

Attendance Policy

Ellesmere Port Catholic High School



Approved by:	Mrs C Vile, Headteacher
Lead of Review:	Mr C Jones, Assistant Headteacher
Last reviewed on:	July 2023
Next review due by:	July 2024

At Ellesmere Port Catholic High School, we monitor regular attendance and punctuality closely. We aim to promote excellent attendance and punctuality through clear expectations that is accepted by parents/ carers, students, staff and governors. As a school we will keep accurate electronic records of attendance and then investigate and act on unauthorised absences. We will work with parents/ carers to support students' attendance to school and work with other agencies where necessary to help improve students attendance.

Department of Education's National target for attendance is 95% and it is therefore important that students' attendance does not fall below this unless there are valid reasons. Regular attendees usually leave school with better skills and qualifications and irregular attendance can, unfortunately, undermine the whole process of education, leading to severe disadvantages for the student. An example of this is shown below.

Attendance During the Year	Equals Days Absent	Equals Weeks Absent	Equals Lessons Absent
95%	9.5 days	1.9	47.5
90%	19 days	3.8	95
85%	28.5 days	5.7	142.5
80%	38 days	7.6	190
75%	47.5 days	9.5	237.5
70%	57 days	11.4	285
65%	66.5 days	13.3	332.5

Parents have a legal obligation to ensure both regular and punctual attendance at school.

School is legally bound to keep attendance registers, marked at the beginning of each morning by form tutors and by teachers in Period 4 in the afternoon. Any pupils not physically present will be marked absent.

Attendance to school

- Students in Years 7, 8, 9, 10, 11 need to arrive in through their school gate by 8:40am the gate will shut at 8:45am.
- Sixth form students need to swipe in through the main school reception by 8:40am.
- The school gates are closed at 8:45am and any students that arrive after this time need to enter through the attendance gate.
- Arrival after 8:45am, without a valid reason will be issued with a 30-minute late gate detention for that day and a text message will be sent home to communicate this to parents. Students will need to attend the school canteen at 3pm to complete this detention.
- If students fail to attend this detention they will be issued with a 1 hour detention after school the following day with their Pastoral Leader. Parents will be notified by text message (*please make sure you inform school, in writing, if you change your mobile phone number*). If your child has a genuine reason for being late, please notify the school.

Reporting an Absence

- To report an absence, please ring the school phone line and press 1 and leave a message on each day of a child being absent from school.

If school does not receive any contact from home

- Forgot to call- if you failed to call, we will send you a text message to ask for the reason of absence, you may also receive a call from your child's Pastoral Leader.
- If we are unable to make contact, we will send an email the following week to ask for further information regarding your child's absence.
- Failure to respond to this email, may result in your child's absence being unauthorised.
- School may conduct home visits to see the child and encourage them to attend school.

Long Periods / Intermittent Absences

- School may ask for medical evidence, this may be in the form of a prescription, doctors note etc.
- We may also refer your child to the school medical needs team.
- If no medical evidence is provided and your child has 10 sessions of unauthorised absences in a term, the Local Authority can issue you with a Fixed Penalty Warning letter.
- The Local Authority will monitor your child's attendance for 15 days, if your child is absent in this period of 15 days this may result in a Fixed Penalty Notice being issued by the Local Authority.
- Fixed Penalties are £60 per parent, per child.

How to request for a leave of absence /Unauthorised absences

- All holiday requests must be completed in writing using the schools, leave of absence request form. This can be obtained from Students Services and Reception.
- All requests will be unauthorised, unless the Headteacher authorises the absence due to exceptional circumstances.
- If the leave of absence is 5 days or more you may be issued Fixed Penalty Notice from the Local Authority. Fixed Penalty notice is £60 per child, per parent, per absence.

Appointments

- We would ask for appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day where possible.
- If there is no alternative and an appointment is made during the school day, an appointment letter must be provided and given in at the Student Services.
- If they are leaving school early for their appointment, they must obtain a 'sign out slip' from Student Services the morning of the appointment.

Monitoring attendance

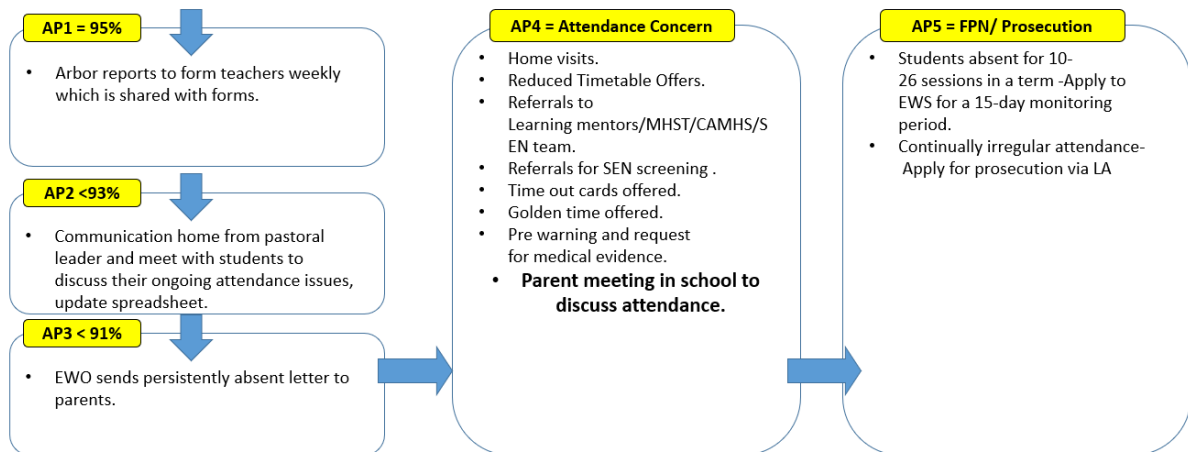
- Attendance is monitored daily at school using Arbor.
- Parents can download the Arbor app to monitor their child's attendance.
- Parents receive a text message each week to update them to their child's school attendance.
- The school tracks attendance daily to monitor the percentage attendance of all students within the school. If a student's attendance falls below 95% the school start to follow the attendance support plans procedures.



Attendance Support Plans at Ellesmere Port Catholic high School

Day to day strategies

- First day absence- text messages at 10am to all students who's parents have not called into school to report an absence.
- No response from parents by 11am, EWO to do random home visits.
- If no response at home address, EWO to leave 1st day calling card for parents to contact school.
- 2nd day of absence- follow procedure above but EWO to call and leave 2nd day calling card, to state child is missing in education.



Rewarding attendance

- Students with 100% each half term are awarded achievement points and a text message is sent home to parents.
- Students with 100% attendance at the end of each term are entered into a draw to win an Amazon gift voucher.

Points of Contact

If you need to contact school with any issues regarding your child please contact their pastoral leader who is listed below.

Attendance officer	Miss S McWilliam, sarah.mcwilliam@epchs.co.uk
Education Welfare Officer	Ms A Triance, a.triance@epchs.co.uk
Deputy Safeguarding lead	Mrs C Hughes, c.hughes@epchs.co.uk
Year 7	Pastoral Leader: Mrs E Nelson, emma.nelson@epchs.co.uk SLT Link: Ms L Oakley, l.oakley@epchs.co.uk
Year 8	Pastoral Leader: Ms N Holding, n.holdinh@epchs.co.uk SLT Link: Mr M Hughes, m.hughes@epchs.co.uk
Year 9	Pastoral Leader: Mrs F Jones, faye.jones@epchs.co.uk SLT Link: Mr M Cavanagh, m.cavanagh@epchs.co.uk
Year 10	Pastoral Leader: Ms R Bailey, r.bailey@epchs.co.uk SLT Link: Mr C Jones, c.jones@epchs.co.uk
Year 11	Pastoral Leader: Mrs A Fearon, a.fearon@epchs.co.uk SLT Link: Mr D
Sixth Form	Pastoral Leader: Mrs L Cavanagh, l.cavanagh@epchs.co.uk Head of 6 th form: Mrs L Henderson, l.henderson@epchs.co.uk