

At All Saints Catholic College, it is our aim that all pupils achieve outstanding attendance and punctuality. 100% attendance ensures that all pupils maximise their learning opportunities, parents/carers also play a vital role in promoting 100% attendance. As a school we ask all parents/carers for support to ensure that their children are present everyday on time. We ask that parents support us in not allowing their children to stay at home unnecessarily, or by taking them out of school during term time.

Evidence shows that pupils who attend school regularly make better progress both academically and socially than those pupils who don't attend. Research shows that:

- 90% attendance is equal to half a day a week,
- 90% attendance in a year is four whole weeks of lessons missed (100 lessons)
- 90% attendance over 5 years is six months of education lost.
- 17 school days missed a year has been proven to drop GCSE grades by a whole level!

This is why at All Saints catholic College we have an attendance target for pupils of 96+% for each pupil. Every lesson counts and it is this commitment to their learning that will have a positive effect on pupils' examinations and their future life choices.

Attendance and punctuality

Attendance registers are taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.15am. The register for the second session will be taken at 12.30pm and will be kept open until 1.15pm

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Registration begins at 9:00; pupils arriving after this time will be marked as present but arriving late (L). The register will close at 9:30 pupils arriving after the close of register will be recorded as late (U), this will not be authorised and will count as an absence for that school session.

On arrival after the close of the school gate, pupils must sign in at reception and proceed straight to registration or their lesson.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Issues with punctuality will be addressed via the Behaviour Policy. Where there is regular lateness to school parents will be asked to attend a meeting with the relevant staff to address the persistent punctuality issue.

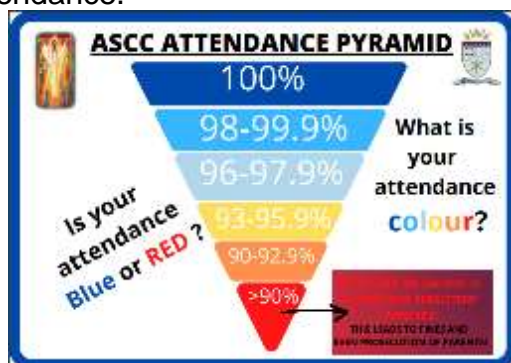
Reporting Absence - What to do if your child is ill

If your child is too ill to attend school parents/carers should contact the School's Attendance Officer before 9.15 am on 0161 338 2120 then press option 4.

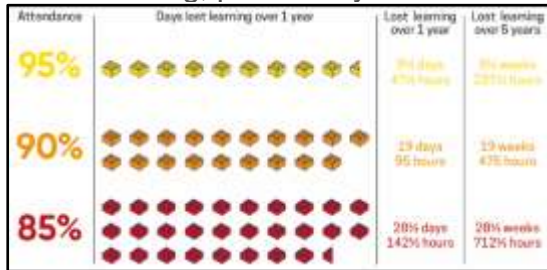
Please give your child's name, Year Group and the reason for the absence. We also ask that you contact us each day that your child is absent.

Every effort should be made to arrange appointments outside of school hours. We do appreciate that on occasion this will be unavoidable. Where an urgent appointment is required or for hospital clinic appointments that operate during the day only, we require sight of an appointment card or letter in order to authorise any absence from school. In these instances please try to arrange appointments so that children do not miss a full day of learning. Most appointments do not justify a full day's absence from school.

To help promote good attendance we use the "what colour is your attendance?" pyramid around school and during form time. We ask also that parents/carers have the same discussion "what colour is your attendance?" to help promote excellent attendance.



A child who has attendance of less than 90% is considered to be persistent absentee small absences accumulate over time and does have an impact on loss of learning, particularly when considered over five school years.



Where we have concerns about your child's attendance, you will be asked to attend a meeting to discuss how we can work together to help to improve your child's attendance.

Penalty Notice Warnings may be issued to parents/carers where their child's attendance exceeds 5 days (10 sessions) of unauthorised absence. These Penalty Notice Warnings are also issued for any holidays taken during term time. Head teachers can no longer authorise holidays unless there are very exceptional circumstances.