



LUX MUNDI


LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Attendance and Punctuality Policy

BISHOP CHALLONER CATHOLIC SCHOOL

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CHAIR OF GOVERNOR'S SIGNATURE:..... 

Contents

Bishop Challoner Catholic School Aims	3
School Procedures.....	3
Family Holidays or Extended leave during term time	5
Legal Sanctions	5
Lateness and punctuality.....	6
Truancy.....	6
Roles and responsibilities.....	7
Bishop Challoner Catholic School Attendance and Welfare Service	9

Bishop Challoner Catholic School Aims

Bishop Challoner Catholic School is committed to full attendance and punctuality for all our pupils. This high standard is underpinned by the fact that educational attainment and regular attendance go hand in hand. Furthermore, it is part of the school's safeguarding responsibility to ensure that we are aware of the whereabouts of our pupils.

Bishop Challoner Catholic School aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absences, including persistent and severe absence
- Ensuring every pupil has access to the full time education to which they are entitled
- Monitoring and acting early to address patterns of absence
- Building strong relationships with families to support parents to perform their legal duty to ensure their children of compulsory school age attend regularly
- Promoting and supporting punctuality in attending lessons.

Research has clearly demonstrated that good attendance is essential to successful academic performance in schools. Regular attendance is defined as being at least 96% attendance to ensure our pupils achieve to their full potential. Keeping everyone safe, by staying informed.

School Procedures

School Day

The school day begins at 8:30am and finishes at 3:10pm

Reporting procedures

While we understand that emergencies and illness can affect a pupil's ability to attend school, and allowances for exceptional circumstances can be made, the school will always challenge absences, to ensure that attending school is a top priority for pupils and their parents/carers. It is the responsibility of parents/carers to notify the school on each day of absence.

Unplanned Absence:

Parents must notify the school on the first day of an unplanned absence by **no later than 9:00am**. This is essential so members of staff at the school are clear as to the whereabouts of your child and all register and safeguarding checks are accurate and up to date.

Parents must notify the school by ringing the school on **0207 791 9500** and leaving a message on the school absence line.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If this is the case, the school may ask the pupils parents / carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied with the authenticity of the illness or the students attendance, the absence will be recorded as unauthorised and parents /carers will be notified of this in advance.

Where a student's attendance is less than 90%, the DfE identifies this as Persistent Absence (PA). Students whose attendance is less than 90%, will not have absences authorised without medical evidence being submitted by the parent/carers. Parents should be aware that phoning to report your child absent does not mean this will be authorised by the school.

Some examples of absences which will be unauthorised include:

- Days off due to it being the student's birthday or that of a family member.
- Caring or translating for parent or younger sibling
- Bad weather (if school remains open)

If your child is off school for more than one day, you must call on each day of absence, unless otherwise agreed by the school. Failure to do so will result in your child's absence being unauthorised. Ongoing unauthorised absence is reported to the local authority and the attendance and welfare service, who have the power to issue fines and court warnings for persistent absence.

Planned Absences

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment. Parents should contact the on **0207 791 9500** and speak with the school's attendance officer or leave a message on the absence line as soon as they are aware of the planned absence.

We encourage parents / carers to make medical appointments out of school hours where possible. Where this is not possible the pupil should be out for the minimum amount of time necessary and return to school if time permits.

Impact of absences days loss of learning

Attendance During One School Year	No of days absence across a school year	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	2 Weeks	54 Lessons
90%	19 Days	38 Sessions	4 Weeks	114 Lessons
85%	29 Days	58 Sessions	6 Weeks	174 Lessons
80%	38 Days	72 Sessions	8 Weeks	228 Lessons
75%	48 Days	96 Sessions	10 Weeks	288 Lessons
70%	57 Days	114 Sessions	11.5 Weeks	342 Lessons
65%	67 Days	134 Sessions	13.5 Weeks	402 Lessons

Family Holidays or Extended leave during term time

Holiday in term-time is not permitted. In line with the term-time leave policy, Bishop Challoner Catholic School will not authorise leave during term-time except for the most exceptional circumstances. In these situations, consent must be sought through the term-time leave application form. Taking leave without authorisation from the school will result in a referral to the Attendance and Welfare Service, who may issue a fixed penalty notice of £160 per parent per child. In instances of extended leave during term time, your child may lose their school place.

Applications of leave during term time must be requested in advance and approved by the Executive Head Teacher.

Reporting to Parents

Parents will be provided with an attendance report for their child at scheduled Parents' Evenings. Parents can also monitor and check their child's attendance regularly via the Go4 Schools App and/or upon request from their child's Pastoral Team.

Legal Sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year;
- One-off instances of irregular attendance, such as holidays taken in term time without permission;
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Parents/carers have a legal responsibility to ensure their child is attending school regularly. Under section 444 of the Education Act 1996: a parent is guilty of an offence if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at

school. Legal action can be taken by the local authority when a pupil regularly misses school.

Lateness and punctuality

Timekeeping and attendance are regularly monitored and pupils with recurrent poor attendance and punctuality will be issued with detentions.

A pupil who arrives late to school:

- After the gate has closed at 8.30am will be marked as late to school (L code) and will receive a 1-hour Daily School Detention (DSD). Parents will be notified via a text message or Go4School App.
- With a valid reason (medical or dental appointments or emergency of some kind), the parent must notify the school attendance officer of the reason for the lateness via the school office on **0207 791 9500** as soon as possible.

Note that traffic and/or transport problems and failing to wake up on time are not acceptable reasons for being late to school; Pupils who are persistently late after 9:00am will be referred to the Attendance Welfare Advisor and local authority fine process.

The school reserves the right to use alternative strategies to boost attendance and punctuality such as targeted rewards and mentoring support as a continued effort to support young people in accessing education. Persistent unauthorised absence and frequent lateness to school from your child could result in fine or prosecution.

Minutes Late per day	Equivalent of missing
5 minutes	3.4 school days per year
10 minutes	6.9 school days per year
15 minutes	10.3 school days per year
20 minutes	13.8 school days per year
30 minutes	20.7 school days per year

Truancy

- Truancy is when a student misses' school or lesson with no valid reason provided.
- Teachers will issue a 'call out' for students registered in school but do not arrive at lesson.
- Students who do not arrive to lesson with no valid reason will be placed in the reflection room as a consequence.
- Persistent truancy will be logged as a safeguard concern.
- Any student found to have truanting lessons throughout the school day will be issued with a 1-hour daily school detention.
- Repeated truanting will result in parents being invited in to discuss the matter further.

Roles and responsibilities

Pupils:

- Pupils must attend school every day on time
- **The school day starts at 8:30am** – pupils are expected to be on the playground by 8:25am or attend the free breakfast club from 8:00am.
- Pupils are expected to be dressed appropriately for school. Failure to adhere to the dress code may result in being placed in Manresa for breach of school rules.
- Pupils are not permitted to take leave from school except for in exceptional circumstances and in agreement from the Executive Head Teacher.
- Pupils who leave early are to exit the school building from the student entrance on Lukin Street after speaking to the attendance officers and signing out.
- Pupils taking time off for a GP or routine dental appointment are expected to return to school promptly after.
- Pupils are responsible for catching up with any work they have missed due to absence.

Parents/Guardians:

- Comply with the Bishop Challoner Catholic School/Home Agreement.
- Make sure their child attends school every day and on time.
- Call the school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child and ensure the school is updated of any change in contact details
- Support the school with the implementation of sanctions that are imposed due to truancy or persistent lateness. Truancy will result in a sanction. The level of sanction will be determined by the severity and frequency of absence from school.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Parents must contact the school on the first day of absence and every day of ongoing absence, unless otherwise agreed by a member of the Senior Leadership Team, or Attendance Welfare Advisor.
- Students leaving early due to an appointment must have a note from a parent/guardian with details of the request and evidence of the appointment.

It is your legal duty to ensure your child attends school regularly.

School Staff

- All staff will ensure good attendance and punctuality is advocated and highlight its importance to pupils.
- All staff will ensure accurate monitoring and recording of attendance data via completing and updating the daily school and lesson registers.
- All staff will engage with parents/carers when attendance and punctuality issues arise with pupils.

The Governing Body

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to Governors. The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed penalty notices, where necessary.

SLT with Responsibility for Attendance

The member of SLT with responsibility for attendance:

- Works with the School Attendance Officer (SAO) and Attendance Welfare Advisor (AWA) to monitor attendance concerns and take appropriate action when required;
- Produces regular attendance reports for the Headteacher and Governing Body;
- Devises, implements, and monitors strategies and interventions to improve attendance across all groups.

The School Attendance Officer

- Reports concerns about attendance to the SLT Member responsible for Attendance and to the Headteacher
- Works with education welfare officers to tackle persistent absence
- Monitors attendance data at the school and individual pupil level
- Arranges calls and meetings with parents to discuss attendance issues
- Reports any safeguarding concerns that arise to the DSL
- Advises the Headteacher when to issue fixed-penalty notices
- Liaises weekly with pastoral team regarding students of concern

Form Tutors, Teaching & Teaching Support Staff

- Promote whole school attendance – attendance is everyone's responsibility
- Take registers accurately and timely, recording all times of arrivals when the student is late and communications with home. The register is a legal document.
- Discuss any absence with student upon their return from a period of absence to ascertain if there are any reasons that are preventing them coming to school.
- Raise any concerns regarding absence to HOY (Head of Year), Deputy HOY and Attendance Team
- Display attendance information in the tutor rooms.
- Ensure all tutor groups participate in school wide attendance initiatives.

Head of Year

A Head of Year has oversight of student's attendance and punctuality.

- Work with students and parents to establish and overcome attendance issues
- Lead assemblies promoting excellent attendance and punctuality.
- Meet with Schools Attendance Officer (SAO) and Attendance Welfare Advisor (AWA) to highlight students and plan interventions to raise attendance and improve punctuality.
- Ensuring weekly/termly rewards are issued for recognition of excellent attendance and punctuality and/or where a significant improvement by students has been made.
- Direct Deputy Head of Year (DHOY) to monitor attendance and punctuality where attendance or punctuality is of concern.

Office/Reception and Staff Office/reception

Take calls from parents about absence and pass on to the School Attendance Officer to record it on the school system.

Bishop Challoner Catholic School Attendance and Welfare Service

Bishop Challoner Catholic School work closely with the London Borough of Tower Hamlets Attendance and Welfare Service. Our attendance officers are Karla Hegarty and Shamim Haque.

Attendance and Welfare Officers monitor the attendance and punctuality of pupils at the school daily. Any persistent and unauthorised absences will be investigated and actions to prevent further absences will be taken by these officers.

Actions taken by officers can include:

- Phone calls and home visits
- Invitations to attendance panel meetings
- Fixed Penalty Notices
- Court Action

If you have any comments or queries regarding this attendance policy, please speak to your child's Year Leader or to the Borough's Attendance and Welfare Officers:

- Shamim Haque at 0207 791 9580 or Shamim.haque@towerhamlets.gov.uk
- Karla Hegarty at 0207 791 9586 or karla.hegarty@towerhamlets.gov.uk