



All Saints Catholic College

BE INSPIRED. BE EXCELLENT. SUCCEED



All Saints Catholic College Attendance booklet 2023-2023



Faith



Resilience



Excellence



Respect



Community



Family

WHAT THE LAW SAYS ABOUT ATTENDANCE

The law in the UK states that every child and young person must be educated daily. Pupils will not achieve their best if they do not attend school regularly. By law, schools must follow strict regulations from the Department for Education's Statutory Guidance as part of the Education Act 1996.

Every absence must be recorded and reported to the Local Authority. By law, we are told when an absence can be authorised, or when it is unauthorised.

PERSISTENT ABSENCES

Please be advised that Government legislation states that a child will become a persistent absentee once their attendance drops to 90%.

This will lead to a penalty notice fine or court procedures.

ABSENCE FROM SCHOOL

As part of the school's Safeguarding Policy, it is imperative that you contact school every day that your child is absent from school.

If you do not contact school, we will initially try to contact you by telephone or text message. On some occasions, our Attendance Officer may conduct a home visit as well. We will continue to try and maintain contact with parents every day your child is absent.

If we have not made contact with parents - either by text message, telephone or a home visit, following three consecutive days of absence we may on occasion complete a welfare check and if this is not successful contact the Police to request a welfare check.

This will not apply if you have notified school in writing that your child will be absent and have provided a return date.

AUTHORISED ABSENCE

If your child is ill or has a very good reason to be absent from school, we will authorise the absence. You must provide written evidence to your child's form tutor to support this.

Please ring the school before 8:30 am on 0161 338 2120 to report your child's absence, as well as providing written evidence.

WHEN AN ABSENCE WILL BE AUTHORISED

Illness– If your child is ill and a phone call has been made on the first day of their absence, we can give an I (Illness) mark. If your child has been absent for 5 days or more, we will expect to see medical evidence on their return.

Medical appointments– Where a child needs to visit the doctor, hospital, or dentist, they will be given an M (Medical) mark only if evidence of this is provided. Wherever possible, **PLEASE** make appointments after school hours, as medical absences will affect your child attendance percentage.

If there are unusual circumstances, such as bereavement in the family, the school will give your child a C mark. Please note that this will still affect your child's attendance. For exceptional circumstances, requests may be made to the Headteacher, in writing, who will determine whether the absence can be authorised and the period for which the absence can be allowed.

HOW YOUR CHILD'S ATTENDANCE WILL BE MONITORED:

At All Saints we implement a whole school traffic light attendance policy where all staff monitor and support pupils' attendance. We recognise that if pupils do not attend, they do not learn. We set high expectations for pupils' attendance and punctuality for pupils to succeed academically and to become well rounded citizens when they leave us. We expect all pupils to achieve at least 97% attendance and 0 lates.

We place a high importance on attendance and ask all staff across school to monitor your child's attendance to ensure we can offer the right support. Our traffic light strategy can be found below:

Green 100%-95% - Excellent: Your child's form tutor will monitor their attendance by supporting them to maintain excellent attendance. Parents and pupils should raise any concerns to form tutors in the first instance and this can be passed onto our attendance team.

Amber 95%-90% - Cause for concern: Your child's pastoral officer will monitor their attendance by supporting them to improve their attendance and move back to excellent attendance. At this stage penalty warning notices will be issued with a 15-day monitoring period.

HOW YOUR CHILD'S ATTENDANCE WILL BE MONITORED:

Red 90%-80% - Becomes persistent absentee: Your child's Head of Year will monitor their attendance. At this stage attendance is a concern as pupils will have missed 19 days or more of school which is a minimum of 95 lessons. Your child's Head of Year at this stage will support your child and the family to improve their attendance by making regular calls and meetings to reduce barriers to attending school.

Red 80% and below – Severely absent: Your child's attendance will be monitored by our attendance team. At this stage your child will have been through the above monitoring stages. Our attendance team will work with parents and pupils to ensure they are in school to achieve academic success. Our team will conduct regular home welfare checks on all pupils who have not attended school for 3 days. We will support pupils and parents to overcome barriers by inviting families into school for attendance meetings. At this stage fines may be issued if we are unable to engage in communication that will help to improve your child's attendance.



90% and below

Drastic effect on academic achievement. Your child's attendance will be monitored by their Head of Year and our attendance team.



90%-95%

Cause for concern.

Your child's attendance will be monitored by their pastoral officer.



95%-100%

Excellent.

Your child's attendance will be monitored by their form tutor.

Children are required by law to attend 190 school days per year. The pupils with the highest attainment at the end of key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

How does your child measure up?

Attendance	Days absent	Weeks absent	Lessons missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 Days	13.5 Weeks	340 Lessons

UNAUTHORISED ABSENCE

Parents/carers are not permitted to keep their child absent from school for any of the following reasons: birthdays, shopping trips, holidays in term time, visiting relatives, watching sporting events, looking after family members, sick pets, etc.

Any such absence will be **unauthorised**. All unauthorised absences will be marked with an O, U or G attendance mark. If there are 5 or more unauthorised absences, a fixed penalty warning / notice may be served. Continued unauthorised absences **WILL** result in an automatic **£60 fine**. This will rise to **£120** if it has not been paid within **21 days**.

YOUR CHILD'S ATTENDANCE IS IMPORTANT TO US!

If our children are to be inspired, excellent and succeed, they must have continually high attendance.

1 day of absence a fortnight = 90% attendance

2 days of absence in a fortnight=80% attendance

3 days of absence in a fortnight = 70% attendance

4 days of absence in a fortnight = 60% attendance

LEGAL ACTION

When a child had been identified as being a persistent absentee, the school may be required to take legal actions against their parents. This will result in a legal warning being issued to parents, in addition to prosecution papers being submitted to the Education Welfare Legal Services Team. It is, therefore, very important that parents continue to communicate and work closely with school, in order for us to support you and your child to maintain high attendance levels.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Failure to do so may result in Tameside Metropolitan Borough Council taking further action against you in the Magistrates Court. Should your child fail to attend regularly and punctually, the school may refer to the Local Authority's Education Department for consideration towards prosecuting you for an offence under the Education Act 1996.

Conviction of an offence under section 444 (1) may result in a fine of £1,000. Under section 444 (1A) convictions may result in a fine of £2,500 or a prison sentence.

PUNCTUALITY

The law says that all pupils should arrive to school and lessons on time. Pupils are expected to be on the school premises by 8:50am.

Form time begins at 9:00am. If your child arrives between 9:00 and 9:30am an L (late) mark will be issued. A same day detention will be issued by their form tutor.

If your child arrives after 9:30am, they will receive a U mark, which counts as half a day's truancy / unauthorised absence.

Remember that **only 5** unauthorised absences are required before a fixed penalty warning notice is served.

HOLIDAYS MUST NOT BE TAKEN DURING TERM TIME

Parents do NOT have a legal right to take their child on holiday during term time. From September 2013, the Headteacher can no longer authorise holidays. If parents take their child on holiday, a G mark will be recorded — this is classified as an unauthorised absence and a Fixed Penalty Notice will automatically be sent to the Local Authority once the five day trigger has been reached.

We want your child to achieve, to be happy and to feel they belong to our school community!

“Education is the most powerful weapon which you can use to change the world” – Nelson Mandela.

Just as important is the impact that poor attendance can have on your child’s self-esteem, their friendship groups and their relationships with staff. Other areas in which poor attendance can have an impact are:

- Less time to meet new friends.
- Less time to do fun new things, such as joining clubs and going on trips.
- More homework to catch up on following missed lessons.
- Fewer qualifications when they leave school (17 missed school days in a year = one GCSE grade DROP).
- Less choice of what job they would like to do – you need to have qualifications to do most jobs.
- Less money to spend on fun things, such as holidays and cars.

Every day, every lesson, every moment of your child’s education is important.

Please tear off this slip and return to Mrs Maddison, Attendance
Officer at All Saints Catholic College

Pupil's name _____ Form _____

I _____ (PARENT/GUARDIAN'S NAME)
have read, understood and agree to the terms and conditions of the
All Saints Catholic College attendance booklet.

Signed: _____

Date: _____

All Saints Catholic College

Birch Lane, Dukinfield, Cheshire, SK16 5AP

Tel: 0161 338 2120

Fax: 0161 338 9750

Email: schooloffice@allsaintscatholiccollege.com

Headteacher: Ms N Gilligan

Attendance Lead: Ms D Fox

Attendance Officer: Mrs A Maddison