



The Barlow RC High School & Specialist Science College

"If you believe you can achieve!"

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ACADEMIC EXCELLENCE - HIGH STANDARDS & EXPECTATIONS - SUCCESSFUL, SAFE, HAPPY STUDENTS

Monday 10th July 2023

Dear Parent/Carer,

Re: Attendance Guidance

Regular attendance to school is important for your child. You will be aware that there is a direct correlation between pupil attainment at Key Stage 4 and attendance to school. However, we do recognise that, post-Covid, some pupils have found attending school regularly more of a challenge. As a school we have therefore made some changes to our Attendance Policy and improving the ways in which we support pupils to attend school regularly. This letter summarises the updated Attendance Policy and our expectations around attendance from September.

Attendance Team

Our Attendance Team comprises of Mrs Naila Iftikhar who is our Attendance Welfare Co-ordinator, Mrs Helen Jones who is our Attendance Officer and Mrs Cara Killey who is our Pupil Services Officer. Mrs Iftikhar's role is to work with pupils and families to support parents to ensure that their children attend school regularly.

Pupil Absence

Parents/carers should advise the school by telephone or via ClassCharts on the first day of absence by 8:15am and provide the school with the reason for absence and an expected date of return. The school contact number is (0161) 445 8053 Ext 1 or via email at studentabsence@thebarlowrchigh.co.uk. If your child is absent without any notification from home you will be contacted via your ClassCharts account, telephone or text message to ascertain the reason for absence. This is a legal requirement.

If we have not heard from you nor seen your child for 3 days a home visit will take place.

Illness

Parents/carers may be asked to provide medical evidence to allow the Headteacher to authorise absence where there has been a prolonged period of non-attendance. This will usually be in the form of an appointment card, prescription etc. This includes if a pupil is absent due to circumstances related to COVID-19.

Medical Appointments

Just a reminder that for medical appointments we do require evidence confirming the date and time of your child's appointment. Unfortunately, a telephone call is not sufficient evidence. Medical evidence can take the form of an appointment card, a letter, or a text message. This can either be scanned and sent via email or a paper copy brought into school by your child.

Suspension (No alternative provision made)

Being suspended from school is counted as an authorised absence. The suspension letter will direct all work to be completed at home (all details can be found on the school website). Pupils must complete work set during this absence.



Family Holidays and Extended Leave

Parents/carers are strongly advised to avoid taking their children on holiday during term time. Parents/carers do not have an automatic right, in law, to remove their child from school during term time for the purpose of a holiday and should be made aware that Penalty Notice Fines will be applied for. If their child is absent for 10 school days they will miss 5% of their education during that academic year.

Late Arrival

Family Time begins at 8.30am; pupils arriving after this time will be marked as present but arriving late (L). The register will close at 9.30am and pupils arriving after the close of register will be recorded as late (U). **Please note, this will not be authorised and will count as an absence for that school session.** Pupils will also receive an N3 detention.

If your child arrives late (after 8.30am but before 9.30am) they will be issued a same day 30-minute detention at lunch-time.

On arrival after the close of register, pupils must immediately report to Pupil Services to ensure that we know that they have arrived at school and can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided.

Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents/carers realise their own responsibilities in ensuring attendance at school and most importantly, about returning children to education.

Attendance Strategy Processes (Appendix 1)

Please find overleaf the process of how your child's attendance will be monitored throughout the year. It will be ran on a Trigger point basis, which is related to how many days your child is absent through the school year. At each Trigger point there will be monitoring process and an action which will be carried out by the highlighted members of staff. Please read carefully and understand how the process works. The Trigger points are refreshed weekly by the Attendance Team.

I trust this document is a useful one and gives you a clear guide of Attendance and the expectations around it at our school. If you have any queries relating to the above, please feel free to contact myself or Mrs Iftikhar on the school number or email l.pickerill@thebarlowrchigh.co.uk / n.iftikhar@thebarlowrchigh.co.uk.

Yours faithfully,



Mr L Pickerill
Senior Assistant Headteacher

Appendix 1

Attendance Strategy: Processes

TRIGGER	ACTION	MONITORING	SUPPORT
Trigger Point 1 Pupil has 4 or more days off in 2022-23	<ul style="list-style-type: none"> Pupil meets with FT: parental telephone call home. Logged on ClassCharts. 	<ul style="list-style-type: none"> FT to place pupil on TP1 Attendance Report Card (6 weeks) if 100% attendance every week, pupil comes off report. 	<ul style="list-style-type: none"> FT to monitor pupil's attendance and discuss/implement any additional support needed – logged on ClassCharts.
Trigger Point 2 Pupil has 6 or more days off in 2022-2023	<ul style="list-style-type: none"> Pupil meets with FT: parental letter sent home. Logged on ClassCharts. 	<ul style="list-style-type: none"> FT to place pupil on TP2 Attendance Report Card (6 weeks) if 100% attendance is achieved every week, pupil comes off report. 	<ul style="list-style-type: none"> FT to monitor pupil's attendance and discuss/implement any additional support needed.
Trigger Point 3 Pupil has 8 or more days off in 2022-2023	<ul style="list-style-type: none"> Parent meets with HOY and complete School / Parent / Pupil Contract (Targets set for 6-8 weeks). Offer of Early Help Assessment. HOY to action. Place pupil on HOY HT Attendance Drive. Logged on ClassCharts. MER letter to be given to parent. HOY to notify Attendance Officer letter has been given. 	<ul style="list-style-type: none"> HOY to place the pupil on TP3 Attendance Report Card (6 weeks) if 100% attendance is achieved every week, pupil comes off report. 	<ul style="list-style-type: none"> HOY to monitor pupil's attendance and discuss/implement any additional support needed.
Trigger Point 4 Pupil has 10 or more days off in 2022-2023	<ul style="list-style-type: none"> Pupil meets with HOY: parental telephone call home. Referral for Early Help Assessment. Place pupil on HOY HT Attendance Drive. Pupil placed on Attendance Report Card by HOY. Logged on ClassCharts. Attendance Panel: Informal. 	<ul style="list-style-type: none"> HOY to place the pupil on TP4 Attendance Report Card (6 weeks) if 100% attendance is achieved every week, pupil comes off report. 	<ul style="list-style-type: none"> HOY to monitor pupil's attendance and discuss/implement any additional support needed.
PERSISTENT ABSENTEE INTERVENTIONS			
Trigger Point 5 Pupil has 12 or more days off in 2022-2023	<ul style="list-style-type: none"> KSL refers pupil to SAHT for next Governors Attendance Panel. Attendance at Governors Panel. Pupil put on TP5 Attendance Report Card by KSL. Logged on ClassCharts. 	<ul style="list-style-type: none"> KSL to place the pupil on TP5 Attendance Report Card (6 weeks) if 100% attendance is achieved every week, pupil comes off report. 	<ul style="list-style-type: none"> KSL to monitor pupil's attendance and discuss/implement any additional support needed.
Trigger Point 6 Continue absence Pupil has 15 or more days off in 2022-2023	<ul style="list-style-type: none"> Pupil placed on Attendance Report Card to LMT Link. Penalty Notice Warning Letter: 15-day monitoring period. Logged on ClassCharts. Bespoke provision offered / put in place. 	<ul style="list-style-type: none"> LMT Link to place the pupil on TP6 Attendance Report Card (6 weeks) if 100% attendance is achieved every week, pupil comes off report. 	<ul style="list-style-type: none"> LMT Link to monitor pupil's attendance and discuss/implement any additional support needed.
Trigger Point 7 Absence during 15-day monitoring period	<ul style="list-style-type: none"> Pupil remains on Attendance Report Card to LMT Link. Penalty Notice issued. Logged on ClassCharts. 	<ul style="list-style-type: none"> LMT Link to monitor for the remainder of the academic year. 	<ul style="list-style-type: none"> LMT Link to monitor pupil's attendance and discuss/implement any additional support needed.