



Castle Rushen Hígh School

Attendance Policy

This policy has links to the following CRHS policies and should be read in conjunction with:

- ❖ Anti-bullying policy
- ❖ Safeguarding policy
- ❖ SEN Policy

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LT Responsible for review:	Keith Winstanley Jody Astin			
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1. Purpose of this Policy

To promote excellent attendance and punctuality with a whole school culture of understanding that attendance leads to success and a celebration of such.

1. To promote full attendance to school, with a school target of 97%
2. To reduce absence including persistent and severe absence.
3. To reduce 'unauthorised absences' across all year groups.
4. To ensure students arrive punctually to school and lessons during the day.
5. To recognise students and celebrate the success of students who achieve good, excellent or improved attendance/punctuality.
6. To act early and challenge student attendance where it falls below the school target average (of 97%) ensuring appropriate levels of support and intervention are maintained.
7. To engage with parents, students and where required, external agencies to positively impact where attendance is a serious cause for concern and falls below 90%.
8. To support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly.
9. Build strong relationships with families to ensure students have the support in place to attend school.

2. Roles and Responsibilities

Students

- Take responsibility for excellent levels of attendance and punctuality. Students should arrive to school by 0855 in full school uniform and be on time for every lesson.
- Follow school procedures for attendance and punctuality e.g. signing in at reception if late, or if you are leaving site.
- Catch up on any work and homework missed if they are unavoidably absent.
- Log on to remote learning if applicable.

Leadership Responsibility

- Monitoring school-level absence data and reporting it to the School Governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

Head of Year Responsibility

- Inspire students to be accountable for their attendance and punctuality, giving attendance a high profile as the gateway to all other success.
- Setting good examples by being punctual themselves and maintaining good routines.
- To lead and monitor tutors regarding attendance so that provision is consistent.
- To promote the importance of attendance in assemblies and tutor time.
- Work alongside the Leadership team to discuss trends, patterns and agree on interventions to improve attendance figures for individual students.
- Work with Outreach and the island's EWO to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Issues letters to parents
- Arrange calls and meetings with parents to discuss attendance issues

Tutor Responsibilities

- Inspire students to be accountable for their attendance and punctuality, giving attendance a high profile as the gateway to all other success.
- Setting good examples by being punctual themselves and maintaining good routines.
- Complete the register during the registration period.
- Provide the office staff with any communication with parents and carers regarding student attendance and punctuality.
- Conduct weekly attendance conversations with students, during tutor time, to track unauthorised absences to lessons/school and address these with the student and home as applicable
- To reward and promote excellent attendance.
- Arranges calls and meetings with parents to discuss attendance issues
- Issues letters to parents

Teacher Responsibilities (all staff)

- Inspire students to be accountable for their attendance and punctuality, giving attendance a high profile as the gateway to all other success.
- Setting good examples by being punctual themselves and maintaining good routines.
- Complete the register accurately within the first five minutes of every lesson.
- Amend register if any students turn up late to your lesson, using the appropriate coding, adding any comments if needed.
- Deal with any unauthorised absence from lessons and report any suspected truancy to the Head of Year and Tutor.
- Make certain that students who have been absent for a long period are supported to catch up.
- Provide resources on remote learning when applicable.

Subject Team Leader Responsibilities

- Ensure there is a strategy devised for students to access missed learning during short or long term absences, communicating the plan effectively between students and parents/carers.

Attendance Officer

- Update registers with relevant codes for students who are absent.
- Chase missing or incomplete registers for every lesson.
- Generate data reports for Leadership team
- Follow up on unexplained absences when a student either returns to school or there has been 3 consecutive days of unexplained absence.

3. Strategies for Promoting good attendance

Castle Rushen High School is committed to all students achieving excellent levels of attendance. CRHS' attendance target is 97% and will promote excellent attendance through a range of measures

- Weekly monitoring of students late to school
- Fortnightly monitoring from HOY and Tutors looking at trends in attendance
- Promotional posters around school
- Ongoing competitions for best termly attendance (Year Group, Tutor Group, House etc)
- Positive emails home and certificates for students meeting the school attendance target
- Meetings/phone calls/letters home praising improved attendance

4. Attendance Monitoring

Castle Rushen High School will monitor and analyse attendance and absence data frequently through a range of measures.

Monitoring attendance

Castle Rushen High School will monitor, at regular intervals, attendance and absence data across the school, year groups and at an individual student level:

- Daily – A text message will be sent to parents/carers if their child is late to school and/or not provided a reason for absence for that given day. Phone calls will be made by admin staff to follow up on unauthorized absences.
- Fortnightly – overall percentage will be looked at and actioned in meetings between Leadership Team and Heads of Year
- Fortnightly – in reports to Tutors
- Half Termly – in reports to Leadership team, School Governors and Pastoral Team Leaders

Escalating and De-escalating actions for attendance

The HOY and AHT with line management responsibility for that given year group will analyse the fortnightly attendance data to deal with deteriorating attendance. They will use the CRHS Inward System to ensure consistency in escalating, and de-escalating actions for attendance (see appendix 6). The **tutor** will be kept informed and involved in any actions taken.

The inward system details the graduated protocols for those pupils who are not attending school to a satisfactory level. Communication with parents, via letters or phone calls, should go out at the earliest

opportunity so that attendance does not deteriorate and that issues are dealt with at the earliest opportunity.

Analysing attendance

Castle Rushen High School will:

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 students and their families. Groups may include:

- Year groups
- Tutor Groups
- Gender split
- SEN
- EAL
- FSM
- Houses

School Attendance Ratings

Consistent **R**outines = **H**igh **S**uccess

Attendance	Rating	Comment	Action	Response
99% to 100%	Green	Excellent	Please praise tutees	-Positive email home from tutor -Half term certificates -Attendance breakfasts (HOY & AHT/HT)
97% to 98.9%	Green	Good	Please praise tutees	
96% to 96.9%	Amber – Green	Acceptable	Please encourage tutees	Step 1- Informal conversation with tutor
94% to 95.9%	Amber	Requires Improvement	No more absence please	Step 2- Tutor contact home (Telephone)
90% to 93.9%	Amber – Red	Cause for Concern	Action required- contact parents	Step 3- Letter to parents from tutor with specific concerns
Below 90%	Red	Serious Cause for Concern	Liaise with HOY	Step 4- HOY intervention Suggestions Meeting with parents Attendance contract EHAS Outreach

Appendix 1 – Start of a new school year letter

Dear Parent/Carer

Attendance – Lost learning time adds up!

Now that a new school year has begun, we wanted to remind parents and carers of the importance of maintaining high levels of attendance to School.

Since the interruptions caused by Covid, many schools have noted attendance has not fully recovered. By the end of the academic year 2023/24 CRHS student attendance averaged 85%. A student with this average level of 85% attendance will have missed 28.5 days of school and 142.5 hours of lesson time. Absence has a significant impact upon a student's outcomes.

Regular attendance is vital for a child's educational success. When children miss school, they miss out on critical learning opportunities, social interactions, and the structured routine that supports their learning development. The optimum attendance target for students is 97%, with research showing that at this level there is no detrimental effect on learning.

The school understands that some absences are unavoidable due to illness or family emergencies. Nevertheless, we urge you to prioritise school attendance whenever possible and to schedule appointments and holidays outside of school hours.

Our new school attendance ratings are given below:

Attendance	Rating	Comment
99% to 100%	Green	Outstanding
97% to 98.9%	Green	Good
96% to 96.9%	Amber – Green	Acceptable
94% to 95.9%	Amber	Requires Improvement
90% to 93.9%	Amber – Red	Cause for Concern
Below 90%	Red	Serious Cause for Concern

From research conducted, when a student whose attendance in Year 11 was 90% or lower achieved on average **1½ grades lower per GCSE subject** than their peers who had good attendance (97% or higher). I'm sure you will agree that this is a staggering difference purely based on students attending regularly.

The following systems are in place to support parents:

- **Form Tutor** will be the first contact on any attendance issues.
- **Head of Year** will be contact if attendance issues persist beyond what the form tutor can manage, the head of year may intervene.
- **Outreach** are often deployed to work with students and families who are facing more significant attendance challenges.
- **Early Help and Support (EHAS)** provides support to families dealing with complex or long-term issues that impact a child's school attendance
- **Education Welfare Officer** work closely with schools, parents, and students to tackle persistent or severe absenteeism.

If attendance is a concern, the relevant colleague above will contact you. Should you wish to discuss your child's attendance, please contact their tutor via CRHSenquiries@sch.im in the first instance.

We hope you will work with us to support your child's progress by ensuring excellent attendance this year.

Yours sincerely,

Mrs J Astin
Assistant Headteacher

Appendix 2 – Letter from the Tutor

Date

Parent name

Address

Name «Forename» «Surname» «Year» Reg: «Reg»

Persistent Absence

As you are aware, Castle Rushen High School regularly monitors student attendance due to the impact a low attendance rate can have on learning and progress. I am concerned that «Forename»'s attendance is now at <<Percentage % >>

School target attendance = 97%

Attendance	Rating	Comment
99% to 100%	Green	Outstanding
97% to 98.9%	Green	Good
96% to 96.9%	Amber – Green	Acceptable
94% to 95.9%	Amber	Requires Improvement
90% to 93.9%	Amber – Red	Cause for Concern
Below 90%	Red	Serious Cause for Concern

I have enclosed a copy of «Forename»'s attendance summary and ask that you discuss this with them and we see an improvement with immediate effect.

If you would like to discuss this further, please do not hesitate to contact me.

Yours sincerely

Tutor

Appendix 3 – Letter from Head of Year

DATE

Dear

Name «Forename» «Surname» «year» - Reg «reg»

Persistent Absence

As you are aware, Castle Rushen High School regularly monitors student attendance due to the impact a low attendance rate can have on learning and progress. I am concerned that despite intervention from «Forename»'s Tutor their attendance has not improved and is now at%.

School target attendance = 97%

Attendance	Rating	Comment
99% to 100%	Green	Outstanding
97% to 98.9%	Green	Good
96% to 96.9%	Amber – Green	Acceptable
94% to 95.9%	Amber	Requires Improvement
90% to 93.9%	Amber – Red	Cause for Concern
Below 90%	Red	Serious Cause for Concern

Attendance to school is crucial for academic success, as it ensures continuous learning and skill development. It fosters social interactions, teamwork, and emotional stability through a structured routine. Regular attendance is linked to higher educational attainment and better employment prospects. Consistent attendance helps address educational disparities, ensuring all students have equal access to opportunities and support. In essence, school attendance is vital for personal growth, future opportunities, and maintaining a high standard of education for all.

I would appreciate the opportunity to meet with you to discuss ways we can work together to improve [Child's Name]'s attendance and ensure they are getting the most out of their education. Please let me know a convenient time for you to meet, whether in person or over the phone, so we can develop a plan that supports [Child's Name] in staying on track. I look forward to collaborating with you to address this important matter.

Yours sincerely

Head Of Year

Appendix 4 – Letter from Leadership Team

27 August 2025

«Parental_addressee»
«AddressBlock»

Name «Forename» «Surname» Year: «Year» Reg: «Reg»

Persistent Absence

Despite intervention from «Forename»'s Head of Year, «Forename»'s attendance has not improved. As you can see from the attendance summary enclosed, «Forename»'s attendance is now %

School target attendance = 97%

Attendance	Rating	Comment
99% to 100%	Attendance Hero	Attendance HERO!
97% to 98.9%	Green	Good
96% to 96.9%	Amber – Green	Acceptable
94% to 95.9%	Amber	Requires Improvement
90% to 93.9%	Amber – Red	Cause for Concern
Below 90%	Red	Serious Cause for Concern

I would like to invite you to attend a meeting on **DATE & TIME** with myself to discuss this matter further.

I trust that you will be able to attend as it will allow you the opportunity to identify any issues that may be impacting upon your child's attendance at school. If you are unable to attend this meeting, please contact myself via CRHSenquiries@sch.im so that we can arrange a more convenient time.

Yours sincerely

Leadership Team member responsible for that given year group

Appendix 5 – Unauthorised holiday request letter

Parent Name
Address

Date 2024

Dear Mr/Mrs XXXXX,

Re: Student Name – Year Form

I have today received a request for holiday leave from school in respect of XXXXXX. Whilst I appreciate the importance of REASON FOR LEAVE, I have to abide by the rules drawn up by the Department of Education, Sport and Culture with regard to leave during the school year. The policy is on the Castle Rushen High School website and is clear that:

A student may be taken out of school for up to a maximum of 10 days during term time. Beyond that, all absences other than for illness are regarded as being unauthorised. The way in which the National Curriculum now operates makes it increasingly difficult for teachers to give children the opportunity to cover those areas missed through absence.

I note that you wish to take NAME out of school for XXXX school days. As NAME has already taken X days this academic year, this will bring the total to XXXX days. I must therefore advise you that I cannot authorise the XXXX days of leave and, should you choose to take it, XX days will be authorised and XXX days will be recorded as unauthorised leave on his/her school record. Please note that any additional leave requests for NAME will be recorded as unauthorised leave also.

Yours sincerely,

Mr K. Winstanley
Headteacher

Attendance Monitoring

Appendix 6 – Inward System to Monitor Attendance

Stage	Trigger	Parental Contact	Possible Intervention	Consult	Review	Inform
No Rating			Tutor encouraging and praising			
Radar	Letter 1	Phone call from Tutor	Meeting with student	HOY	4 weeks	Parents, Tutor
Concern	Letter 2	Meeting with HOY and Tutor	Tutor and HOY monitoring	HOY, AHT	4 weeks	Parent, Tutor and HOY
Alert	Attendance Contract	Meeting with HOY and AHT	Attendance contract Supportive action with family (Outreach)	HOY, AHT	4 weeks	Parent, Tutor and HOY
Serious	Letter 3	Meeting with HOY and AHT	External agency support (EHAS)	SENCO, AHT and Outreach	4 weeks	Parent, HOY and AHT
Critical	EWO referral	Meeting with AHT/HT	Educated off site	SENCO, AHT, DHT/HT	4 weeks	Parent, HOY and AHT