendance?' is based on the understanding that we cannot raise our overall school attendance unless we improve the attendance of all our pupils.

Each Monday morning, every child in Years 7-11 will discuss their attendance with their form tutor or crew leader.

Pupil attendance for the previous week will be presented as percentage and based on a traffic light system. Pupils will have an opportunity to discuss their attendance individually with their form tutor or crew leader.

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and certainly within 30 minutes of the start of the session (see Appendix 1 - Times of the School Day).
- Following up absence on the first day wherever possible.
- Undertaking attendance checks at appropriate times.
- Rewarding pupil attendance with certificates for 100% attendance every term with the opportunity to win prizes.
- Rewarding pupil attendance of 95%-100% every term with a certificate and the opportunity to win prizes.
- Rewarding form group attendance every half term with a prize.
- Producing attendance summary sheets every Friday afternoon detailing all pupil attendance in registration groups in accordance with a traffic light system.
- Providing feedback on individual attendance data to pupils and, where necessary, parents/carers (Appendix 2)
- Encouraging liaison between the school, EWS and other agencies wherever possible.
- Welcoming and supporting children returning to school after a long term absence and, where necessary, providing work to help pupils keep up to date.
- Identifying children 'at risk' early.
- Sending letters home to parents/carers of pupils where attendance is a concern; this includes pupils who are late on a regular basis.
- Sending letters home to parents/carers of pupils where attendance is excellent, and or significantly improved.
- Recording all holidays taken in term time as absence and contacting parents/carers to express concerns.
- Recording all medical appointments taken in the school day and contacting to parents/carers to express concerns.
- Collecting data on attendance for the whole school and by year group, and making this available to Governors and to parents/carers.
- Collecting data on attendance for the whole school, by year group and registration group and making this available to pupils each Monday morning thereby allowing them to set a target for the forthcoming week.
- Administering sanctions for persistent lateness to school

## **Sickness Absence**

Pupils who are unwell can only be signed out of school by a member of the Attendance team or Head of Year, using the appropriate system.

Once contact has been made with a parent/carer, the pupil must sign out/be signed out before leaving the premises. This is the responsibility of the person who allows the pupil to exit the building. Contact must be made with a parent/carer before a child is allowed to leave.

## **Lateness**

A pupil is classed a 'late' if they arrive to school 10 minutes late and sign in using the Inventory system

In this case, they are marked with 'L' and a red flag added with the minutes late and reason.

*During Assemblies (if they take place at the start of the day)*

Marking should only include the following symbols:     /    O    N    L

Once assembly has started, any pupil who subsequently arrives is 'Late'. A 'spare' member of staff will note their name on arrival.

### *Sanctions*

Per week:

1 late = verbal warning from Form Tutor

2 lates = 15 minutes break or lunch detention with the Head of Year

3 lates or more = 30 minutes lunchtime detention with the Attendance Lead or SLT.

Other sanctions include: letters home / phone calls / / on late report / Fixed Penalty Notice.

## **Holidays**

Term time dates are communicated to parents/carers via the school's website. They are also available in advance on the Cardiff Council website for parents/carers to access.

The City of Cardiff Council has now asked Headteachers not to authorise requests for a holiday in term-time. There is no right that enables parents and carers to take a child out of school for a term-time holiday. Evidence shows that missing school has an adverse impact on children's education. Families are therefore asked to make arrangements to take these holidays in the six week break in July and August.

Heads of Year and the Attendance Team are available to discuss this matter further.

"Heritage visits" should be discussed with the Headteacher prior to booking.

## Fixed Penalty Notices

In some circumstances, the school may request that the Educational Welfare Service issue parents/carers with a Fixed Penalty Notice under The Education (Penalty Notices) (Wales) Regulations 2013. A warning letter will first be sent if:

- There have been 10 unauthorised sessions within one school term;
- A child has been late (after registration has closed) on 10 occasions within one school term;
- Parents/carers have failed to engage in attempts to improve attendance;
- The police have regularly found a pupil to be absent from school without an acceptable reason.

A Fixed Penalty Notice will be issued if:

- There is one further unauthorised absence within 15 school days of a warning letter having been issued;
- An unauthorised holiday is taken during term time where attendance is less than 90% after the holiday looking back over a 12 month period (note that no warning letter will be received).

When the school feels that, despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service. A referral might be made when, for example:

- A pattern of irregular attendance has developed;
  - A period of entrenched non-attendance has become established;
  - There is a lack of parental cooperation in ensuring a child's regular attendance;
- or
- A pattern of truancy is persisting.

Cantonian High School will liaise with the Education Welfare Service to provide the evidence required to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444(1) and 444(1A) of the Education Act 1996.

## Registration

### *Registration Tutors*

Each Monday morning during registration time, every child in Years 7 to 11 discuss their attendance for the previous week. They will then set a target for themselves for the forthcoming week based on the traffic light system using colour, grades, percentages etc.

Registration Tutors will inform pupils of any unauthorised absences and inform them that if they do not bring a note or their parent/carer does not notify the school to explain the absence then a member of the school Attendance Team will be contacting their parent/carer. When pupils provide authorised reasons for absences, the Registration Tutor will send the pupil to the Attendance Office or notify the Attendance Team. They will then enter the relevant code onto the register (Appendix 2). Registration Tutors are only required to enter the following marks

/ = present

N = not in / absent

L = late to registration

The 'red flag' should be used to record any information or concerns relating to a pupil's attendance or punctuality.

Tutors are also expected to inform Heads of Year of any suspicious absence of any pupil who has been absent for three consecutive days without explanation.

## **The Role of the Department**

Each department is responsible for following the school's attendance policy. They should have clear procedures on how they monitor attendance and punctuality in lessons and which encourage and support good attendance and punctuality.

### *Class Teachers*

Class teachers are responsible for insisting upon good attendance and punctuality in line with school policy. If pupils abscond from lessons, the teacher should immediately record this on Class Charts using the 'Absconded from Lesson' alert. If pupils are in school and their whereabouts are unknown, the teacher should record 'Out of lesson' on Class Charts. If necessary, parents/carers can be contacted and the Attendance Team can enter the appropriate code on lesson monitor. If a pupil is withdrawn from a lesson as part of an intervention strategy, both members of staff must be made aware of the arrangement. The staff withdrawing the pupil must record a '4' on the register and include a red flag giving details of the intervention.

### *Heads of Year*

On a regular basis, the Heads of Years 7-11, working with the School Attendance & Wellbeing Officer, will get an overview of the year group allowing them to identify any patterns of absence, or individuals who are causing concern. This will include an analysis of B/G, FSM, EAL, LAC, ALN etc breakdown of attendance by registration group, year group and school. These meetings are very important as they allow all channels of communication to be open and allow partnership working for all stakeholders. Concerns with attendance will then be referred to the EWS following the Cardiff 5 step approach to attendance programme.

Every week a whole school attendance summary is generated for years 7 to 11. Individuals causing concern are identified and support is provided.

### *SLT Link*

The SLT link will monitor attendance on a daily basis, liaising with the Attendance Team and Heads of Year when necessary.

Regular summary documents will be presented to Heads of Year, Senior Leadership Team and Governors, by the SLT link, and an attendance report will normally be included in the Headteacher's Report to Governors.

The SLT link will meet with the Attendance Team each week to discuss progress.

## **Re-Integration**

The school has arrangements to reintegrate pupils who have been absent for extended periods. In such cases each pupil will be treated individually and arrangements will be made that are most appropriate to the circumstances.

## **Reporting to Parents/Carers**

The school has procedures in place to monitor the attendance of pupils including contact with parents/carers. The annual written subject reports and interim progress reports include a registration certificate for the pupils.

## **Educational Trips & Visits**

When taking pupils out of school as part of a trip or visit, the Trip Leader must ensure that a full list of pupils' names is given to the Attendance Team before leaving. An additional list should also be emailed to all staff.

## **Pupils Attending Other Centres and/or Work Experience**

For pupils who attend other schools, colleges, and workplace or training providers during the school day, a mark will not be entered in until the Attendance Team has confirmed with the contact that the pupil was present.

## **Policy Review**

This policy will be reviewed annually.

Agreed by Headteacher:



Agreed by Chair of Governors:



Date of Issue: Autumn 2023

Date for Review: Autumn 2024



## APPENDIX 1

<b>Times of the school day</b>	
8.35am	Registration in Form Group or Assembly
8.40am	Assembly of Form Period
9.00am	Period 1
10.00am	Period 2
11.00am	Break
11.20am	Period 3
12.20pm	Period 4
1.20pm	Lunch
2.00pm	Whistle blows; pupils move to Period 5
2.00pm	Registration in Lesson Group
2.05pm	Period 5
3.05pm	End of School

## APPENDIX 2

<b>Attendance Team Daily Routine</b>	
8.00	Record messages and enter appropriate codes in SIMS.
8:35	Registration in form group. Continue to record messages and enter appropriate codes in SIMS.
8:40 to 9.00	Assembly / Form time:  Registration Tutor to mark Register in SIMS. Registration Tutor to make comment in SIMS regarding medical appointments and absence notes received from pupils. Absence notes, holiday requests and any other information relating to attendance and wellbeing to be forwarded to the Attendance Office. Record late arrivals. Continue to record messages and enter appropriate codes in SIMS.
9.00-10.00	Enter manual assembly registers. Continue to record messages and enter appropriate codes in SIMS. Follow up missing registers in respect of registration and Period 1. Input late marks into SIMS.
10.00 onwards	Print off fire registers in compliance with fire regulations. Text message parents/carers of absent pupils. Make phone calls home to keep in touch with parents/carers regarding absence, attendance and wellbeing concerns. Undertake appointments at school. Undertake Home Visits.