



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

### 1. Aims and objectives

At St Peter's we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. **We expect pupils to be in school for every session of the school day and for every day that the school is open.**

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

### 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

### 3. Roles and responsibilities

#### 3.1 Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9:30 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy

Date of Approval : Pending Ratification

Review Date : September 2026

Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

### 3.2 Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time

### 3.3 The governing body are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the headteacher to account for the implementation of this policy
- Link Governors for attendance are Shireen Bhaiyat and Emily Hudson

### 3.4 The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting the issue of fixed-penalty notices, where necessary

### 3.5 The Senior Attendance Champion (senior leader), Mr W Spanjers – [attendance@sphs.uk.com](mailto:attendance@sphs.uk.com), is responsible for:

Championing and improving attendance across the school

- Setting a clear vision for improving and maintaining good attendance
- Establishing and maintain effective systems for tackling absence and make sure they are followed by all staff
- Having a strong grasp of absence data to focus the collective efforts of the school
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy

Date of Approval : Pending Ratification

Review Date : September 2026

Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

**3.6 The school attendance officer, Mrs Helen Shipton – [attendance@sphs.uk.com](mailto:attendance@sphs.uk.com) is responsible for:**

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the headteacher
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

**3.7 The class teacher/form tutor is responsible for:**

- Recording attendance daily, using the correct codes and submitting the information to the school office no later than the time the register is closed

**3.8 School administration/office staff are responsible for:**

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

## 4. School processes for recording attendance and absence

### 4.1 Attendance Register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

- Present
- Absent
- Any amendment to the attendance register will include:
  - The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment

We will also record:

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy  
Date of Approval : Pending Ratification  
Review Date : September 2026  
Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

- Whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day.

The register for the morning session will be taken at 9am and will be kept open until 9.30am. The register for the afternoon session will be taken at 12.15pm and will be kept open until 12.30pm.

### 4.2 Absence

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 9am or as soon as practically possible by calling the school.

Parent/carers can notify the school either by calling 01452 520 594 (press 1) or emailing [attendance@sphs.uk.com](mailto:attendance@sphs.uk.com)

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer 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 about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late (Code L)
- After the register has closed will be marked as absent (Code U)

A pupil who arrives late (i.e after 8.59) before the register has closed will be marked as late, using the appropriate code

A pupil who arrives late (i.e after 8.59) after the register has closed will be marked as absent, using the appropriate code.

The Attendance Officer will advise the Head of Year (HOY) on a weekly basis of those pupils arriving late. HOY will ensure detentions are issued where necessary. All pupils with 3 or more late sessions in a week will automatically receive a Friday night detention. A session is a.m. registration or period 3 in the afternoon.

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy  
Date of Approval : Pending Ratification  
Review Date : September 2026  
Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

The school also runs ad hoc late checks. Any student without a valid reason for being late on these days will receive an automatic afterschool detention.

The Attendance Officer will send letters to parents where pupils are consistently late and where unauthorised absences are becoming frequent.

If the problem persists the Attendance Officer will follow procedure for legal action to request the issue of a Notice to Improve and/ or Penalty Notice under the GCC/ National Penalty Notice Code of Conduct.

### 4.3 Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parent/carers can notify the school either by calling 01452 520 594 (press 1) or emailing [attendance@sphs.uk.com](mailto:attendance@sphs.uk.com)

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

- The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as **something that is unexpected, unavoidable and outside of your control.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least two weeks before the absence, and in accordance with the school's leave of absence request form accessible here <https://www.sphs.uk.com/schoolinformation/request-for-a-leave-of-absence-during-term-time> The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

Please return the completed form to [attendance@sphs.uk.com](mailto:attendance@sphs.uk.com)

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy

Date of Approval : Pending Ratification

Review Date : September 2026

Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

- Non-compulsory school age pupil not required to attend school (Code X)
- Compulsory school age pupil subject to a part-time timetable (Code C2)
- Exceptional circumstances (see definition above) (Code C)
- Parent travelling for occupational purposes – The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

### 4.4 Procedures following unexplained absence

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or follow missing protocols such as contacting the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will conduct a home visit or follow missing protocols such as contacting the police

### 5. Strategies for promoting attendance

- All pupils with 100% attendance in a term receive a certificate home commending them for their consistency
- Pupils with 95% attendance over the year gain points towards the St. Peter's ROCK award
- Heads of Year and the Attendance Officer hold meetings with pupils and parents to devise ways to overcome barriers to attendance
- A termly attendance prize is given out to the form with the best attendance in each year group.
- Fortnightly attendance award
- Regular phone calls home (Attendance Team)
- Attendance meetings with Attendance Officer and Heads of Year or SLT
- Careers talks and lessons, which link attendance to future success and destinations
- Termly attendance letters sent home to encourage higher participation
- All assessment information includes attendance individually and in relation to the year group
- Attendance expectations are regularly reinforced through tutor times, assemblies, on the tannoy and in transition or parental meetings.

### 6. Attendance data monitoring, reporting and analysing

The school will:

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy  
Date of Approval : Pending Ratification  
Review Date : September 2026  
Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

- Regularly inform parents of their child's attendance levels through letters, reports etc.
- Monitor attendance and absence data weekly, half-termly, termly, annually across the school and at an individual pupil level
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to Heads of Key Stage, Heads of Year, tutors and other school leaders and other school leaders( Attendance Champion, Pupil Premium Lead, SLT members and SENDCO)to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### 7. Reducing persistent and severe absence

- Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.
- The school will:
  - Use attendance data to find patterns and trends of persistent and severe absence
  - Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
  - Provide access to wider support services to remove the barriers to attendance
  - Follow a graduated pathway of attendance interventions to support better attendance including meetings, Section 19 referrals, referrals to NavHub and other outside agencies, creating and monitoring MyPlans as appropriate.
- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, requesting a Notice to Improve from the local authority, an Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

### 8. Legal sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Notices to Improve and Fixed Penalty Notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct available [here](#).

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy

Date of Approval : Pending Ratification

Review Date : September 2026

Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

---

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

### 9. Links to other policies and monitoring arrangements

- Behaviour Policy

[Behaviour policy updated Nov 18.pdf](#)

- Child Protection Policy

[Child Protection Policy.pdf](#)

This policy will be reviewed as guidance from the local authority or DfE is update, and as a minimum each academic year by the Attendance Lead and Senior Attendance Champion. At every review the policy will be approved by the full governing body.

---

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy

Date of Approval : Pending Ratification

Review Date : September 2026

Committee Responsible : Full Governing Board



# St Peter's Catholic High School & Sixth Form Centre

## Policy Document – Attendance Policy

DESCRIPTOR	ATTENDANCE %	No. OF DAYS MISSED	HOURS OF LOST LEARNING	COMMENTS
<b>EXCELLENT</b>	100%	0	0	<b>Your child's attendance is above 98%.</b> As well as excellent attendance your child will almost certainly achieve the best grades for their ability and have real opportunity in further education or the world of work.
	99%	2	10	
<b>GOOD</b>	98%	4	20	<b>Your child's attendance is 96-97%.</b> Your child is likely to achieve their grades that will give them real opportunities to continue their studies or in the world of work.
	97%	6	30	
	96%	7-5	37-5	
<b>SATISFACTORY</b>	95%	9-5	47-5	<b>Your child's attendance is 95%.</b> They meet government expectations and national average. Your child may achieve their grades that will give them real opportunities to continue their studies or in the world of work.
<b>UNSATISFACTORY</b>	94%	12	60	<b>Your child's attendance is 90-94%.</b> <b>They are below the national government threshold of 95%.</b> Attendance at this level will make it difficult for them to achieve their best.
	93%	14	70	
	92%	16	80	
	91%	18	90	
	90%	20	100	
<b>SERIOUS CONCERN</b>	89%	21	105	<b>Your child's attendance is between 85-90%.</b> Your child is recorded as a "persistent absentee" in national data. Your child is missing so much time from school that it will be difficult for them to keep in touch with lessons or work. Schools have a duty to seek medical evidence and consider legal sanctions at this level.
	88%	23	115	
	87%	25	125	
	86%	27	135	
<b>CRITICAL CONCERN</b>	85%	28.5	142	<b>Your child's attendance is below 85%.</b> <b>Take Action Now</b> Your child is missing so much time from school that it will be almost impossible for them to keep in touch with lessons or work! Medical evidence will be required. Unauthorised absences will be referred to the Local Authority to impose legal sanctions.
	84%	30.5	152	
	83%	32	160	
	82%	34	170	
	81%	36	180	

St Peter's Catholic High School & Sixth Form Centre - Attendance Policy

Date of Approval : Pending Ratification

Review Date : September 2026

Committee Responsible : Full Governing Board