

Attendance Policy

Notre Dame High School



Approved by:	Mr A Marsden	Date: 23/09/2025
Last reviewed on:	23/09/2025	
Next review due by:	23/09/2026	

Notre Dame High School,
Fulwood Road, Sheffield S10 3BT
Telephone: 0114 230 2536 Fax: 0114 230 8833
Email: school@notredame-high.co.uk Web: www.notredame-high.co.uk

Headteacher: Mrs D Cleary

"In the schools teach whatever is necessary to equip students for life." Saint Julie Billiart

Notre Dame High School, a charity and company limited by guarantee, registered in England and Wales (reg no. 8098354). Registered Office:
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NOTRE DAME HIGH SCHOOL ATTENDANCE POLICY

Mission Statement:

The aim of this policy is to underpin our Mission Statement:

- To promote Gospel values
- To build a caring community
- To enable all students to realise their potential
- To develop links with parents
- Recognise that regular attendance is essential for safeguarding, academic success, and personal development

1. Aims

This policy aims to demonstrate our commitment to meeting our obligations regarding attendance, in line with the Department for Education's (DfE) statutory guidance on 'Working Together to Improve School Attendance' (from August 2024). Our aims include:

- Setting high expectations for attendance and punctuality.
- Promoting the benefits of good attendance.
- Reducing persistent and severe absence.
- Acting early to address patterns of absence.
- Building strong relationships with families to remove barriers to attendance.
- Ensuring every pupil accesses the full-time education to which they are entitled.

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2. Legislation and Guidance

This policy is based on the DfE's statutory guidance 'Working Together to Improve School Attendance' (2024) and is underpinned by the following legislation:

- Education Act 1996 (Part 6)
- Education Act 2002 (Part 3)
- Education and Inspections Act 2006 (Part 7)
- The Education (Pupil Registration) (England) Regulations 2006 (and amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and 2024 amendment

This also refers to guidance including Keeping Children Safe in Education (KCSIE) and DfE guidance on mental health and attendance.

3. Roles and Responsibilities

3.1 Governing Board

The governing board is responsible for setting high expectations for attendance, ensuring statutory duties are fulfilled, monitoring attendance data, supporting school leaders, and holding the headteacher accountable for implementing this policy.

3.2 Headteacher

The headteacher (Mrs D. Cleary) is responsible for ensuring this policy is implemented, monitoring whole-school attendance, reporting to governors, authorising penalty notices, and communicating expectations to staff, parents, and pupils.

3.3 Designated Senior Leader for Attendance

- The Designated Senior Leader for Attendance (Mr A Marsden)

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- leads, champions, and monitors attendance.
- develops strategies for improvement.
- ensures intervention plans are in place where needed.
- Regularly monitoring and evaluating progress in attendance.
- Overseeing attendance data and absence data analysis.
- Building close relationships with parents.

Contact: 0114 230 2536 | school@notredame-high.co.uk

3.4 Attendance Officer

The Attendance Officer (Mrs K. Birkinshaw) monitors daily attendance, follows up unexplained absences, and provides reports to staff and senior leaders. She is the first point of contact for parents regarding day-to-day attendance.

Contact: 0114 230 2536 | attendance@notredame-high.co.uk

3.5 Staff

Form tutors and class teachers are responsible for accurately recording attendance in Bromcom (internal information system). Administrative staff support by receiving absence calls, recording them, and signposting families for support.

3.6 Parents and Carers

Parents must:

- Ensure their child attends every day and on time.
- Contact the school before 8.50am to report an absence and each subsequent day.
- Provide more than one up-to-date emergency contact number.
- Avoid term-time holidays.
- Arrange medical appointments outside hours where possible.

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3.7 Pupils

Pupils are expected to attend all sessions punctually and engage with support where attendance is an issue.

4. Attendance and Punctuality Expectations

- Students must be on site by 8.50am and in form time by 9.00am.
- Morning registers are completed by 9.10am, and afternoon registers during Period 4.
- Registers close at 9.25am; students arriving after this may be marked absent (U code).
- Persistent lateness will lead to Interventions.

5. Day-to-Day Attendance Procedures

- First day calling: Parents must notify school by 8.50am.
- The Attendance Officer will contact families where no explanation is received.
- Unplanned absence: Parents should phone/email or report on my child at school app, in the report absence section, daily with reasons for absence.
- Planned absence: Requests must be made in advance using the school's leave of absence form with at least 20 days' notice.
- The school has the authority to decide if the absence is authorised.
- Medical evidence may be required for absences over 5 days.
- Follow-up: Unexplained absences will be pursued by phone, email, and, where necessary, home visits.

6. Promoting Good Attendance

Notre Dame High School promotes good attendance through:

- Celebrating high attendance in assemblies and newsletters.

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- Awarding certificates and prizes for excellent or improved attendance.
- Holding attendance campaigns and themed weeks.
- Recognising and rewarding punctuality.

7. Monitoring and Use of Data

Attendance is monitored daily, weekly, half-termly, and termly. Data is analysed by year group, cohort, and individual pupil. Reports are shared with tutors, senior leaders, governors, and the local authority as required. Data is used to identify patterns, support interventions, and evaluate strategies.

8. Persistent and Severe Absence

Persistent absence is defined as 10%+ absence; severe absence as 50%+ absence. Notre Dame will:

- Meet regularly with families to understand barriers.
- Work with external agencies (e.g., Education Welfare, health services).
- Create personalised support and reintegration plans.
- Consider interventions where support is not effective or engaged with.

9. Penalty Notices and Legal Interventions

Where support is unsuccessful or not engaged with, the school may request the local authority to issue:

- Penalty Notices (unauthorised absences/holidays).
- Notices to Improve.
- Parenting contracts or Education Supervision Orders.
- Penalty notices are enforced by Attendance & Inclusion and the Local Authority.

Failure to pay may result in prosecution under Section 444 of the Education Act 1996.

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10. Equality and Inclusion

Notre Dame High School applies this policy consistently but considers the needs of pupils with specific barriers to attendance, including those with SEND, health needs, or family circumstances. Adjustments are made in line with the Equality Act 2010 and the UN Convention on the Rights of the Child.

11. Monitoring Arrangements

This policy will be reviewed annually, or sooner if statutory guidance changes. The governing board will approve all updates, led by the Headteacher and Head of Attendance & Pastoral.

12. Links with Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy

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