

St Thomas More

Catholic Academy

Attendance Policy

Date of Policy:	October 2022
Member of Staff Responsible:	Mrs J Stubbs
SLT: Principal:	Mr M Rayner
Chair of the Academy Representatives: Nominated Academy Representative:	Mr R Fello
Date of Policy Review:	October 2024
<i>Publish:</i>	<i>Website</i>

In accordance with our Mission statement, at St Thomas More we strive to secure a shared vision for all associated with our school community. Fundamentally, we "Aspire to be More" by maintaining a safe, happy and caring environment which encompasses our school values of Faith, Excellence, Respect.

St Thomas More Catholic Academy Mission Statement is:

Christ is at the heart of our community, where everyone is known and loved.

In fulfilling our mission we are a school of prayer. We live as a community of love, peace and reconciliation, valuing everyone's dignity as a child of God to promote and celebrate the growth and achievement of the whole person.

AIMS

St Thomas More is committed to developing and maintaining an effective whole school strategy with regards to attendance and punctuality. The DfE Working Together To Improve Attendance 2022 guidelines state that attendance *"is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment."*

"At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 41. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%)"

"For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent)³ and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study)"

St Thomas More is committed to supporting the excellent attendance of all pupils.

The government expects schools to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

The school aims to:

- Maintain a high level of attendance.
- Reduce to a minimum the number of authorised and unauthorised absence.
- Reduce to a minimum the number of pupils who are persistently absent.
- Ensure attendance procedures are effectively and consistently applied.
- Ensure safeguarding procedures are effectively and consistently applied.

St Thomas More works in partnership with parents/carers in promoting and encouraging 100 percent attendance and punctuality for all our pupils. We ensure that staff receive professional development to maintain knowledge of registration, attendance and punctuality procedures as well as school attendance and punctuality levels.

Good attendance is essential to success in school:

90% attendance = ½ day missed every week

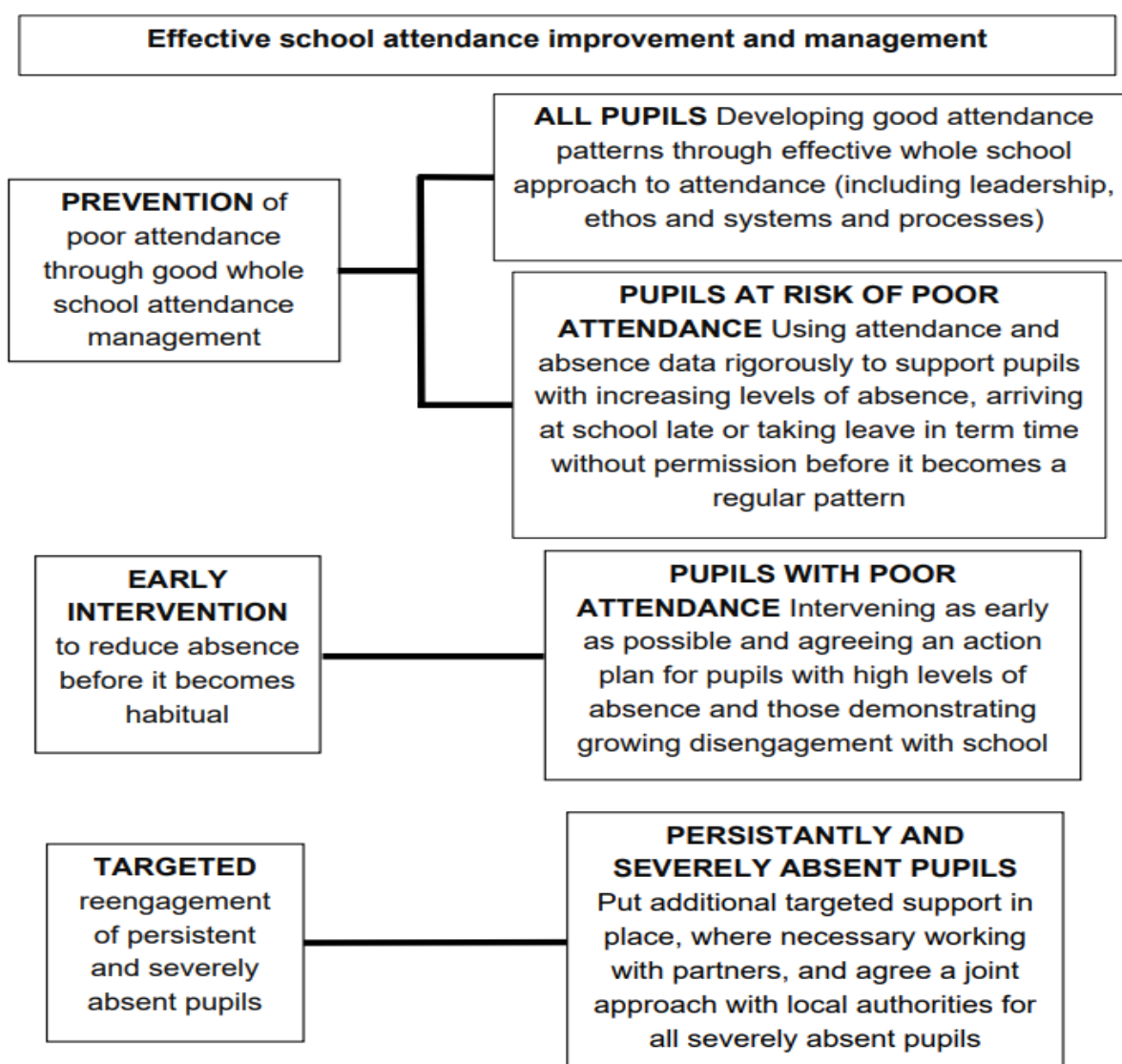
1 school year at 90% attendance = 4 whole weeks of lessons missed.

90% attendance over 5 years of secondary school = ½ a school year missed.

It is suggested that 17 missed school days a year = one GCSE grade drop in achievement. This can be applied to GCSE, AS and A Level.

Attendance	95%	90%	85%	80%
Numbers of days of lost learning	9.5	19	28.5	38
Number of lessons lost	47.5	95	142.5	190
Number of lessons lost for a six day period	57	114	171	228

Is 95 % attendance good? This means pupils will have missed 10 school days in a year. Over 5 years this means 50 days, which is almost a full school term.



Children Missing From Education

Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation. It is important the school or college's response to children missing from education supports identifying such abuse and also helps prevent the risk of them going missing in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community.

St Thomas More Catholic Academy takes seriously its safeguarding duties and responsibility, and will work pro-actively with parents/carers, Education Welfare Service, local authority, social care and/or police in order to safeguard any pupil who is identified as a child missing from education.

Elective Home Education

We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs. From September 2016 the Education (Pupil Registration) (England) Regulations 2006 were amended so that schools must inform their LA of all deletions from their admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, the school will work with the local authority and other key professionals to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker. The school will inform the local authority at the point where any parent / carer states their right to implement Elective Home Education (EHE) and requests for their child to be removed from roll.

First Day absence

Each morning any pupils absent will receive an email or phone call requesting parents/carers to provide a reason for the absence to the school's Attendance Officer.

There is a facility for parents to be able to leave a message stating their son/daughter's reason for absence on the school's designated attendance phone number: 01782 882908.

Other Absences

If any absence, whether covered by a note or not, is considered as an unauthorised absence by a member of staff, the HOY will be informed by the Attendance Officer. Parents will also be informed by a Head of Year or Pupil Support of our concern.

In any case of suspected truancy, parents will be informed of the school's concern at the earliest possible opportunity.

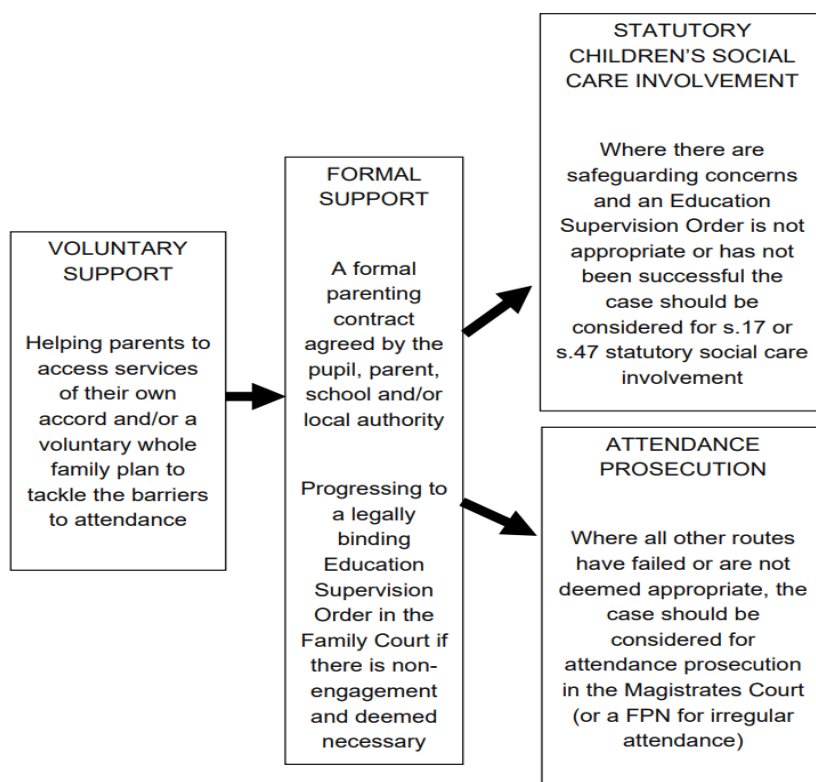
In cases of truancy or when serious concern about absence arises within school, the Education Welfare Service will be contacted by the school. This facility is also available for parents to use themselves.

Wherever possible, and unless absolutely unavoidable, medical appointments should be made outside school hours or in school holidays. Where this is not possible, pupils should ensure they are only absent for part of the day i.e. if the appointment is in the morning, they should attend school in the afternoon and vice versa.

St Thomas More Catholic Academy works in accordance within the guidance of the Stoke On Trent Code Of Conduct. The government has made it clear that it expects Local Authorities to have a Code of Conduct in place so that the full range of measures for improving attendance are available to schools. Regular school attendance is both a legal requirement and essential if the children of Stoke-on-Trent are to achieve better outcomes in education and maximise the opportunities available to them. Stoke-on-Trent Schools consistently work towards a goal of 100 per cent attendance for all children in school.

Therefore, in order to support the full attendance of pupils, please be advised that, where all voluntary support options are unsuccessful or are not appropriate (e.g. an unauthorised holiday in term time), the local authority's School Attendance Support Team (Education Welfare Service) will liaise with school and the early help lead practitioner or social worker (where applicable) to take forward attendance legal intervention to formalise support and/or enforce attendance. They will:

- Understand and make use of formal support options including parenting contracts and education supervision orders and use them fairly and consistently.
- Set out clearly for pupils, parents, and schools when and how attendance legal intervention will be used where voluntary support is not appropriate, or where absence was not for legitimate reasons and support has not been engaged with and/or been successful.
- Secure effective joint working between the School Attendance Support Team and statutory children's social care services to work together where there are safeguarding concerns or absence becomes severe. This should include building attendance expectations into children in need and child protection plans where appropriate or considering developing a plan as an intensification of support where formalised attendance support (such as an education supervision order) is no longer sufficient or has not been effective.
- Issue fixed penalty notices in line with local codes of conduct where absence was unauthorised and support has been provided but has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).
- Take forward attendance prosecution as a last resort where all other routes have been exhausted or deemed inappropriate.



Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), school and the local authorities will work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils, if appropriate. In doing so, school will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties.

Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners.

The DfE's Working Together To Improve School Attendance guidance states "If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment." St Thomas More is committed to the safeguarding of its pupils and, as such, will work to ensure that all barriers are identified and relevant support and/or responses are provided.

In all cases, the school and local authority will make patterns of both persistent and severe absence a focus of our regular data monitoring, and identify pupils and cohorts who need targeted attendance support as quickly as possible. Both persistent and severe absence will be central to school, trust, and local authority level strategies for improving attendance.

Granting Leaves of Absence

Only exceptional circumstances warrant a leave of absence. A leave of absence will not be granted for the purposes of a family holiday. Should you wish to submit a Request For Consideration For Leave Of Absence, the form contained within Appendix 1 will need to be submitted to the school office, for the attention of the Headteacher, no later than 14 days before the requested dates for leave of absence. The Headteacher has absolute discretion regarding whether or not a child's absence from school is to be permitted during term time and if so, the period of absence to be permitted.

Holidays in Term Time

Following the City Council's new Code of Conduct any unauthorised term time holiday could lead to a fine from the LA. Please note, persistent pupil absence may be classed as a legal offence and could result in legal proceedings.

Any holidays taken without permission by the Headteacher will be coded 'unagreed holiday' and, as with all absences, will affect your child's attendance. This may then result in statutory action by the Education Welfare Officer.

Amendments to the 2006 regulations from the Department for Education (which come into effect from September 2013) remove references to family holidays and extended leave. "Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances".

Please note "exceptional circumstances" do NOT include a situation where parents choose to take pupils out of school to fit in with their work related holiday dates. Missing school for a family holiday will have huge impact on your child's learning. Pupils who miss two weeks of school will miss 50 periods of learning and will never be able to make up that time. Please refer to the DfE "Amendments to School Attendance Regulations" for further details. If you believe that your circumstances meet the exceptional criteria, please put your request in writing using the "Application For Leave Of Absence In Exceptional Circumstances During Term Time" form. Forms are available at the school Reception or on

the website (www.stmca.org.uk) Applications should be addressed to the Headteacher and must be submitted at least four weeks in advance of the date. Parents who take pupils on an unauthorised holiday in term time / do not provide a valid reason for absence will be issued with a fixed penalty notice (fine) by the Local Authority. (see Appendix 1)

If a pupil does not attend school for a period of 20 consecutive days or more, and no reason is provided, or a holiday / leave is taken during term time, your child risks being taken off roll and therefore losing their place at St Thomas More Catholic Academy.

Religious Festivals

As a Catholic school we acknowledge requests for the celebration of the religious festival of Eid.

In accordance with Working Together To Improve School Attendance, school may only record 1 day of absence using the code R as a Religious Observance. Any additional request would be a leave of absence and will not be authorised.

Such absences will affect your child's attendance record

No further days will be approved and will be recorded as unauthorised

Adapted Curriculum Plans

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable will only ever be in place for the shortest time necessary and not be treated as a long-term solution. Any part time timetable agreement will have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. At the point of the implementation of a part-time timetable, an Adapted Curriculum Agreement will be completed between school, parents and the pupil, and will be regularly reviewed throughout. In agreeing to a part-time timetable, school has agreed to a pupil being absent from school for part of the week or day and therefore will record absence as authorised. See Appendix 4 for Adapted Curriculum Agreement.

GUIDELINES

The school will:

- Accurately record the attendance of all pupils using Sims during morning registration and at the beginning of every lesson.
- Make first day contact to the parent/carer of all pupils (vulnerable/PA pupils will be prioritised) and take action on problems/issues notified to us.
- Arrange to meet with parents/carers if it is appropriate or necessary to do so.
- Ensure attendance is monitored for pupils attending offsite provision.
- Promote strategies for maintaining good attendance.
- Evaluate attendance patterns for different groups of learners and respond appropriately.
- Ensure that all staff understand their role in ensuring good attendance and punctuality for a successful education.
- Ensure that pupils with poor attendance and/or punctuality are challenged and pupils with good attendance and/or punctuality are rewarded.
- Ensure that regular liaison takes place between the Head of Year, Attendance Officer, Education Welfare Officers and Assistant Headteacher with responsibility for Inclusion regarding attendance and punctuality.
- Set targets for whole school and individual attendance and punctuality.

- Where appropriate, ensure that effective reintegration programmes are implemented following a sustained period of absence from school due to illness or injury, alternative education off site or suspension.

Parents/Carers will:

- Contact the school on their child's first day of absence
- Encourage their children to arrive on time (no later than 8:45am) and attend regularly.
- Inform the school of any issues that may affect their child's attendance.
- Contact offsite providers, if relevant, on their child's first day of absence.

Pupils will:

- Attend regularly.
- Arrive on time by no later than 8:45am.
- Inform staff of any reason that may affect their attendance.

Attendance procedures

On the first day of absence, parents/carers have a responsibility to inform the school of their child's absence by contacting the school.

If an acceptable reason for absence is given and accepted by the school, the absence may be marked as 'authorised'. The school are under no obligation to accept the reason given for absence when there is doubt of its validity.

Where appropriate, pupils regularly identifying poor health as a reason for absence will be asked to produce a medical certificate from their GP.

No pupil in year 7-11 is permitted to leave the school site during the school day, including break times and lunch times, without prior permission.

The Attendance Officer and Head of Year will review and monitor all pupils whose attendance falls below 97%. (Government guidelines declare any child with attendance of 90% or below as persistently absent.) Pupils whose attendance falls below 97% may be spoken to in the first instance by their form tutor, followed by a letter of concern sent by the HOY in order to inform the parent of the current attendance percentage should the concern be deemed appropriate and/or continue.

If absence persists without response, improvement or if there are other issues with persistent patterns of poor attendance or punctuality, (e.g. attendance percentage – which may include U codes for those sessions where poor punctuality results in a pupil arriving after the closing of the AM registers - is below 90%) a referral will be made to the Education Welfare Officer. The EWO, if they have not already done so, will contact the parents/carers directly making them aware of the legal requirements regarding school attendance and that penalty notices may be issued and / or court proceedings pursued. Attendance at compulsory parent/pupil meetings will be expected.

If absence deteriorates to 90% in respect of any pupil, this will again be reviewed along with the EWO who will advise as to whether the school should continue to authorise the absence. Contact will be made with parents/carers, if not already done. The Attendance Officer, HOY and/or EWO will be involved at this stage, if not before.

If after a period of 5 school days' continuous absence with no reason and no contact from parents/carers (or sooner, if deemed appropriate), the EWO will be informed and an informal visit may take place. Further advice may be sought from EWS, CYPS and/or police in order to ensure that pupils are safeguarded. This will be recorded as code O 'unauthorised absence' in the school register and a Penalty Notice Warning Letter may be issued on the sixth day of unauthorised absence.

If a pupil does not attend school for a period of 20 consecutive days or more, and no reason is provided, or a holiday / leave is taken during term time, your child risks being taken off roll and therefore losing their place at St Thomas More Catholic Academy.

Punctuality Procedures

Pupils should arrive to school no later than 8:45am, ready to start morning registration at 8:50 am.

If a pupil is going to be late to school, parents/carers have a responsibility to inform the school of their child's lateness by telephone.

Should your child arrive to school persistently late, a Letter of Concern will be sent. Should concerns with late arrival continue to persist, you may then be invited to attend a Punctuality Clinic at school with the Education Welfare Officer.

Arrival after the registers have closed (30 minutes after the beginning of the AM session) will result in a U code being recorded. This will impact on your child's attendance record, and will contribute to any overall analysis of, and responses to, your child's overall attendance profile.

Lateness can result in your child receiving a U code which does impact on your child's attendance and may therefore result in referral to the Education Welfare Officer and statutory action.

PROCEDURES

Attendance Officer:

The Attendance Officer will make first day contact with the parent/carer of absent pupils. They will alert the Head of Year, EWO and/or Assistant Headteacher to sudden/gradual changes in attendance that cannot be accounted for.

Form Tutors:

Form tutors will record accurately the attendance/absence of pupils in their form and alert the Pupil Support, Head of Year and/or Attendance Officer of any attendance issues. Form Tutors will monitor the attendance of their form, will set individual attendance targets and ensure that they are recorded in the Pupil Planner. Form Tutors will follow the guidelines for the safeguarding of pupils, and will support in securing full attendance through regular dialogue with parents/carers and pupils.

Subject Teachers:

Subject Teachers will register their teaching groups at the beginning of every lesson and alert the Attendance Officer to any unexplained absence. The Attendance Officer will follow up concerns and alert parents/carers as appropriate.

Head of Year:

Heads of Year will monitor the attendance of pupils in their year group and alert the Attendance Officer/EWO/Assistant Headteacher of any concerns. They will inform parents/carers by standard letter and/or telephone call if their attendance continues to fall below the school attendance target of 97%. Where appropriate, parents will be invited to attend a meeting/Attendance Clinic. Heads of Year will regularly meet with the EWO to discuss issues arising. Heads of Year will also oversee the distribution of attendance certificates each half term and praise postcards as appropriate.

SLT with responsibility for attendance:

The Assistant Headteacher with responsibility for attendance will meet weekly with the EWO and Attendance Officer to discuss issues arising and agree priorities. In consultation with EWO and Heads of Year, attendance clinics will be arranged for targeted pupils and phased return and/or additional support strategies for identified pupils with prolonged absence will be arranged.

Education Welfare officer:

The EWO will liaise with key staff and offer guidance and support as appropriate. They will lead action on pupils who are 'Persistently Absent' and/or whose attendance falls below 90%, and will pro-actively support the school to prevent attendance drops for those pupils at 97% or below, as identified/appropriate. With the Academy, the EWO will arrange/attend attendance clinics for targeted pupils. They will advise/support the Attendance Officer with data returns to the LA/DfE and will meet

regularly with the Heads of Year / Assistant Headteacher to discuss issues arising (including safeguarding).

Working Together

Pupils are actively involved in achieving the highest attendance figures for themselves and their community and we encourage parents/carers to support us in driving up the attendance figures of our school. We hope and expect that all parents will encourage their child to attend regularly and punctually. We believe this is not just important from an academic point of view but also in creating responsible citizens.

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

As a school we actively discourage parents from taking their children out of school during term time as absences can have a negative effect on progress.

Pupils do not have any entitlement to time off during term time for holidays. **In line with DFE guidelines, the school will only authorise requests for leave during term time if it is felt that there are exceptional circumstances.** Any other leave which is taken but not authorised by the school will be recorded as an unauthorised absence on a child's attendance record.

It is a legal requirement for parents/carers to obtain permission from the school before removing their child to take any leave during term time. **Parents may be issued with a Penalty Notice (fine) if they take their children out of school for leave without prior authorisation.** You can check the school term dates on our website (www.stmca.org.uk) to ensure you avoid booking holidays during term time.

If you wish to request a leave of absence for your child you must complete the attached form. The form can also be downloaded from the school website. This form should be filled in and returned with a letter explaining why you need to take your child out of school. It should be returned to the Attendance Officer (Mrs Perry) at least 4 WEEKS before the first planned day of absence, where possible. The form will be given to the Headteacher, Mr Rayner. Requests will only be authorised where it is deemed there are exceptional circumstances. Evidence must be provided to demonstrate that this is an exceptional circumstance and all available evidence should be submitted at this point. If your request is rejected and your child is absent on the day(s) stated, this will be marked as an unauthorised absence and the following actions may be taken:

- A meeting will be held in school, at the request of the EWO, to discuss the consequences of taking unauthorised leave / holiday during term time.
- A statutory referral may be made to EWS
- A possible Fixed Penalty Notice (fine) will be issued.
- More than 20 days of consecutive absence can result in your child being taken off roll and losing their place at St Thomas More Catholic Academy.

We would like to remind parents and pupils of the importance of good attendance and its link to attainment. Attendance plays a vital role in pupil success. Government statistics show that a total absence of three weeks over the course of one year reduces your chances of achieving target grades by 20%. A total absence of five weeks reduces the chance of achieving target grades by a third! We would urge parents to think carefully about the impact extended absences can have on pupil progress and attainment. In the event that a period of absence is authorised for your child, they will be expected to catch up on any work they have missed.

St Thomas More Catholic Academy: Request For Leave Of Absence During Term Time

I wish to apply for leave of absence from school for my child:

Name of child..... D.O.B..... Class.....

Home Address:

First day of leave requested.....Last day.....

Number of school days involved

Exceptional circumstances leading to request.

.....
.....
.....
.....
.....
.....

Signed.....parent/guardian Date.....

Name of person completing the form:(please print)

PLEASE RETURN THIS FORM TO THE MAIN OFFICE FOR THE ATTENTION OF THE ATTENDANCE OFFICER.

For School use only:

The above leave is authorised/not authorised (delete as applicable) in accordance with the school's procedures.

Name of child Form.....

Current attendance%

Signed..... (Headteacher on behalf of Chair of Governors)

Date.....

Stoke On Trent Code Of Conduct: **Circumstances in which a Penalty Notice warning can be issued**

Regulation 15 of The Education (Penalty Notices)(England) Regulations 2007 states that in preparing the Code of Conduct the Local Education Authority must consult with governing bodies, head teachers and the Chief Officer for the Police in the area of the Local Education Authority.

Following consultation with the said consultees it has been decided that the following circumstances may result in the issue of a Penalty Notice:

- a. Where one or both parents persistently fails to ensure their child of compulsory school age attends the school in which they are registered as a pupil or attends at another place of learning i.e. 12 or more sessions of absence in a 12 week period, and;
- b. Any absence by the child which is not due to the instances stated in the Education Act 1996, namely:-
 - Sickness or unavoidable cause [Section 444(2A)]
 - With leave ie. Authorised absence [Section 444(3)(a)]
 - For religious observance by the religious body to which his/her parent belongs [Section 444(3)(c)]
 - The Local Authority has a duty to make travel arrangements to facilitate the child's attendance at the school and has failed to discharge that duty [Section 444(3B)]; and
- c. Where the school can show evidence to the Local Authority that they have attempted all of the following:-
 - i. Contact by telephone;
 - ii. Contact by letter;
 - iii. Invitation to a formal meeting
- d. Term time leave is taken without obtaining the prior written agreement of the head teacher or an authorised deputy or assistant head teacher and the parents have been warned that a Penalty Notice may result.
- e. Unwarranted delayed return from term time leave without the prior written agreement of the head teacher or an authorised deputy or assistant head teacher
- f. Persistent late arrival of a child after the school register has been closed (Attendance Code U only) being 12 unauthorised late marks in the register within a 12 week period.
- g. A parent's failure to make arrangements to ensure that a child who has been excluded from school on disciplinary grounds is not in a public place at any time during school hours on a day which is during the first five school days of any exclusion, without reasonable justification. [Section 103 of the Education and Inspections Act 2006].

It is incumbent upon the parent in such circumstances to provide proof of reasonable justification, for example, that the child or young person needed to attend a pre-arranged medical appointment, or a medical emergency requiring the child to be supervised elsewhere other than at home.

In light of the above, a letter containing a Penalty Notice warning may be sent out by the head teacher or an authorised deputy or assistant head teacher on Stoke-on-Trent City Council letter-headed paper, signed by a head teacher or an authorised deputy or assistant head teacher and counter-signed by either:

- i. Education Welfare Team Manager; or
- ii. Education Welfare Officer for the school (where appropriate)

Letter To Inform Parents Regarding Pupil's Attendance Profile

Appendix 3

Dear parent/carer,

As part of our commitment to support all students to 'Aspire to be More,' St Thomas More takes very seriously the importance of attendance, including its links to wellbeing, achievement, and future pathway opportunities. St Thomas More works hard to help students achieve 100% attendance as we believe that regular attendance promotes;

- the effective and continuous learning of all students.
- positive friendships and well-being.
- the development of self-discipline and responsibility in preparation for future employment.

What does your child's percentage attendance mean? Parents/carers often become confused about what good attendance is. **As a school our target attendance percentage is 97%.**

Attendance Percentage	Days missed over a school year
95%	10 Days missed
90%	20 Days missed
85%	30 Days missed
80%	40 Days missed

Research has shown that 17 days absence in a year results in a drop of one grade at GCSE

Therefore, I am writing to express my concern at [name's] recent levels of absence from school as their current attendance has fallen to [percentage]. Falling below 95% attendance will likely have an impact on [his/her] academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. Therefore, we want to ensure that we can support [name's] education in the best way possible, including identifying any support that may help [him/her] to address gaps in learning due to absence.

We would therefore ask for your support in encouraging your child to attend school every day in order that we can ensure that they are able to achieve their very best, and to avoid any further decline in attendance. Should your child's attendance not improve, you may be invited to an Attendance Clinic within school, with the Education Welfare Officer. Your child's Student Support Officer, Head of Year and/or the Local Authority Education Welfare Officer may contact you to discuss any barriers to attendance which exist, and further support that may be necessary to secure improvements in attendance.

Many thanks for your continued support

Yours sincerely,

Mrs. J Stubbs
Assistant Headteacher

Date:

Dear parent/carers,

As you are aware, the government guidance states that *“the law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.”* We are also sure that you will agree that attendance is essential for students to get the most out of their school experience, including their attainment, wellbeing and wider life choices. At St Thomas More Catholic Academy, attendance is a central part of the school’s vision, values and ethos, underpinning our motto of ‘Aspire to be More’.

We are also aware that some students face greater barriers to attendance than their peers and that, in exceptional circumstances, it is in the student’s best interests to implement an adapted curriculum timetable in order to best meet individual needs. In such instances, we will only ever implement an adapted curriculum for a short, measurable period, as part of a wider pastoral support programme, and in order to re-engage a student fully and positively with their education.

The formal arrangements for an adapted curriculum are detailed in the Adapted Curriculum Learning Plan below/attached, and will be formally reviewed, with parents/carers, at the date outlined within it.

The decision to implement an adapted curriculum is always made in the best interests of the student, as a result of every other avenue being explored, and is only taken when we are assured that suitable arrangements are in place to meet the student’s care needs when not at school. The statutory responsibility for safeguarding and promoting the welfare of students remains firmly with St Thomas More Catholic Academy, and robustly underpins any decisions being made regarding the identified adaptations.

An adapted curriculum will never be treated as a long-term solution, and a clear, short-term time limit is included within the Adapted Curriculum Learning Plan in conjunction with all other support strategies to reintegrate your child.

The adapted curriculum is being implemented following communication with you, as parents/carers, and to support your child in fully and positively engaging with full-time education. We therefore thank you for your continued support, and look forward to reviewing the successful impact of the adapted curriculum in due course.

Yours sincerely,

Mrs J Stubbs

Assistant Headteacher

St Thomas More Catholic Academy: Adapted Curriculum Agreement

Student	
Year/Tutor	

Date/time of meeting:			
Staff present:			
Parent/carer present:			
Reason for Referral (please tick)			
Inclusion		Timetable Adaptations	
Date Originally Agreed by SLT			
Signed off by SLT			
Head of Year/DDSL/SENCo retain ongoing responsibility for coordinating work for the period of time that the student is placed on timetable adaptations			
Review Date			

Current Attendance:	
Previous Year Attendance:	
Current Progress: (Any subject areas of concern)	
Any SEN needs:	
Current Presenting Needs: (State any areas of concern)	
Current Barriers: (include any trigger points if relevant)	
Concerns from Family:	

Strategies Already Implemented/ Attempted					
In Class		Interventions			
Seating Plans		Incentives		Family Support	
Time Out Card		After School Clubs		Meet & Greet	
Class Change		Progress Lead Mentoring		Enrichment Programme	
SEND Pupil Passport		Pastoral Mentoring		Morning Mission SEND intervention	
Late start/ Early finish		Breakfast Club		Behaviour Report	
Leadership Programme		Buddy		Head of Year / Parent Meeting	
SEND testing		Keyworker		SLT / Parent Meeting	
Nurture Group		Pastoral Support Plan		Responsibilities	
Support in Lesson		Rising Stars		Honours Programme	
AIM		Personal Safety Plan		SEND interventions	
Services in Place					
Inclusive Learning Service		Assessment and Monitoring		SEND Services	
Virtual School		LA Exclusions Officer		YOS (Preventative)	
YOT		Educational Psychologist		Education Welfare Officer	
CAMHS		Stay Well Service		Mental Health Support Team	
Family Support Worker		Early Help Plan		Social care involvement	
Police		Ruff and Ruby		Catch 22	
New Era		School Nurse		Child Causing Concern Form	
				Other:	
Monitoring					
Form Tutor		Head of Year		SENCo	
DDSL		SLT		Mental Health Lead	
Any Further Information:					

Action Plan					
	Action	By Whom	Review Date	End Date	Achieved?
1.					
2.					
3.					
4.					
5.					
6.					

Punctuality Letter of Concern

Appendix 5

Date:

Dear parent/carer,

As part of our commitment to support all students to 'Aspire to be More,' St Thomas More takes very seriously the importance of punctuality and attendance, including its links to wellbeing, achievement, and future pathway opportunities. Regular attendance promotes;

- the effective and continuous learning of all students.
- positive friendships and well-being.
- the development of self-discipline and responsibility in preparation for future employment.

Therefore, I am writing to express my concern that [name's] recent record of punctuality has fallen as your child has arrived late to school on several occasions.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we believe that regular attendance and prompt punctuality throughout the year is essential for their success and fulfilment. Therefore, we want to ensure that we can support [name's] education in the best way possible, including identifying any support that may help [him/her] to address gaps in learning due to absence.

Pupils should arrive to school no later than 8:45am, ready to start morning registration at 8:50 am. If a pupil is going to be late to school, parents/carers have a responsibility to inform the school of their child's lateness by telephone.

Arrival after the registers have closed (30 minutes after the beginning of the AM session) will result in a U code being recorded, which constitutes as an absence. Should concerns with late arrival continue to persist, you may be invited to attend a Punctuality Clinic at school with the Education Welfare Officer. This will impact on your child's attendance record, and may, should it persist, result in referral to the Education Welfare Officer and statutory action.

We would therefore ask for your support in encouraging your child to attend school on time every day in order that we can ensure that they are able to achieve their very best, and to avoid any further decline in punctuality.

Many thanks for your continued support

Yours sincerely,

Mrs. J Stubbs
Assistant Headteacher