



St. Mary's Catholic Academy

Attendance Policy

MISSION STATEMENT

St. Mary's is a caring faith community based on the teachings of Christ. Our mission is to provide an outstanding whole person education through which all are challenged to grow in wisdom, understanding self esteem and closeness to God.

"I have come that you may have life and have it to the full"

John 10¹⁰

Version: 1.1
Adopted: September 2021
Revision Date: September 2022

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ATTENDANCE INTERVENTIONS & RESPONSIBILITIES

- ❖ Please note the following triggers are based on sessions (AM & PM) not days.
- ❖ The standard letters sent out will require the addition of actual reasons for the absence. The reasons should be grouped under generic headings, for example, illness, term time holiday, medical appointments.
- ❖ Where the person intervening considers there are exceptional reasons they should seek “permission” from the next person along the intervention ladder not to phone/meet the parent and send the letter.
- ❖ The standard letters will contain the next trigger and intervention for the parents’ information.

Stage	Triggers Term 1	Trigger Term 2	Triggers Term 3	Intervention By	Intervention Required
0	0 to 5 sessions of absence in a term.	0 to 10 sessions of absence during first two terms.	0 to 15 sessions of absence during the year.	Form tutor	Form tutor to praise students and encourage her/him to maintain attendance levels. Form tutor to contact parents of students receiving termly attendance certificates to inform parents and add their congratulations.
1	6 to 10 sessions of absence in a term.	11 to 15 sessions of absence during first two terms.	16 to 23 sessions of absence during the year.	Pastoral Manager	Pastoral Manager to speak to student. Contact parents/carers to discuss the issue and seek their support in addressing it. Pastoral Manager to send standard letter with reasons inserted and next stage.
2	11 to 15 sessions of absence in a term.	16 to 23 sessions of absence during first two terms.	24 to 37 sessions of absence during the year.	HOLH	Head of Learning House to meet parents/carers to discuss the issue and seek their support in addressing it. Head of Learning House to send standard letter with reasons inserted and next stage.
3	16 to 19 sessions of absence in a	24 to 37 sessions of absence	38 to 57 sessions of absence	PSL & PWO	PBR to discuss case with PWO. PWO to meet parents/carers

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	term.	during first two terms.	during the year.		to discuss the issue and seek their support in addressing it. PWO to discuss possible multi agency support with PBR. Standard letter with reasons inserted and next stage sent.
4	20+ sessions of absence in a term.	38+ sessions of absence during first two terms.	58+ sessions of absence during the year.	PBR & PWO	PBR to liaise with EWO. Engagement by EWO and potential court action. Standard letter with reasons inserted and risk of prosecution explained.

When determined as appropriate the Academy operates a fast track to prosecution for lack of attendance where other strategies haven't proved effective.

ATTENDANCE ROLES & RESPONSIBILITIES

All staff have a responsibility to promote excellent attendance of students.

FORM TUTORS

- Be aware of the attendance target for your form and strive to reach or exceed it.
- Be aware of the 'Target Group' in your own form as provided by the Senior Leader on a termly basis.
- Monitor the attendance and punctuality of individuals within your form. Identify pupils with 'patterns' of absence i.e. Mondays out of fifteen. Use mentoring sessions as an opportunity to review attendance and punctuality with individual students.
- Monitor levels of 'unauthorised' absence within your form and strive to keep it to a minimum.
- Collate and record absence notes from pupils ensuring correct symbols are marked on absence OMR sheets. Return these promptly to Justine Threlfall in the office.
- Send letters home to parents where required to encourage the production of outstanding absence notes. The office can generate this if requested.
- Remind pupils that attendance and punctuality contribute towards Rewards trips and the Prom.
- Remind pupils of the clear link between high attendance and academic success.
- Contact parents of students receiving termly attendance certificates to inform parents and add your congratulations.

PASTORAL MANAGERS

- Implement Stage 1 interventions across designated learning houses.
- One to one interview with 'Target Group' students.

HEADS OF LEARNING HOUSES

- Implement Stage 2 interventions across designated learning houses.
- Promote good attendance via House assemblies. Prepare and distribute 100% Attendance Certificates for Christmas Term & 100%/95%+ Attendance for year up to end of Easter & Summer Term.
- Be aware of individual targets for both forms and the Learning House as a whole. Support and encourage tutors to achieve or exceed form targets.
- Monitor adherence to attendance procedures by form tutors and pastoral managers.
- Produce for monitoring meetings analysis by forms, learning house and sub-groups (LAC & EAL). Monitor attendance of LAC within the learning house.

SENIOR LEADER RESPONSIBLE FOR ATTENDANCE

- Implement Stage 3,4 & 5 interventions across designated learning houses.
- Set targets for each form within the House based on attendance figures from the previous year. Target will be set at 95% with adaptation for students on the target group.
- Identifying target groups for each form at the start of the year and subsequently at the beginning of each term during the year.
- Meetings with EWO, as part of Stage 5 Attendance intervention, and attendance at CMOC Meetings.
- Ensure first day response takes place via the office.
- Liaise with LA and manage truancy sweeps

