

'ALWAYS ATTEND SCHOOL, UNLESS YOU ACTUALLY CAN'T'

Target

190 days
attended

100%

0 days
absent

0 hours
missed

184 days
attended

97%

6 days
absent

39 hours
missed

181 days
attended

95%

9 days
absent

58.5 hours
missed

171 days
attended

90%

19 days
absent

123.5 hours
missed = 4
weeks

161 days
attended

85%

29 days
absent

188.5 hours
missed = 6
weeks

152 days
attended

80%

38 days
absent

247 hours
missed = 8
weeks

143 days
attended

75%

47 days
absent

305.5 hours
missed = 10
weeks

OFSTED January 2025 *"The school monitors pupil's attendance closely. Many pupils attend well. However, too many pupils miss too much of the quality education that the school provides. Also, some pupils are often late for school."*



Attendance – Information for parents

**'ALWAYS ATTEND
SCHOOL, UNLESS YOU
ACTUALLY CAN'T'**



St Ralph
Sherwin
Catholic Multi Academy Trust





At St Edward's Catholic Academy, we realise that for a pupil to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community.



Our recent Ofsted stated:

“The school monitors pupil's attendance closely. Many pupils attend well. However, too many pupils miss too much of the quality education that the school provides. Also, some pupils are often late for school.”

We aim to work with parents/carers to ensure that all pupils attend every day and on time, unless the absence is unavoidable. We expect that all pupils will achieve at least 97% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all pupils of statutory school age, across the Key Stages to promote good attendance habits school-wide.

We aim to:

- Support pupils and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.



Our recent Ofsted inspection identified that:

“The school should strengthen the processes to improve pupils’ attendance and punctuality.”

Therefore, we have amended our approach to focus on how many days of learning are lost. This is encapsulated in our new attendance mantra...

**‘ALWAYS ATTEND SCHOOL,
UNLESS YOU ACTUALLY
CAN’T’**





PUNCTUALITY MATTERS!



Our target for attendance is outlined by the government at **97%**



If a pupil misses more than **6** school days a year, they **WILL** drop below this target.

Minutes late per day	Approximate number of days learning lost in a school year
5 minutes	3 days
10 minutes	6 days
15 minutes	9 days
20 minutes	12 days
30 minutes	18 days

More than **19 days missed** is classed as **persistent absence**.



SCHOOL RESPONSE



St Ralph
Sherwin
Catholic Multi Academy Trust

1-4
days

Attendance will be monitored and if necessary, a wellbeing check may be undertaken if several days are missed in a row.

5-9
days

Our **Attendance Team** will contact parents/carers to ascertain the reasons or barriers present. Parent(s) will be invited into school to discuss these barriers with our **Family Support Worker/Headteacher** and agree a plan of action to improve attendance.

Suitable interventions will then take place. The pupil will be placed on the attendance risk register where attendance and interventions are logged and monitored. Parents/Carers may receive more regular phone calls from our Family Support Worker if the pupil is not at school.

10-14
days

Our **Family Support Worker** will continue to review reasons/barriers. Tier 2 support begins, this may include referrals to external agencies. We are required to report 10 days of unauthorised absence to the Local Authority. A parent meeting will be scheduled and the action plan reviewed.

15-19
days

High risk of persistent absence This will involve a multi-agency approach to support the family. Early Help may be contacted for support with a strong emphasis on working together to eliminate barriers to attendance. The action plan created at the previous stage will be reviewed and amended where necessary.

19+
Days

This is now classed as a persistent absence. In line with government guidance, a fixed penalty fine may be issued.





HOW CAN WE HELP?



Barriers

School

Parent/Carer

Health

- School Nurse Referrals
- SEND support
- Adapted timetables
- Referrals to external agencies
- Develop and agree an appropriate care plan with parent(s)/carers

- Communicate the issue to the Class Teacher / Family Support Worker
- Contact details provided for NHS services involved
- Medical advice and documentation

School difficulties / Anxiety related

- Pastoral support
- Peer group work
- Targeted support through Elsa and Rainbows

- Communicate difficulties with the Class Teacher / Family Support Worker
- Work with the school to identify and resolve difficulties.

Wellbeing / Mental Health

- Targeted support Family Support Worker - intervention
- Educational Welfare Assessment
- Regular wellbeing check-in
- ELSA support

- Make an appointment with the GP
- Accessing services provided by Family Support Worker
- Communicate issues with the Class Teacher / Family Support Worker.
- Contact Compass Mental Health Support

Family circumstance

- Family Support Worker
- External agency support
- Early Help referral

- Communicate difficulties to Class Teacher / Family Support Worker
- Access services provided



LEAVE OF ABSENCE IN TERM TIME



Whilst we understand, there may be occasions when you may need to request an absence in leave during term time, school can only grant a leave of absence in **exceptional circumstances**. These may include:

Death, serious or terminal illness of a relative

Significant family trauma

A major family event such as a wedding of a relative

Religious observance

Educational performances or events

If you wish to apply for a leave of absence, please contact the school office directly.

All applications must be made in advance of the leave and parents should give full details as to why they believe the application is exceptional circumstances. This can also be backed up with any evidence that you have.

Parents will be informed in writing if the leave of absence has been authorised or not.



REQUESTING A LEAVE OF ABSENCE

Under The School Attendance (England) Regulations 2024, a Penalty Notice may be issued for all leaves of absence unless granted for exceptional circumstances.

If your child has five days (10 sessions) or more within a consecutive 10-week period due to an unauthorised leave of absence you could be issued with a Penalty Notice.

Each parent is individually responsible for the child's attendance and commits a separate offence if the child does not attend school on a regular basis.

The Penalty Notice amount is £80 (per parent, per child) if paid within the first 21 days, which rises to £160 (per parent, per child) if paid within 28 days. This relates to the first leave of absence in term time.

A flat rate of £160 (per parent, per child) for a second Penalty Notice within a three-year period.

No more than two Penalty Notices can be issued within a three-year period, after which an alternative route (e.g. prosecution) should be considered.

If you do not pay the Penalty Notice issued to you, after 28 days you may be prosecuted for your child's absence.

We wish to work together with
parents/carers to ensure that all pupils are
attending school as much as possible.

