

EST. 1914

THE CARDINAL VAUGHAN
MEMORIAL SCHOOL



Amare et Servire

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ATTENDANCE POLICY

All policies are updated regularly in accordance with statutory guidance.



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The Attendance Policy is held by the [Trust](#) but the following appendix outlines the particular detail of our procedures.

Appendix 2: local school practice

Role	Name/email
Designated senior leader for attendance	Aaron Cosgrove, Headmaster
Attendance officer	Adrian Rammelt

School Detail	Info
School Day	8.40 – 3.30
Pupils must arrive by	8.35
First register taken at	8.40
Kept open until (30 mins after)	9.30
Second register taken at	1.30
Kept open until (30 mins after)	2.00
Unplanned absence procedures	On each day of absence parents log absence through the Arbor app – Quick Actions>Attendance>Log Absence
Planned absence procedures	If the absence does not require permission i.e. a hospital appointment, then parents should report it on the day through Arbor. If the absence requires permission, parents must contact the Head of School through hmpa@cvms.sjscat.co.uk
Lateness & punctuality procedures	In cases of lateness, after a third late arrival in any half-term period, pupils will be placed on a yellow card and must report to their Head of Year before 8.25 a.m. each morning for a five-day period. A clear week of early arrivals will result in being taken off the card. Up to two late arrivals (i.e. at any time after 8.25 a.m. but before Registration) will result in another week on the same card. A third late arrival in the manner described above will result in a move up to a red card, which will be



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	administered by the Head of Building. Any late arrival in the next ten days may entail a period of time in the Behaviour Support Room.
Follow up on unexplained absence	The attendance officer contacts the parents of any pupil with an unexplained absence on the same day.
How we report on attendance to parents	Current attendance is shown on the parental Arbor app and is also included on the six reports parents receive during the year.

Strategies for promoting attendance

At Cardinal Vaughan we promote pupil attendance by first and foremost creating a supportive and happy community where education and everything that involves, including attendance, is valued. We work closely with families to promote and support good attendance so that every pupil has the best chance of success.

The school carefully monitors attendance data, identifying patterns, individuals and groups at risk and intervenes appropriately. Good attendance is recognised through letters home and house points.

Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance, including physical and mental ill health

The school will facilitate support for pupils with identified barriers to attendance, both in school and externally as appropriate. We will be flexible in our approach to removing barriers, and will make adjustments where possible. We will work proactively with parents and agencies to ensure a holistic approach.

8.2 Pupils returning to school after a lengthy or unavoidable period of absence

There is no one-size-fits-all approach to manage a pupil's return to school, so we will work collaboratively with parents, pupils and any involved agencies to agree an appropriate individualised approach. This may include, but is not limited to, a reduced timetable, a staggered return, or flexi-schooling. This will be closely monitored and reviewed by all parties involved to make the process as successful as possible.