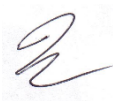


# Attendance Policy

## Ellesmere Port Catholic High School



<b>Approved by:</b>	<b>Mr J Coucill, Chair of Governors</b> 
<b>Lead of Review:</b>	<b>Mr C Jones, Assistant Headteacher</b>
<b>Last reviewed on:</b>	<b>July 2024</b>
<b>Next review due by:</b>	<b>July 2025</b>



Through our attendance policy, we strive to ensure all children have good attendance at school. We recognise that good attendance leads to the development of the young people that attend our school. We aim to work with all parents/ carers and outside agencies to promote positive attendance.

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### 1: Attendance at Ellesmere Port Catholic High School

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.

<b>Attendance During the Year</b>	<b>Equals Days Absent</b>	<b>Equals Weeks Absent</b>	<b>Equals Lessons Absent</b>
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.

## **2: Attendance to school**

- The school gate opens from 8am each morning and is supervised by SLT and pastoral leaders.
- Students need to enter via the attendance gate by 8:40am. The gate will shut at 8:45am.
- 6<sup>th</sup> form students need to enter via reception and swipe in 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.
- At 3:15pm students are dismissed.
- KS3 students will leave by the entrance near the drama studio.
- KS4 and 6<sup>th</sup> form students will leave by the attendance office and the bike store.

### **Arrival after 8:45am**

- Arrival after 8:45am, without a valid reason will be recorded as a L code until 9:15am at which point it will be coded as a U (Unauthorised Absence). The student 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 go to E1 at 3:15pm to register for their 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.
- When a child amasses 10 lates they will have a week of lunch time detentions. This detention will be 30minutes long.
- When a child amasses 20 lates they will have a week of after school pastoral detentions. This detention will be 30 minutes long.
- If a child is late and receives a U code on 10 occasions, they will be issued with a Fixed Penalty Notice as mentioned in section 5 of this document.

## **3: How to report an absence**

### **Reporting an Absence**

- To report an absence, please ring the school phone line 0151 355 2373 and press 1 and leave a message on each day of a child being absent from school.
- Please include:
  - Childs name
  - Form group
  - Reason for absence
  - When they will likely return to 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 by 9:30am, 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.
- The schools Education Welfare Officer may conduct home visits to see the child and encourage them to attend school.
- The school reserves the right to phone/ contact parents/ carers when concerns arise about attendance.

### **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.

### **4: Request for absence**

#### **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.

### **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.

### **5: Monitoring attendance**

#### **Monitoring attendance**

- Attendance is monitored daily at school using Arbor.
- Parents can download the Arbor app to monitor their child's attendance.
- Daily phone calls/ text messages.
- Attendance panel meetings.
- EWO meetings.
- Power 2 Rediscover meetings.
- Unannounced home visits if your child is off and school receive no contact as to why this is the case.

## Attendance Support Plans

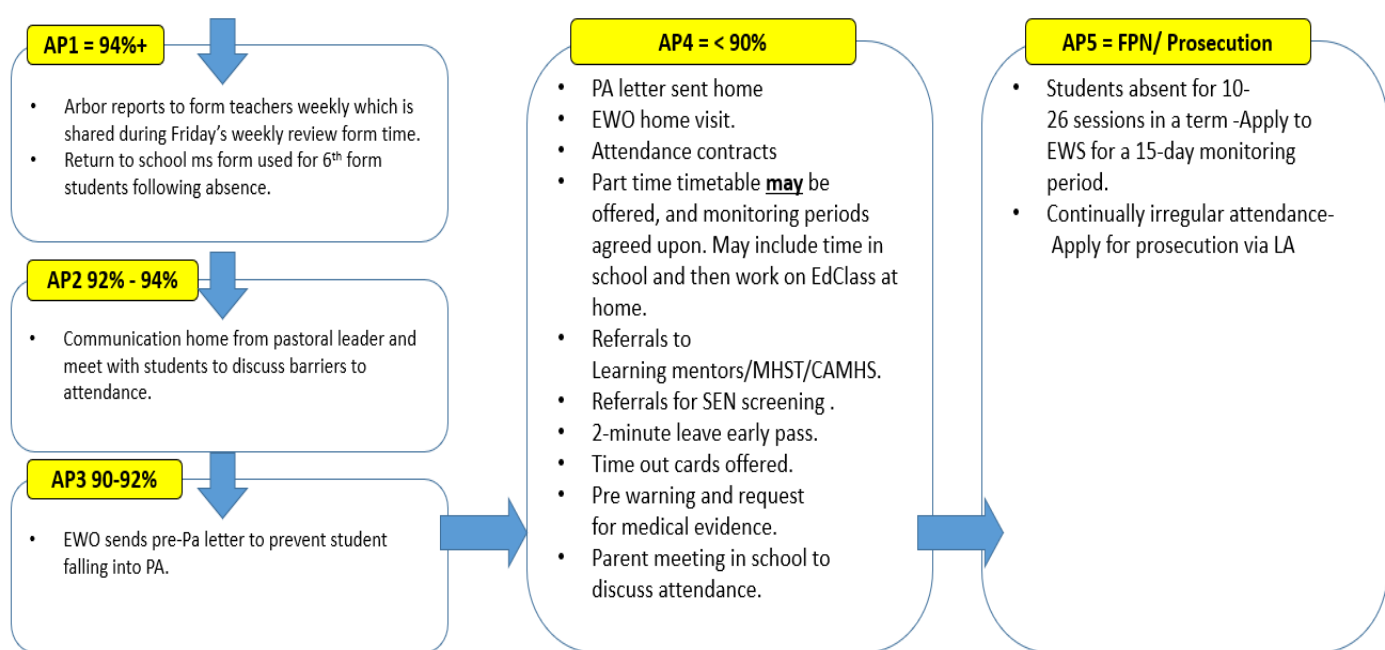
- The school tracks attendance daily to monitor the percentage attendance of all students within the school. If a student's attendance falls below 95% the school start to follow the attendance support plans procedures.



### Attendance Support Plans at Ellesmere Port Catholic high School

#### Day to day strategies

- First day absence- text messages sent by 9:30 am to all students whose 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 1<sup>st</sup> day calling card for parents to contact school.
- 2<sup>nd</sup> day of absence- follow procedure above but EWO to call and leave 2<sup>nd</sup> day calling card, to state child is missing in education.



### Fixed Penalty Notice

- A penalty notice may be issued when a child has 5 days unauthorised absences in a rolling period of 10 school weeks. These 10 school weeks can span over different terms.
- Prior to notices being issued the school will have tried all means necessary outlined above in the Attendance Support Plans.
- 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 is charged at a flat rate of £160 if paid within 28 days.

### 6: Rewarding attendance

- Students with 100% attendance each half term are awarded with achievement points and a text message is sent home to parents.

- Students with 100% attendance at the end of each half term are rewarded with queue jump passes at lunch time to be used the following half term. This will include a card which will be stamped by the staff on the pod and will include 6 queue jump passes.
- Students with 100% attendance from the start of the school year until the end of term 1 will have an in-school cinema style rewards afternoon.
- Students with 100% attendance from the start of the school year until the end of term 2 will have an in-school cinema style rewards afternoon.
- Students with 100% attendance from the start of the school year until the end of half term 5 (Summer 1) will be invited to attend a reward trip during half term 6.

## **7. School strategy for reducing persistent and severe absence**

The school will work through with students, parents/ carers and other external agencies to ensure all students have good attendance to school. For students/ families that require extra support the guidance outlined in section 5 is how we will go about this.

Alongside our EWO working with families to improve students' attendance to school we will also start working with Power 2 on a programme called Rediscover. This programme is designed to break down the barriers for attending school for young people whose attendance falls into the persistent/ severe absences category.

## **8. Points of Contact**

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

<b><u>School Attendance Lead</u></b>	<b><u>Mr C Jones, <a href="mailto:c.jones@epchs.co.uk">c.jones@epchs.co.uk</a></u></b>
<b><u>Attendance officer</u></b>	<b><u>Miss S McWilliam, <a href="mailto:sarah.mcwilliam@epchs.co.uk">sarah.mcwilliam@epchs.co.uk</a></u></b>
<b><u>Education Welfare Officer</u></b>	<b><u>Miss L Lynch, <a href="mailto:l.lynch@epchs.org.uk">l.lynch@epchs.org.uk</a></u></b>
<b><u>Deputy Safeguarding lead</u></b>	<b><u>Mrs C Hughes, <a href="mailto:c.hughes@epchs.co.uk">c.hughes@epchs.co.uk</a></u></b>
<b><u>Year 7</u></b>	<b><u>Pastoral Leader: Ms A Fearon, <a href="mailto:a.fearon@epchs.co.uk">a.fearon@epchs.co.uk</a> SLT Link: Mrs J. Grist, <a href="mailto:j.grist@epchs.co.uk">j.grist@epchs.co.uk</a></u></b>
<b><u>Year 8</u></b>	<b><u>Pastoral Leader: Ms C. Jones <a href="mailto:carole.jones@epchs.co.uk">carole.jones@epchs.co.uk</a> SLT Link: Mr C Jones, <a href="mailto:c.jones@epchs.co.uk">c.jones@epchs.co.uk</a></u></b>
<b><u>Year 9</u></b>	<b><u>Pastoral Leader: Miss N Holding, <a href="mailto:n.holding@epchs.co.uk">n.holding@epchs.co.uk</a> SLT Link: Mr M. Hughes, <a href="mailto:m.hughes@epchs.org.uk">m.hughes@epchs.org.uk</a></u></b>
<b><u>Year 10</u></b>	<b><u>Pastoral Leader: Mrs F Jones, <a href="mailto:faye.jones@epchs.co.uk">faye.jones@epchs.co.uk</a> SLT Link: Mr M Cavanagh, <a href="mailto:m.cavanagh@epchs.co.uk">m.cavanagh@epchs.co.uk</a></u></b>
<b><u>Year 11</u></b>	<b><u>Pastoral Leader: Ms r Bailey, <a href="mailto:r.bailey@epchs.co.uk">r.bailey@epchs.co.uk</a> SLT Link: Mr D Blanchard, <a href="mailto:d.blanchard@epchs.co.uk">d.blanchard@epchs.co.uk</a></u></b>
<b><u>Sixth Form</u></b>	<b><u>Pastoral Leader: Mrs L Cavanagh, <a href="mailto:l.cavanagh@epchs.co.uk">l.cavanagh@epchs.co.uk</a> Head of 6<sup>th</sup> form: Mrs L Henderson, <a href="mailto:l.henderson@epchs.co.uk">l.henderson@epchs.co.uk</a></u></b>