

# Cantonian High School

## Ysgol Uwchradd Cantonian



THE BEST FROM EACH  
SUCCESS FOR ALL

## Attendance Policy

February 2008  
Revised March 2010  
Revised July 2011  
Revised November 2012  
Revised December 2013  
Revised December 2014  
Revised November 2015  
Revised November 2016  
Revised March 2018  
Revised June 2019

This policy was adopted by Governors on 04 July 2019

## 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 cooperate with each other (see Appendix 1).

Partners	Expectations
<p><b>Pupils</b> We expect that all pupils will:</p>	<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>
<p><b>Parents/Carers</b> We expect that all parents/carers will:</p>	<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>
<p><b>School</b> Parents/carers can expect that the school will:</p>	<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 know what their individual attendance is to date. They will then look at their individual attendance figure based on the traffic light system (see Appendix 2) using colour, grades, percentages etc. Pupils can also check their overall form class attendance which will be presented as a traffic light poster on a weekly basis.

The traffic lights have been promoted around the school as well as being placed on large banners and displayed on the outside of the school buildings. The information for parents/carers is available on the school website.

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 (the times of the school day can be found in Appendix 4).
- Following up absence on the first day wherever possible.
- Undertaking attendance checks at appropriate times.
- Rewarding pupil attendance with certificates for 100% attendance every half term and letters home with the opportunity to win a prize.
- Rewarding pupil attendance of 95%-100% every half term with a certificate and the opportunity to win a prize.
- Rewarding form group attendance of 100% during that half term, during 'Our Progress' assemblies.
- Producing attendance summary sheets every Friday afternoon detailing all pupil attendance in registration groups in accordance with the traffic light system (Appendix 2).
- Emailing whole school attendance news to all staff on Monday mornings detailing registration groups' attendance and overall school attendance in the form of a traffic light poster.
- Providing feedback on individual attendance data to pupils and, where necessary, parents/carers (Appendix 5).
- Encouraging liaison between the school, EWO 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 a sanction for lateness to school, by staff who monitor the late gate.

## **Sickness Absence**

Pupils who are unwell can only be signed out of school by the Attendance Team or Head of Year, using the RED SLIP 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.

## **Lateness**

A pupil is classed a 'late' if they arrive to registration after 8.40am.

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

During Assemblies

Marking should only include the following symbols:

/ O N L

Once assembly has started, and 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 = break time detention.

3 lates = letter home indicating a Head of Year detention after school on Thursdays (30 minutes)

Other sanctions include: letters home / phone calls / SLT detention (one hour) / 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 will know what their individual attendance is to date. They will then set a target for themselves for the forthcoming week based on the chart below 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 then the office will be contacting parents/carers. After the second week without an absence note an automatic letter is generated. The Registration Tutor will either give this to the pupil or the Attendance Team will post it. When pupils provide an authorised reason for absences the Registration Tutor will send the pupil to the Attendance Office where the Attendance staff will enter the relevant code onto the register (Appendix 5). 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 their departmental policy. If pupils abscond from lessons, the teacher should immediately inform reception in B block so that parents/carers can be contacted as soon as possible and that the Attendance team enter the appropriate code on lesson monitor. If a pupil is extracted from a lesson as part of an intervention strategy, both members of staff must be made aware of the arrangement and the pupils' details must be sent to the Attendance Team who will update the registers.

### *Heads of Year*

On a regular basis, the Heads of Years 7-11, working with the 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 EWO following the Cardiff 5 step approach to attendance programme.

Under normal circumstances, the Attendance Team can be accessed immediately to chase possible truanting. When this situation does arise, parents/carers are contacted.

Every week a whole school attendance summary is generated for years 7 to 11. Registration groups causing concern are identified and actioned.

### *SLT Link*

The SLT link will monitor attendance on a daily basis as a minimum liaising with 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 placed on the staff room notice board.

## Pupils Attending Other Centres and / or Work Experience

Pupils who attend other school, college, and workplace or training provider during the school day will be red flagged. 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: ..... 4.7.19 .....

Date for Review: ..... Summer 2020 .....

## APPENDIX 1

### The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
  - [b] To any special needs he may have.
- either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Section 19 of the Anti-social Behaviour Act 2003 sets out new provisions in England and Wales for governing bodies and LAs to enter into parenting contracts in cases of exclusion from school or truancy. Under section 20 of the Act, LAs can also apply for parenting orders for exclusion from school. The powers and regulations came into force in Wales in May 2006.





**CANTONIAN HIGH SCHOOL**  
THE BEST FROM EACH, SUCCESS FOR ALL

APPENDIX 2

S  
T  
O  
P



T  
H  
I  
N  
K



G  
O



What is your  
attendance?

**More than just a classroom**

## CHS PREMIERE LEAGUE TABLE AFTER WEEK 03 ENDING FRIDAY 22/09

REG GRP	PERCENT FOR CURRENT WEEK	TOTAL CURRENT WEEK	TOTAL UP TO FRI 15/09	TOTAL TO DATE	BONUS THIS WEEK	TOTAL OVERALL INCLUDING BONUS
---------	--------------------------	--------------------	-----------------------	---------------	-----------------	-------------------------------

7LAD	96.3	6	4	10	5	15
7KLH	100	10	8	18	5	23
7LMO	98.1	8	10	18	0	18
7SCR	98.8	8	8	16	0	16
7RTS	97.1	6	6	12	0	12
7SGO	98.4	8	6	14	5	19
7DOL	100	10	6	16	5	21
7PSE	90	1	0	1	5	6
7PJA	86.7	0	8	8	0	8
7ACG	90	1	4	5	0	5
8NDG	91.1	1	1	2	0	2
8SRG	90.4	1	2	3	0	3
8SHL	91.7	1	4	5	0	5
8KMT	92.6	2	2	4	5	9
8RMJ	100	10	6	16	5	21
8DOL	73.3	0	2	2	0	2
8EDO	95	4	0	4	5	9
8ACG	94.5	4	6	10	0	10
8PSE	100	10	10	20		20
9CEV	87.4	0	1	1	0	1
9ASH	92.1	2	4	6	0	6
9GDA	93.2	2	4	6	0	6
9ACG	90	1	8	9	0	9
10GOM	94	4	4	8	0	8
10AJM	85.7	0	1	1	0	1
10KLA	90	1	0	1	3	4
11CWO	88.2	0	4	4	0	4
11KRD	89.1	0	8	8	0	8
11IFE	96.9	6	0	6	5	11
11AWA	76.4	0		0		0
11ELW	76.8	0	6	6	0	6
Step3	76.3	0	4	4	0	4
Step4	100	10	1	11	5	16
OB Tutor	54.3	0	0	0	0	0
On Track	100	10	0	10	5	15

REG GRP	LEAGUE POSITION
---------	-----------------

7KLH	23
7DOL	21
8RMJ	21
8PSE	20
7SGO	19
7LMO	18
7SCR	16
Step4	16
7LAD	15
On Track	15
7RTS	12
11IFE	11
8ACG	10
8KMT	9
8EDO	9
9ACG	9
7PJA	8
10GOM	8
11KRD	8
7PSE	6
9ASH	6
9GDA	6
11ELW	6
7ACG	5
8SHL	5
10KLA	4
11CWO	4
Step3	4
8SRG	3
8NDG	2
8DOL	2
9CEV	1
10AJM	1
11AWA	0
OB Tutor	0

- EACH WEEK 100% ATTENDANCE IS WORTH 10 POINTS
- EACH WEEK 98 - 99.9% ATTENDANCE IS WORTH 8 POINTS
- EACH WEEK 96 = 97.9% ATTENDANCE IS WORTH 6 POINTS
- EACH WEEK 94 = 95.9% ATTENDANCE IS WORTH 4 POINTS
- EACH WEEK 92 - 93.9% ATTENDANCE IS WORTH 2 POINTS
- EACH WEEK 90 - 91.9% ATTENDANCE IS WORTH 1 POINTS
- EACH WEEK LESS THAN 90% ATTENDANCE IS WORTH 0 POINTS

IMPROVEMENT:- 0.1% = 1pt 0.2% = 2pts 0.3% = 3pts 0.4% = 4pts  
0.5% & above = 5pts

APPENDIX 4

<b>Times of the school day</b>	
8.35am	Registration in Form Group or Assembly
8.40am	Assembly of Form Period
8.55am	Period 1
9.45am	Period 2
10.35am	Break
10.55am	Period 3
11.45am	Period 4
12.35pm	Lunch
1.15pm	Whistle blows; pupils move to Period 5
1.20pm	Registration in Lesson Group & Period 5
2.15pm	Period 6
3.05pm	End of School

APPENDIX 5

<b>Attendance Team Daily Routine</b>	
8.00	Record messages from absence line and enter appropriate code in SIMS.
8:35	Registration in form group. Continue to record messages from absence line and enter appropriate code in SIMS.
8:40 to 8.55	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 on gate. Continue to record messages from absence line and enter appropriate code in SIMS.
8:55 to 9.55	Enter manual assembly registers. Continue to record messages from absence line and enter appropriate code in SIMS. Follow up missing registers in respect of registration and Period 1. Input late marks into SIMS.
9.55 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.