

# School Attendance Policy 2025 – 2028

## Individual School Procedures (Part 2)

To be read in conjunction with the Trust Attendance Policy (Part 1)

## Catshill Middle School



This policy has been reviewed and updated by the CEO and the Trust Safeguarding Lead.

It will be reviewed as guidance from the Local Authority and/or DfE is updated. Otherwise, it will be reviewed on a triennial basis and will be approved by the Trust Board (Part 1) and the school's Local Governing Body (Part 2). It will be implemented by all schools within the Trust.

Reviewed: March 2025

Ratified: April 2025

Next Review Date: March 2028

In collaboration with



## Contents

### **Part 2: Individual School Detail and Procedures Contents**

Key personnel and procedures to be personalised by each school within the Trust. These are displayed from Page 12 onwards including :

#### **Part 2 Appendix 1: Strategies used to improve attendance and punctuality.**

1. Key attendance personnel
2. Timings of the school day, timings of registration periods
3. Punctuality (lates) procedures
4. First day absence procedures
5. Medical/dental appointment procedures
6. Request for leave of absence procedures
7. Following up unexplained absence
8. Strategies for promoting attendance
9. Reducing persistent and severe absence
10. Reporting to parents/carers

#### **Part 2 Appendix 2: Flowchart of attendance intervention actions – to be amended by the individual school**

#### **Part 2 Appendix 3: Example of Attendance Support Plan.**

<b>School:</b>	Catshill Middle School	
<b>1. Key attendance personnel (*please amend roles to suit your school)</b>		
<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Headteacher/Head of School	Julia Shingler	<a href="mailto:jshingler@catshill-middle.worcs.sch.uk">jshingler@catshill-middle.worcs.sch.uk</a>
School Attendance Lead (Senior Leader)	Annette Mullett	<a href="mailto:amullett2@catshill-middle.worcs.sch.uk">amullett2@catshill-middle.worcs.sch.uk</a>
Safeguarding & Welfare Lead (Designated Safeguarding Lead)	Beth Doidge	<a href="mailto:bdoidge@catshill-middle.worcs.sch.uk">bdoidge@catshill-middle.worcs.sch.uk</a>
Attendance Administrator	Emma Aston	<a href="mailto:easton@catshill-middle.worcs.sch.uk">easton@catshill-middle.worcs.sch.uk</a>
SENDCO	Helen Ludlow	<a href="mailto:hludlow@catshill-middle.worcs.sch.uk">hludlow@catshill-middle.worcs.sch.uk</a>
Governor for attendance	Kirsty Byrom	<a href="mailto:kirstygilmour34@gmail.com">kirstygilmour34@gmail.com</a>
<b>2. Timings of the school day, timings of registration periods.</b>		
<b>Morning session</b>		
Starts at 8.45-.8.55am	Register taken 8.55 am Arriving after this time, will be marked 'L' (late)	Register closes at 9.25 am. Arriving after this time, will be marked 'U' (unauthorised late) unless a medical appointment.
<b>Afternoon session</b>		
Starts at 13.20	Register taken at 13.20	Register closes at 13.30
<b>Timings of the school day:</b>		
<b>School Start</b>	Time	
Gates open	08.25	
Pupils enter the building	08.40	
Gates Shut	08.50	
<b>School Finish</b>		
Gates open	15.18	
Pupils leave school	15.20	
Gates shut	15.30	
<b>3. Punctuality (lates) procedures</b>		
<p>Children who arrive late should go to the main Office/ Reception where they are asked to sign in using the electronic system.</p> <p>Pupils who are late will also be greeted by a member of staff in reception to ensure a smooth start to the school.</p> <p>Parents or carers of children who are repeatedly late or excessively late will be asked to attend a punctuality meeting with the Attendance Lead to support the child and family.</p>		
<b>4. First day absence procedures</b>		

### **Parents / Guardians duty of care:**

If a child is absent, it is a parent or guardian's legal duty to notify school of the reason why. Parents or guardians are asked to use one of the methods below before 9.15 am to inform the school of the reason for absence:

- Call the school office on 01527 872431. There is an answering service for calls made out of office hours
- Email on office@catshill-middle.worcs.sch.uk
- Text message. Please text 07582714685
- By calling into the school office to speak to a member of staff.

### **What does the school do if a child is absent?**

- A telephone call or a written message will be sent via Epraise (using the contact list) on the first day of absence if school has not heard from named parents or carers.
- If the school has not heard from the named parents or guardians, within the first two days of absence, two members of staff will conduct a welfare visit to the home to ensure that the child/ children are 'safe and well' (dependent on staff capacity). This may be on the first day depending on the circumstances and context.
- A meeting will be arranged with the school Attendance lead and/ or attendance administrator to implement a support plan for the family and child.

### **Safeguarding actions the school may take:**

- If office staff have received a text message to indicate an absence, the numbers will be checked against contact details for the child to ensure this was sent from the named contacts on file. If this is not the case, a phone call will be made or a possible home visit depending on context or circumstance.
- If the school has not heard from the named parents or guardian, within the first two days of absence, two members of staff will conduct a welfare visit to the home to ensure that the child/ children are 'safe and well' (dependent on staff capacity). This may be on the first day depending on the circumstances and context.

## **5. Medical / dental appointments procedures**

If a child has a medical or dental appointment, every effort must be taken to make these appointments outside of the school hours. However, for appointments that cannot be made out of school hours it is important that parents or guardians inform the school office. Evidence of the appointment may be requested by the Attendance Administrator.

Every effort should be made to avoid making routine medical and dental appointments during the school day. It is expected that children will only be absent for the duration of the appointment and they should come to school before and after the appointment where possible.

## **6. Request for leave of absence procedures**

### **Procedures for requesting leave of absence for any reason (planned absence)**

Taking any type of leave (in term time) will affect your child's schooling as much as any other absence and we expect parents and guardians to help support the school with this by making the decision to not take children away on holiday in school term time.

Government regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purpose of a term time holiday.

Headteachers are not permitted to grant any leave of absence during term time for holidays unless there are exceptional circumstances.

### **Exceptional Circumstances:**

In exceptional circumstances, pupils may be granted leave of absence during term time for not more than one week (5 school days) in any calendar year. If you wish to make an application for a planned absence please obtain a 'Request for leave of Absence' form from the school office. The form should be completed and forwarded to the school in advance of the planned absence

**Authorised Absence:**

Absence known to be for the following reasons may be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours
- Compassionate leave in some circumstances

Where the application for planned absence has been submitted within the timeframe, all carers with 'Parental Responsibility' will be notified in writing of the decision.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and parents may be fined by means of a Penalty Notice or Prosecutions in the Magistrates Courts by the Local Authority - Requests that have been declined will be coded as unauthorised (appendix 1 of Part 1 of the policy Trust wide policy).

**7. Following up unexplained absence****Following up on absence when parent or guardian has not been in touch with the school:**

Where no contact has been made with our school office, the Attendance Administrator will contact parents or guardians by phone or a written message will be sent via Epraise to try and establish the reason for a child's absence.

When school has established the reason for the absence, the register will be marked as authorised or unauthorised depending on the reason.

If the school is unable to establish the reason for absence within 5 school days, we will make the absence as unauthorised, using the O code.

If the school is concerned about a pupil's absence and we are unable to contact the parent/s or guardians, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts and safety.

As a school, we will notify the Local Authority of children who are absent for 10 consecutive days without authorisation by emailing [CME@worcestershire.gov.uk](mailto:CME@worcestershire.gov.uk) and completing an online form to the Local Authority.

Catshill Middle School will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education, we will investigate and report any suspected safeguarding cases to the relevant authorities.

As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety.

**8. Strategies for promoting attendance**

Children are encouraged to have good attendance and individuals are praised for improved attendance.

Attendance is tracked weekly for each class and this is displayed on classroom doors and on a whole school attendance display. Class attendance is reported at each celebration assembly and individual attendance rewards such as certificates and badges are given to celebrate attendance.

Pupils receive weekly and half termly bonus ePraise points for exceptional attendance and punctuality.

Attendance of classes is highlighted and shared in the school newsletters.

### **9. Reducing persistent and severe absence**

A pupil, who is classed as **Persistently Absence (PA)**, has an attendance of **90% (19 days) or below**.

A pupil, who is classed as **Severely Absent (SA)**, has an attendance of **50% or below**.

Catshill Middle School prides itself on building positive relationships with parents and pupils. We understand that sometimes your child may not want to attend school. However, we encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

If this is the case, in the first incident please speak to your child's class teacher, followed by their head of Key Stage or Miss Mullett (Attendance lead). We may also contact parents/ guardians for a meeting to discuss attendance if patterns or concerns arise to find mutual solutions and offer support.

We can support families through our 'Support for parents and families offer' (see our website for more information).

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this. If this is relevant to your child please speak to Mrs Shingler (Headteacher), Mrs Ludlow (SENCO) or Miss Mullett (Attendance Lead).

We may also contact the parents/guardians for a meeting to discuss any patterns or concerns linked to medical needs to find solutions to support an increase in attendance. There is regular information about attendance in our weekly newsletter, we will also use Epraise, send letters and share regular updates. This can be information for the whole school or privately to the parent/carer.

Our approach to persistent absence is outlined in Appendix 2 of Part 1 (DfE flowchart).

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

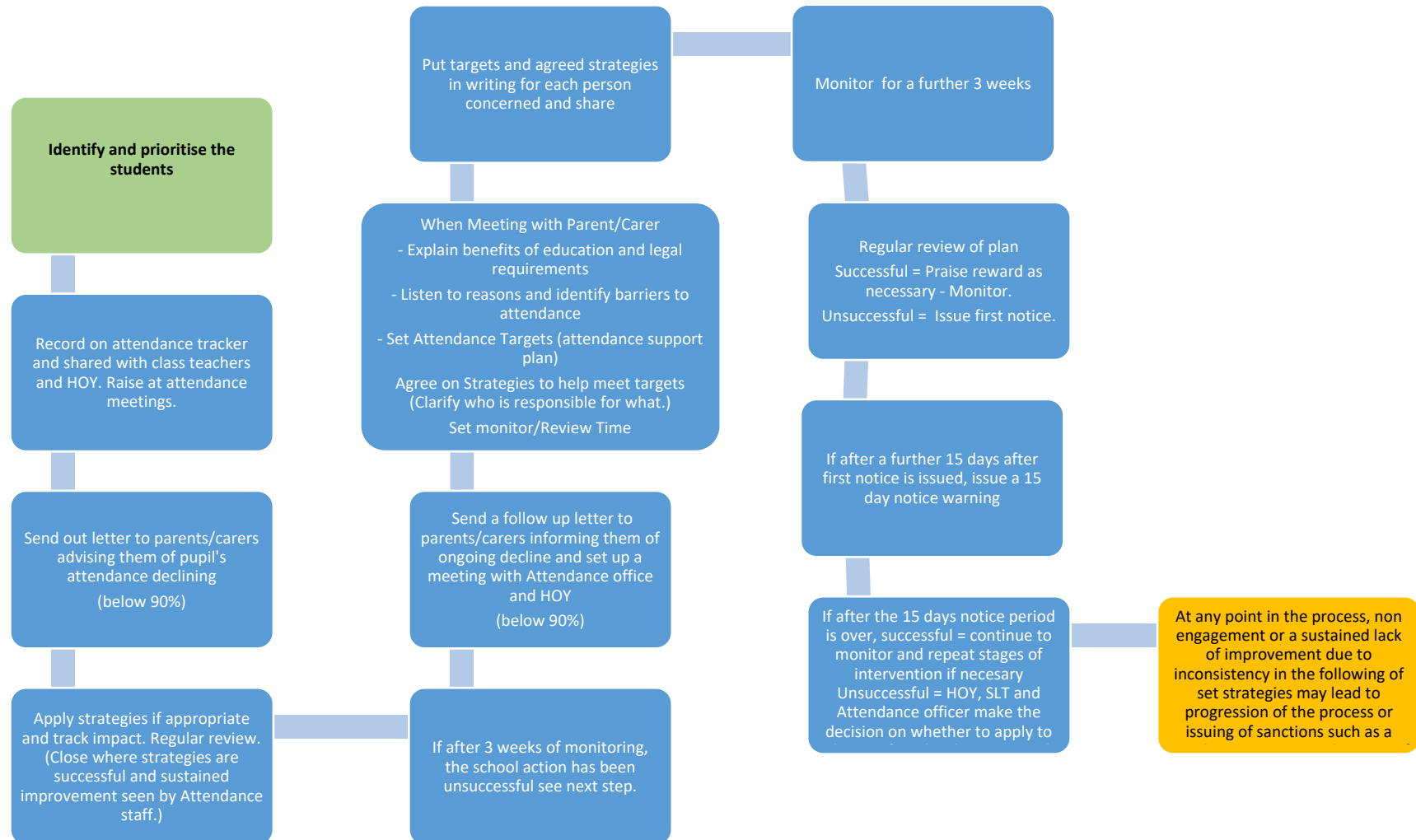
If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

**Expect** (good attendance) – **Monitor** (use data) – **Facilitate Support** (identify and remove barriers) – **Formalise Support** (contracts or orders) – **Enforce** – Legal sanctions.

### **10. Reporting to parents/carers**

- Parents/Guardians can see their child's percentage attendance on Epraise
- Attendance information is shared at Parents' Evenings and in each child's annual report

## Attendance Flowchart- CMS



**Part 2 - Appendix 3**

**Attendance support plan**

Pupil:

Class:

Attendance meeting was held on

Present at the meeting:

Current attendance:

Points discussed during the meeting:

What support will school provide?

What actions will parent/carer take to improve their child's attendance?

Review meeting date: