

HOLY FAMILY CATHOLIC SCHOOL



ATTENDANCE POLICY

Date agreed	October 2025
Next review date	October 2026

Overview

This policy is set out to reflect statutory requirements and the most recent guidance from the DFE 'Working together to improve school attendance'.

We expect all our children to attend school, on time every day, unless the reason for absence is unavoidable. As a school we aim for all children to have 100% attendance.

Aims

To promote positive behaviour and good attendance with an understanding it is the responsibility of the whole school community. To maximise the life chances of every young person within Holy Family Catholic School by working together to promote good attendance.

Why Regular Attendance is so Important

Learning:

Any absence disrupts the pattern of a child's schooling and regular absence will have a detrimental impact on their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

National statistics show that poor attendance can have a profound effect on a child's attainment and achievement;

- Of pupils who miss more than **50** per cent of school, only three percent manage to achieve five 4 to 9s including English and Maths.
- Of pupils who miss between **10** per cent and **20** per cent of school, only **35** percent manage to achieve five 4 to 9s GCSEs including English and Maths.
- Of pupils who miss less than five per cent of school, **73** per cent achieve five 4 to 9s including English and Maths.

The law on school attendance and right to a full-time education

Ensuring your child's regular attendance at school is the parent's legal responsibility and permitting absence from school without a good reason creates an offence (1996 Education Act) and may result in prosecution or a penalty notice for poor attendance under the Anti-Social Behaviour Act 2003.

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. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This

means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The DfE states that all schools must:

Have a senior Attendance Champion on the leadership Team

Have a clear School Attendance policy published on their website

Have robust day to day processes for recording, monitoring and following up attendance

Analyse our data regularly and prioritise families to work with to understand and address the reasons for absence, including any in-school barriers to attendance

Work with Local Partners to remove out of school barriers and act as the Lead Professional where they are best placed service

Work jointly with the Local Authority on agreed approach/plan for every severely absent pupil

Develop strategies for cohorts of pupils with poorer attendance than their peers (including groups of vulnerability)

Inform a pupils Social Worker if they have an unexplained absence or leave the school roll

Work with their LA to formalise support where voluntary help hasn't been effective, through use of Attendance Contracts or other forms legal intervention

Share data electronically with the DfE and continue to inform the LA of pupils not attending regularly, added or removed.

Safeguarding

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for the child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Child on Child abuse

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Parental Responsibility

Parents are expected to promote excellent levels of attendance and punctuality for their child. On rare occasions a pupil may be reluctant to attend school. Any problems that arise with attendance are best resolved between the school, parent/carer and the child. Permitting absence from school without a good reason is an offence by the parent/carer. The school expects that all parent / carers communicate with the school giving a reason for child's absence;

- in advance of any planned absence
- immediately following any unplanned absence (the next session)
- during any periods of absence.

It is the parent's responsibility to follow school procedures relating to all aspects concerning attendance, absence and punctuality as outlined within the school policy. Parents are expected to support the school and attend meetings to discuss and resolve any issues arising in relation to attendance and punctuality.

Parents are expected to support staff within the school in regard to any reasonable sanction given relating to poor attendance and poor punctuality- please refer to sanction guidelines within the policy appendices for further guidance.

Absence Procedures:

If your child is absent you must:

- 1.** Contact us as soon as possible **on the first day of absence**; ring the school on 020 8520 3587. Please leave a clear message that states your son/daughter's name plus their tutor group and reason for absence.
- 2.** Send a note in on the first day they return with an explanation of the absence – **you must do this even if you have already telephoned us; this can be a letter or a signed and dated note.**
- 3.** Medical Evidence will be requested if your son/daughter's attendance drops below 92% to allow the absence to be authorised or if the child has 5 counts of illness.
- 4.** If you are unable to ring or email, you can call into school and report to reception, who will arrange for a member of staff to speak with you as soon as possible.

What is the Role of the Child?

We understand that there are some incidences where pupils are reluctant to attend school. On occasions issues arise that make it difficult for the young person and it is the responsibility of the pupil to seek help and guidance from their parent/carer or a member of staff in the school so that any concerns can quickly be resolved.

Unless unavoidable, it is the pupil's responsibility to attend school regularly and on time and to attend all lessons punctually. If issues arise, it is the pupil's responsibility to ensure that they attend arranged sanctions and meetings relating to poor punctuality or poor attendance.

What is the role of the Headteacher?

The Head teacher will ensure that the school meets all legal requirements, sets targets for attendance and publishes attendance figures. The Headteacher has a duty under the Education (Pupil Registration) Regulations 1995 to make a return to the London Borough of Waltham Forest where there is a poor pattern of attendance or a child has had an unauthorised absence for a continuous period. Details of attendance and any connected initiatives are reported to the local Council in each of the Headteacher's reports.

What is the Role of the School Attendance Lead?

The designated senior member of staff responsible for absence is supported by the school's Education Welfare Officer. Attendance is regularly monitored so that pupils at risk of persistent absence can be identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility. A range of actions may be taken according to the percentage of absence and reasons provided by parents/carers; these may include completing a CAF or a referral to Children's Services.

What is the Role of the Class Teacher?

Registers are taken electronically at the start of every lesson. The time of late arrivals is noted and absences recorded in the class registers. Class teachers contribute to procedures by promoting good attendance with their classes and informing their Department Lead and Year lead where there are concerns with poor attendance and punctuality. Class teachers will notify parents or carers when they have concerns around attendance. Class teachers must immediately alert the Designated Safeguarding Lead if they believe or suspect that an absence may be due to a CP issue.

What is the Role of The School Based Attendance Officer SBAO?

The School Based Attendance Officer is tasked with ensuring each child has been registered and any absence is accounted for. They must ensure all messages or reasons are logged. Those pupils who are not accounted for then a truancy call is to be sent and a phone call to parents to be made for any unaccounted absence. The SBAO will also analyse the attendance on a daily basis and identify pupil concerns with lateness and absenteeism both during school and examination periods.

The school adopts a zero tolerance on unauthorised attendance and it is the SBAO who carries out this process on behalf of the school. They will also monitor which have not taken registers and report this to SLT.

What is the Role of the Education Welfare Officer?

The EWO oversees these duties of the SBAO are carried out offering support and guidance when required. The EWO and SBAO meet frequently to discuss concerns and adapt strategies to tackle any falling attendance or punctuality across the school. Analysis of data and records forming patterns or trends are regularly monitored. This role extends to those pupils in Alternate Provision (AP) whom the school has on a dual registration. The EWO will liaise with other agencies such as BACME and the Local Authority when concerned about a pupil's welfare and attendance. The EWO leads any pupil investigations surrounding attendance and liaises with parent/carers and support services; these include

home visits and attending meetings of multiple agencies. Meetings with pupils are held to inform them of their current attendance and punctuality issues.

The EWO is also responsible for attending legal proceedings when requested on behalf of the school and provides supporting evidence for the authorities at their request; this also includes the school census when required. Minutes of these meetings are to be kept and taken by the EWO.

The Role of the Behaviour, Attendance & Children Missing Education Officer (BACME)

The Behaviour, Attendance & Children Missing Education Officer (BACME) meets with the Head teacher/Head of School and is the point of contact between the Local Authority BACME and the school. She/he advises the school and monitors performance in relation to attendance and punctuality.

She/he also takes referrals from the school for more focused interventions with particular families. Intervening with children who are causing concern because of punctuality or attendance. These interventions include home visits, interviews at school, support for families with particular problems which affect attendance and punctuality. Where necessary, appropriate legal action against families who are not fulfilling their responsibilities under the Education Act will be taken. These

include penalty notices, fines (£60 per parent per child, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004) or prosecutions in the court.

Monitoring Attendance and Punctuality

The Senior Leadership Team works closely with class teachers, the school office and the London Borough of Waltham Forest Education BACME Service. School registers are monitored daily to identify class attendance and punctuality percentages. Individual attendance and punctuality is monitored on a daily basis. All punctuality and attendance are discussed. After determining whether there are valid reasons for lateness or absences, parents/carers can be written to or invited to meet with a member of the Senior Leadership Team or School Attendance Officer to discuss how to resolve any identified problems. If there is a pattern of poor attendance the school will refer the child to the BACME Service for a School Attendance Panel meeting (SAP).

Co-ordinating Responses to Concerns about Attendance & Punctuality

School attendance officers check the registers weekly for outstanding unauthorised absences.

Parents/carers are contacted to explain the reason for absence. Only the school may authorise this absence. Parents/carers are expected to contact school at an early stage and to work with staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school can refer the child to the BACME Officer from the London Borough of Waltham Forest. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve have failed, court proceedings to prosecute parents can be used.

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Co-ordinating Responses to Concerns about Attendance

Absence	Action	Outcome
Day 1	If no reason received: first day contact – telephone call / text / email. (Remember to ask for expected return date and for regular updates if absence more than one day).	Parent provides acceptable reason – authorised absence (AA). Reason provided is unacceptable - unauthorised absence (UA) Unable to contact family – check if child is identified as vulnerable –refer to Attendance / Safeguarding Lead
Day 2	If no response at day 1 – repeat above If no contact, then consider trying emergency contacts	If contact made – as above school decide if absence should be AA or UA. If no contact made refer to Attendance Lead & check with

		support staff / school friends, consider home visit.
Day 3	If no response at days 1 & 2. Carry out home visit. If parents have responded but absence is UA issue school warning letter	Home visit: If no response leave note If appropriate check with neighbours (mindful of data protection). Parents provide evidence for absence then AA if not it is recorded as UA
Day 4	If no contact from family or emergency contacts	Check with DSL/DDSL to see if known and ask for advice.
Day 5	If no contact from family issue school warning letter	Penalty Notice Warning to be considered.
Day 7	If no contact – home visit If contact but absence UA	Alert DSL/DDSL If UA consider Penalty Notice
Day 10	Continuous absence – no reason provided If absence is long term	Notify Local Authority and continue to implement procedures to address absence Regular visits from EWO and work to be co-ordinated by HOY

The School will write to parents for the following reasons:

3-day absence without good reason – parents asked to respond in writing or telephone call – warn that they can be issued with penalty notice if no response

5-day absence without good reason – parents asked to respond in writing and provide evidence of reason for absence. Penalty Notice Warning can be sent.

If the child is consider to be vulnerable then this process needs to be escalated always make sure there is a list of vulnerable children and who on SLT is the appropriate contact for example the SENDCO, Head of Year or the Designated Safeguarding Lead who may have other pertinent information that requires home visit or action on the first day of absence. Schools must notify the Local Authority of children who are absent for 10 consecutive days without authorisation.

Percentage Escalation Table

Percentage	Responsibility	Action
92% - 94%	School action: School Attendance Officer	Review attendance consider is absence authorised (is it one period of absence of several individual days - look for patterns) If authorised may decide to monitor. If unauthorised – write to parents advising them of attendance level and of concerns / expectations and possible next actions.
90% - 92%	School Action: School Attendance Officer AHOY	Review attendance – consider if authorised – is evidence being provided If unauthorised has it reached the threshold for Penalty Notice Warning. Is a home visit / school Meeting appropriate? AHOY to have meeting with student
89% - 90%	School Action: School Attendance Officer HOY/AHOY	Review attendance consider if absence is authorised – review reason and pattern. If child has a medical condition is a referral to Medical Tutoring Service if appropriate. If they are subject to CP plan or other safeguarding concerns raised, then discuss with DSL/ DDSL and allocated Social Worker. If low attendance is authorised due to exclusions have all inclusion options been considered IEP and referral to BACME
89% or below	School Action Plus: School Attendance Officer Educational Welfare Officer Head of Year	At less than 90% attendance a child is a Persistent Absentee and absence requires further investigation and possible

Persistent Absenteeism		statutory intervention depending on reason for absence. Long term illness should have been referred to LA Medical Needs Team; exclusions to BACME The School at this point may consider an attendance contract where necessary.
Severely Absent Pupils	Multi-Agency Approach: School Attendance Officer Education Welfare Officer Early Help/Social Worker/BACME Deputy/Designated Safeguarding Lead	Put additional targeted support in place, where necessary working with partners, and agree a joint approach with local authority for all severely absent pupils

All PA cases are also automatically made known to the London Borough of Waltham Forest BACME Officer. If the pupil's attendance continues to deteriorate then the School based attendance officer will refer the case to Behaviour Attendance and Children Missing in Education Team who will begin formalised proceedings.

If no improvement has been made after the 4 weeks of school monitoring then we may escalate to a (School Attendance Panel) SAP meeting. SAP meeting involves the EWO and a representative from the borough.

A review date will be put into place and it will be expected that the child's attendance improves. Alternatively, you may receive a Notice of Parental responsibility (NPR). Finally, if the attendance does not improve this could lead to a Legal review meeting and in the worst instance a court case and fine.

Positive Attendance Strategies

The school will hold an end of year trip for those who have displayed excellent attendance

Action	What	Led by	Frequency
The 100% Club	This is a reward club whereby pupils receive	HOY	Termly

	certificates; early lunch passes and termly rewards. Pupils who have 100% punctuality and attendance for the year will be eligible to attend an end of year trip.		
The Resilience Club	Any pupil who has made significant improvements to their attendance will be a member of The Resilience Club. These pupils will be selected by their Year Leads, will receive a certificate and postcard home. They will also be eligible to attend an end of year trip.	AHOY	Termly
Form Rewards	The Form group with the highest attendance and achievement points will receive a pizza party	AHOY	Termly
Regular recognition	Year Leads will organise separate rewards throughout the year relating to attendance. These will be celebrated in assembly	HOY/AHOY	Bi-Weekly

Weekly attendance phone calls

Regular phonecalls will be made to families offering support

Script

Good afternoon, we have noticed (insert name's) attendance has slipped to below 95% which is considered to be the lowest it should be. We are just calling to check all is well and if there is anything we can do to help? ...We have a range of supportive strategies we can introduce

Who?

Form tutors - 92%-94.9%

Ys/AYs/ASLT/Selected MLs - 85%-91.9%

Educational Welfare Officer - below 85%

When?

Calls will be made every Friday, Students who are on these lists to be raised in weekly KS4 progress meetings. Students who show improvement receive a call from a Senior Leader.

Authorised and Unauthorised Absence

Authorised absence is where the school accepts there is a good reason for absence.

Authorised absence requires communication from the parent/carer which is recorded by the School based attendance officer. An unauthorised absence is where the school does not consider the absence reasonable or where no reason has been given. The school has a **Zero Tolerance approach** to unauthorised absence.

Examples of absences that the school will authorise include;

- Sickness (below 5 counts)
- Unavoidable medical appointments
- Days of religious observance - up to a maximum of 3 days per academic year.
- Interviews or entrance exams for secondary school.
- Exceptional Circumstances – up to a maximum of 3 days – as authorised by the Headteacher.
- Sporting events- where the child is involved in the event.

Where your child may need to be taken out of school to tend to emergencies abroad, we will ask for your cooperation in passing on the necessary documents that we require. These may include:

- E.g. Proof of appointment
- E.g. In case of bereavement abroad we require a copy of death certificate or proof of funeral service
- E.g. Flight details

We appreciate that at sensitive times these documents may potentially cause upset, but we have a legal obligation to safeguard the students in our school and

ensure all missed learning is properly recorded. Without these documents absence will be unauthorised.

Examples of absences which the school will not authorise include;

- Shopping for new school shoes
- Birthday treats
- Waiting in for the gas man
- Holidays taken in term time
- Having your hair done for a special occasion
- Trips to the airport to drop off or collect family and friends
- Accompanying a parent/sibling/family member to a doctor or hospital appointment
- Visits to family / friends

Class registers officially close at 9.15am. Children who arrive after this time will be recorded with an (U) code which is classes as an unauthorised absence. 12 or more (U) code in any term will result in a Fixed Penalty Notice (FPN).

Long Term Sickness

If a child becomes ill and will require a week or more off from school, we recommend that pupils use online learning platforms as a way of keeping up with studies. If your child is going to be absent from school for a longer period of time please book an appointment with the Head of Year or SLT to organise a longer-term plan for studying at home. Where a child has to be admitted to hospital for a long period of time, the hospital will usually provide education to the child. If this is happening please let us know so that we can code the attendance appropriately. If you are not receiving support from the hospital please contact the school and we will try to organise work for your child.

Leave in Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

Due to government legislation **No holiday** is to be taken or will not be authorised during school term time unless for exceptional circumstances. If holiday leave is required you will need to place your request in a **Letter prior** to the travelling date, to the Headteacher.

There is **no** automatic entitlement in law to time off in school time to go on holiday **and as a general rule holiday during term time will not be authorised. However, we recognise that many of our pupils have family across the world**

and there may be times when family visit is required e.g. illness. On these occasions parents may request compassionate leave absence from the Headteacher.

In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. We may also require proof of bookings, medical evidence or death certificates in the case of funerals.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a pupil is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods, GCSE or any other public examinations.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already **below 94%** or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such a Penalty Notice fine may be issued.

Holy Family Catholic School operate a **zero tolerance** approach towards holidays during term time. Absence of this nature will result in a fixed penalty notice being issued. If pupils are on leave without authorisation, the school will refer the case to the **Behaviour Attendance and Children Missing in Education Team to issue Fixed Penalty Notices of**

£60, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004).

Pupils who have unauthorised absences directly before or after a school holiday will need to provide the school with medical evidence for the absence. If no medical evidence is provided

then the School based attendance officer may, refer the case to the **Behaviour Attendance and Children Missing in Education Team to issue Fixed Penalty Notices of £60, rising to £120 if not paid within 28 days (Anti-social Behaviour Act 2004).**

Special Leave Requests in Term Time

We understand and encourage participation in external school activities and pursuits. This can sometimes lead to pupils requiring special leave from school to

attend additional training, competitions and other events. The school will grant a maximum of 5 days special leave throughout the academic year to support the development and aspirations of the children. Any child requesting special leave must supply a letter in writing to the Headteacher, accompanied by an official invite on headed paper from the organisers / providers. Any days additional to this or absence due to sickness prior to or after the requested date will be marked as an unauthorised absence, unless medical evidence is provided.

Child License – if your child is modelling / performing for film / TV / publications etc. legislation sets out that in addition to the above guidance the parents must obtain a Local Authority License

Exceptional Leave in Term Time

Taking leave in term time will affect your child's schooling as much as any other absence. All applications for exceptional leave must be made in writing to the Head teacher in advance.

Any period of leave taken without the agreement of the school, will be classed as unauthorised and may attract sanctions such as a penalty notice.

The criteria that the school will apply to determine 'exceptional' is a circumstance that has unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time. This interpretation will have different parameters from one case to another, each individual request will be considered on its own merits and must be put in a letter directly to the Head teacher.

No authorisation for leave of absence can be given retrospectively, which means permission must always be sought beforehand.

In the event that leave for exceptional absence is granted, any further days of absence will be regarded as unauthorised. The school must be informed in all instances and where the cause is sickness a doctor's certificate must be produced. If a child fails to return on the agreed date, the Local Authority will be informed. The child will remain on roll whilst an investigation is carried out. If the child does not return to school the school will then contact the 'Children Missing from Education' Officer and will liaise regarding the correct common transfer file. If your child does not return to school he/she may lose their school place.

If the child is subject to child protection plans, social services will be immediately notified. The Academy Council will not authorise any leave at times when children are scheduled to take public examinations. Parents/carers will be notified as soon as these dates are known. If children are on leave without authorisation, the London Borough of Waltham Forest has the power to issue Fixed Penalty Notices of £60, rising to £120 if not paid within 28 days (Antisocial Behaviour Act 2004).

Extended Leave of Absence

If the school has received no forewarning about an extended absence, the Education Welfare Officer will be asked to investigate. Such investigations are initiated to ensure the safety and wellbeing of pupils. If no information can be obtained regarding the expected return date of the pupil, the child's name may be removed from the school roll. The onus will then be on the parent/carer to seek alternative school place or educational provision.

If the school has been advised in advance of the absence and date of return, the parents will be warned of the possible educational consequences of extended leave of absence.

Registration

Legal Registration is taken between 8.35-9.00 and 2.20-2.35 Class registers are legal documents and must be treated accordingly. The class teacher will ensure that the registration period is orderly and calm and that the registers are called promptly and accurately every morning and every afternoon. Registration should be taken at the same time to ensure consistency in identifying latecomers.

Failure of staff to take registers will be considered a failure to meet teacher standards and is a key safeguarding issue and this could result in disciplinary procedures where this becomes a persistent issue.

Truancy of lessons is also monitored via the lesson registers. Staff must take the registers at the start of lesson and report any pupil who is missing from their lesson but was previously present to the School Office/Year Lead / SLT via an immediate email. Failure to not report persistent absence to lesson could be considered as failure to meet safeguarding expectations and this could result in disciplinary procedures.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we Manage Lateness:

The school doors open at **8.00 am** and we expect your child to be **at line up by 8.35am** at the latest. **School gates will close at 8:35.** Any time after 8.35am pupils will be marked as late (L) as they enter through the 'Late Gate' process and have their name taken by a member of staff. Students who are late will be issued with a detention.

At **9.15am** the registers will be closed. In accordance with The Education (Pupil Registration) (England) Regulations 2006, if your child arrives after that time they

will receive a mark (U code) that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence for the morning. This may mean that you could face the possibility of a Penalty Notice, as set out in the local authority Code of Conduct, if the problem persists. If your child has a persistent late record you will be asked to meet with the Head of Year to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time; we are here to support you and your child if there are difficulties.

Action by Pupil	Sanction	Staff Responsibility
Late to school	Same day detention	Detention Rota
Late to lesson	Class teacher to issue behaviour point.	Classroom teacher
Failure to attend lateness detention	60 Minute Whole School	Detention Rota
3 or more lates to school in a week	Form Tutor to email/call home	Form Tutor
Persistent lateness	Head of Year and Site School Attendance Officer meeting	Head of Year/SAO

Attendance of Children Looked After

The school has a designated teacher responsible for overseeing the education of children in public care. This role will include the monitoring of attendance rates which are reported to the Behaviour Attendance Children Missing in Education (BACME). Any concerns should be notified as soon as possible to the carer, social worker and School Attendance Officer for vulnerable children.

School Term Time

Our term times are set in accordance and with consultation with the Local Authority recommendations.

The confirmation of our school term dates are available from our websites or the main school office. Please do not refer to any other sources as these are not confirmed by us.

Change of Address

If a family are moving to a new address, parents/carers must provide the school with their new address and contact numbers. If the family are moving overseas, parents/carers must provide travel documents and a forwarding address. Failure to do this will result in a referral to the 'Children Missing Education' officer at the London Borough of Waltham Forest.

Telephone Numbers / Email

There are times when we need to contact parents/carers. You must provide the school with TWO up to date numbers/email addresses if you don't then something important may be missed. There will be checks made on telephone numbers/email addresses and contact details throughout the academic year.

Transferring to Another School

Parents/carers must notify the school immediately if they are removing their child to start at another school. The parents/carers must provide the name of the new school. If a family are moving to a new address, which requires the child to attend a new school but the child is not yet registered then parents/carers must provide school with their new address. Occasionally children may move away from the school without notifying us. We make every reasonable effort to locate the child and their family. Removal from roll may be backdated if we subsequently receive proof of dates of attendance at the new school. If we are unable to make communication with the family, the child is kept on roll until we receive confirmation from the new school and then the BACME Service and Children Missing Education Service are notified.

Families Moving Abroad

Parents/carers must notify the school immediately if they are moving abroad and the parents/carers must provide the new home address and new school address. The parents/carers must provide flight details. Failure to provide this information to the school will result in a referral to the child/children to Child Missing from Education (CMFE) and will also communicate with 'Home Office' and other child safeguarding agencies.

Parental Information on Attendance Processes

Parents/Carers are informed at the beginning of the Year of our attendance processes.

Dear Parents/Carers,

We hope this message finds you well. At Holy Family Catholic School we are committed to ensuring the best educational experience for every student, which includes supporting good attendance. Below is a summary of the stages of attendance monitoring and the support systems in place to help students maintain regular attendance:

Stage 1: Early Intervention (Voluntary Early Help Plan)

When a student's attendance drops below 95%, you will be contacted by their Form Tutor. This is an informal process aimed at identifying early concerns and offering support to improve attendance. Attendance will be reviewed every three weeks.

Stage 2: Informal Support Meeting (Voluntary Early Help Plan)

If attendance does not improve, we will invite you to a meeting with a member of the School Attendance team or the Pastoral Team. This meeting will explore any barriers to attendance and outline a voluntary support plan to address them. A home visit may also be arranged if necessary. Attendance will continue to be reviewed every three weeks.

Stage 3: Formal Support – Attendance Contract

If attendance issues persist and fall to 90% and below, that is classed as persistent absence. As a result, you will be asked to attend a meeting with the Education Welfare Officer (EWO) where you will be asked to sign an attendance contract. This is a formal agreement between you, the school, and the local authority, which outlines specific actions and monitoring over a period of 4-12 weeks. Failure to comply may lead to further legal steps.

Stage 4: Attendance Prosecution

A Penalty notice may be issued against you which is a fine of £160 per parent, per child, alternatively, if a student continues to miss school despite all prior interventions, the local authority may prosecute parents/carers in the Magistrates Court. Fines and penalties can be imposed, including a fine of up to £2,500 or imprisonment in more severe cases.

Stage 5: Education Supervision Orders (ESOs)

If previous voluntary support has not been effective, the school and local authority may seek an Education Supervision Order through the Family or High Court. This formal legal intervention provides additional support to the student and family. Non-compliance with an ESO could result in prosecution.

If you have any concerns regarding your child's attendance or need support, please do not hesitate to contact the School Attendance Team. We are here to work with you to ensure your child is in school regularly and making the most of their educational opportunities.

Yours sincerely,

Mr Fidegnon & Mrs Gidigbi

Head of Behaviour & Attendance Officer