



# PUPIL ATTENDANCE POLICY

<b>RATIFIED BY GOVERNING BODY</b>	<b>9<sup>th</sup> October 2019</b>
<b>DUE FOR REVIEW</b>	

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## **1. Introduction**

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 Reddish Vale High School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

1.3 Reddish Vale High School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

1.4 Reddish Vale High School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and equality. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995, The Equality Act 2010 and the Race Relations Act 2000.

## **2. Legal Framework**

2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

2.2 A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

2.4 The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.5 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

## **3. Categorising absence**

3.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

3.2 Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

3.3 Parents will:

- Ensure their child attends regularly as required by law.
- Ensure school has up to date contact information including:
  - Parents' and pupils' addresses (2 contacts per child)
  - Parents' telephone numbers and email addresses
  - Telephone numbers for emergency contacts
  - Details of new addresses and schools in the event of a move away from the area

3.4 Parents **must** advise the school by telephone on the first day of absence by 8:30 and provide the school with the reason for absence and an expected date of return. The school contact number is 0161 477 3544 ( OPTION 3). This should be followed up in the form of a written note from the parent/carer **or an email to your child's tutor/Year Team**. If your child is absent without any notification from home you will be contacted by phone or text to ascertain the reason for absence as legally required. Parents must also ensure that a note is provided to explain their child's absence. This can be done as a letter, a note in the planner or an email to the school.

3.5 Absence will be categorised as follows (please note: All of the following absences will affect your child's attendance record):

3.6 Illness - A telephone call on the first day of absence informing the school that their child is ill will be acceptable. This should be followed by a note from parent/carer on the first day of returning to school. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

3.7 Medical/Dental Appointments Parents are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Pupils must show the appointment card to school.

3.8 Other Authorised Circumstances This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

3.9 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's Tutor/Head of Year will make arrangements for work to be sent home.

3.10 Family Holidays and Extended Leave - Parents are strongly advised to avoid taking their children on holiday during term time. Parents 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.

3.9.1 Parents wishing to take their child on holiday during term time must send a written request to the Headteacher before holiday arrangements are made. The Headteacher can only authorise a leave of absence in exceptional circumstances. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of SAT's, assessments, mocks and public examinations
- Pupil's ability to catch up the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

3.9.2 All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents must contact school should any delays occur
- That the child's place may be withdrawn if the family do not return as expected

3.9.3 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006 and the removing a pupil from the Attendance and Admissions register 2015. This means that the child will lose their school place once the 20 day period of safeguarding and attendance monitoring procedures have been completed.

3.9.4 If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. In such cases the school may issue a Penalty Notice.

3.9.5 Only in **exceptional circumstances** will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the holiday needs to be taken during term time.

3.10 Religious Observance - Reddish Vale High School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. Only 1 day of absence will be authorised in relation to religious observance.

3.10.1 Parents are requested to give advance notice to the school if they intend their child to be absent.

3.10.2 However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one

day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

3.11 Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

3.12 Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

3.12.1 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

3.12.2 It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

3.12.3 When in or around Stockport, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

3.12.4 Reddish Vale High School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Reddish Vale High School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

3.12.5 Reddish Vale High School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

3.12.6 Reddish Vale High School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

3.12.7 Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

3.12.8 Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

3.12.8bLate Arrival Registration begins at 8:35; pupils arriving after this time will be marked as present but arriving late (L). The register will close at 8:55. Pupils arriving after 10:30 will be recorded as late (U), this will not be authorised and will count as an absence for that school session. **See Appendix 3 'Sanctions for Punctuality'**

3.12.9 On arrival after the close of tutor registration, pupils must immediately report to the Attendance Office (located at reception) to ensure that we can be responsible for their health and safety whilst they are in school.

3.12.10 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

3.12.11 The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

3.13 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

3.13.1 Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

#### **4. Deletions from the Register**

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

4.2 Reddish Vale High School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## 5. Roles and Responsibilities

5.1 Reddish Vale High School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify named members of the governing body to support and attend governors panels
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

5.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence

- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

### 5.3 Department Heads/Pastoral Staff/Form Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

### 5.4 Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term-time.

## 6. Using Attendance Data

6.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

6.2 Every week The Attendance Officer will provide all form tutors with attendance data for the previous week for each form group. Every week the Assistant Heads of Year will provide all Tutors with attendance data for the previous week for each pupil within their family group. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

GREEN pupils with attendance between 100% and 97%

AMBER - GREEN pupils with attendance between 96% and 94%

RED - AMBER pupils with attendance between 93% and 91%

RED pupils with attendance below 90%

6.3 An arrow next to the pupil's name will indicate if their attendance has improved, stayed the same or deteriorated.

6.4 The Senior Leadership Team and Heads of Year will receive a complete set of data.

6.5 Heads of Year will receive a complete set of data for their year groups.

6.6 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

6.7 Attendance data will also be used during BAR and Protocol meetings to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

6.8 Reddish Vale High School will share attendance data with the Department for Children, Schools and Families and the local authority as required.

6.9 All information shared will be done so in accordance with the General Data Protection Regulation (GDPR).

## **7. Support Systems**

7.1 School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

7.2 Reddish Vale High School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

7.3 The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils

- Assistant Heads of Year meetings and interventions
  - Attendance meetings
  - Parenting contracts
  - Attendance report cards
  - Referrals to support agencies
  - Learning mentors
  - Pupil Voice Activities
  - Friendship groups
  - PSHE
  - Reward systems
  - Time limited part time time-tables
  - Additional learning support
  - Behaviour support
  - Inclusion units
  - Reintegration support packages
  - Attendance Governors Panels
  - Alternative Provision
  - Early Help Assessments – school will use Early Help Assessments to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them.
  - Team Around the School – After appropriate action by school and where internal interventions have not been successful, pupils and families requiring further support around attendance will be referred to the Team Around the School (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated.
  - Referrals to the Education Welfare team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including Parent Contracts and Education Penalty Notices (see below).
8. Reintegration Support Packages – where a pupil has missed a significant amount of school a reintegration package can be arranged in consultation with parents and pupils so to ensure a smooth return to school.

8.1 Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

8.2 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Reddish Vale High School will consider the use of legal sanctions.

## 9. Legal Sanctions

5.1 Regular school attendance is a legal duty on parents and carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.

5.2 A parent who commits this offence may be liable to prosecution in the Magistrates' Court and, depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.

6.3 Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve, or who take leave of absence from school without agreement, to the Education Welfare team within Stockport Council. This can take several routes:

6.3.1 Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct.

6.3.2 Education Penalty Notices for Irregular Attendance

Before being issued with an Education Penalty Notice, parents will receive a written warning. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including late after the close registration marks – are recorded against their child during the next 15 school days. The minimum criteria for sending such a warning is 10 sessions of unauthorised absence in a three month period.

6.3.3 Education Penalty Notices for unauthorised leave of absence

Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.

6.3.4 Parent Contract referrals – a Parent Contract is an agreement which usually involves the school, parents, members of the Local Authority Education Welfare team and, in some cases, the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. Should a parent fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.

## Appendix 1

### Escalation of Attendance Interventions

Category	Attendance	What does it mean?
Outstanding	97%-100	Excellent Attendance. Well done!
Good	94%-96%	Good Attendance. Your tutor will monitor your attendance
Requires Improvement	91% - 93%	Starting to get concerned. The Pastoral Team will monitor your attendance and a medical evidence request warning letter will be sent to parents / carers.
Inadequate	90.1% - 91.5%	Attendance is now a serious concern. You are now in danger of receiving a Fixed Penalty Notice and your parent/carer may be asked to attend a Governors Attendance panel.
Persistent Absentee	Below 90%	Major concern your parent / carer is in danger of prosecution and will be required to meet with the Assistant Head.

#### GREEN      pupils with attendance between 100% to 97%

Parents will receive a letter home congratulating them on their child's good/excellent attendance.

Pupils will be rewarded within the school's rewards system.

Pupils with this level of termly and annual attendance will receive a certificate of achievement and their names will be displayed on the school attendance board.

The Tutor will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the Assistant Head.

The Head of Year/Assistant Head of Year will monitor the effectiveness of interventions. This

will be reported to the Assistant Head and used to review and inform whole school strategies and will also link to performance management.

### **AMBER - GREEN pupils with attendance between 96% and 94%**

Tutor will speak to the pupil to:

- Welcome the pupil back to school
- Confirm with the pupil the reason for absence and offer any support that may be required
- Collect absence notes and any supporting medical evidence provided by the parent/carer
- Update the pupil on other work they have missed and support any catch up required
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Complete a return to school interview
- Agree a review date
- Refer any concerns to the Assistant Head of Year

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents by the School Attendance Officer, advising of concern and outlining the parents' responsibilities

Where improvement has not occurred following this intervention, parents will be invited to a meeting with The Assistant Head of Year where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice monitoring period commences
- Agree a review date
- Home Visit arranged

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, an additional meeting is offered, absences are no longer authorised and the penalty notice monitoring period will automatically commence.

The Assistant Head of Year will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team/the Head of Year.

The Head of Year will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

### **RED - AMBER pupils with attendance between 93% and 91%**

The Assistant Head of Year will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance e.g. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Intervention Plan to include support to improve attendance
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above

- Agree a rewards and incentives plan
- Agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, the School Attendance Officer will send a letter to parents advising that no further absence will be authorised without supporting medical evidence and outlining the parents' responsibilities

If improvement has not occurred following this intervention, parents will be invited to an attendance meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence and a home visit will be initiated.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to a Governor's Attendance Panel hosted by the Assistant Head and Attendance Officer where the possible outcomes will be:

- Referral to initiate a EHA leading to multi agency support
- Refer to the Local Authority to initiate legal proceedings
- Targets set with a clear timeline indicating rewards and incentives

Where a parent fails to attend the meeting without providing a satisfactory reason, the meeting will be held in their absence followed by a home visit with the purpose to engage with the parent will be carried out prior to referral to the Local Authority.

The Attendance Officer with a member of pastoral staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

### **RED pupils with attendance below 90%**

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- School age parents/expectant parents
- Long term non attendance
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language

- Ethnic minority
- Mid Year Admissions
- Gifted and Talented
- Other

Each grouping will have an identified Assistant Head of Year who will:

- Ensure that the pupil has already spoken to a Tutor at the stages proceeding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues. This contact should also include the use of SEAL materials.
- Ensure that regular contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
  - Set an individual attendance target for the pupil that will see the pupil move to the band above.
  - Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
    - Liaise with the key contact person for any external agency working with the pupil
    - Input into whole school strategies to address the needs of pupils within their group

The Attendance Team will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team.

Attendance will be a standing item on the agenda of the Senior Leadership Team and Pastoral Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Head Teacher will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body.

## **Appendix 2 – Roles and Responsibilities**

### **Subject Teacher**

- Complete all registers accurately and on time
- Notify On Call of any unexplained absences immediately. This may be where a child has had a mark earlier in the day but has not attended or where a known truant is missing. This message does not need to go to the whole school unless it becomes a safeguarding issue.
- If the child is still unaccounted for then follow truancy procedures by issuing a sanction, recording incident on Sims and contacting parents
- If you have a student with you that should be in another class or elsewhere please notify The Attendance Officer and the subject teacher.
- If you are taking students out of lessons for planned reasons ensure The Attendance Officer has a register and staff are notified in advance

### **Tutor**

- Encourage outstanding attendance at every opportunity
- Absence notes to be collected by Tutor for every incidence of absence supported with medical evidence as required
- Tutors to monitor weekly and daily attendance of students in their form, display and discuss data and graphs as a class. Initiate personal strategies, rewards and incentives to promote good attendance and punctuality
- Where there are patterns of truancy Tutors should monitor attendance through a daily lesson report or conduct a 'Return to school interview'
- Know who your PA's are within your group and work on targets with them, the attendance team and parents to improve attendance
- Refer any concerns to the attendance team who will support
- Plan, implement and evaluate impact of attendance intervention strategies in line with Protocols

### **Assistant Heads of Year**

- First Day calling to ascertain reason for pupil absence.
- Collect and record Absence notes collected from Tutors
- Weekly reminders to be sent to Tutors that have not collected notes- In the absence of colleagues both key stages should be covered by the attendance team
- Intervention meetings to be held with pupils and parents.
- Home visits to be completed for students that have not been seen in school and students to be brought into school. Phone calls to verify safety can be made where appropriate to save time but any students that have not been seen or spoken to need following up as a matter of urgency
- Display student attendance records on notice boards and for parents evenings
- Initiate strategies and intervention groups
- Submit Applications and Impact Reports for Pupil Premium funds to promote attendance
- Support Exam team in encouraging full attendance for examinations
- Work with external agencies in engaging students in education through improved attendance

### **Head of Year**

- Conduct Protocol meetings with Tutors and evaluate impact of strategies.
- Rewards for improved and 100% attendance to be issued
- Promote good attendance and punctuality through Assemblies, Form Time, rewards and incentives
- Liaise with Progress Leads to enhance pupil aspirations and life chances by improving attendance
- Analyse BAR data to identify pupils of concern and strategies to improve
- Evaluate BAR data relating to attendance and identify strategies to support target groups
- Produce Half Termly reports and action plan aiming to improve attendance and punctuality for all
- Intervention assemblies to address PAs
- Analyse the impact of attendance with key target and vulnerable groups

### **Attendance Officer**

- First Day calling/texting to ascertain reason for pupil absence.
- Update and amend registers
- Advise Year Teams if pupil Interventions are required to help improve attendance.
- Arrange and attend Attendance Panel Meetings
- Issue Penalty Warnings to parents/carers
- Arrange for Penalty Fines to be issued
- Arrange Court Prosecution as necessary

### **Assistant Head**

- Produce Half Termly reports and action plans regarding whole school attendance aiming to improve attendance and punctuality for all.
- Update SEF review and actions in response to relevant attendance data
- Drive whole school initiatives to improve attendance and punctuality

## Appendix 3

### 'Sanctions for Punctuality'

Pupils are issued with a same-day 30 minute detention if they arrive late to school.

- Tutors:** Repeated lateness – contact home, arrange parent meetings and refer to Year Team for support with persistent latecomers.
- Assistant Heads of Year** Persistent lateness. Parental contact made – note in diary /phone call home by tutor, punctuality contract with agreed rewards; punctuality detention
- HOY sanction:** Persistent lateness to be put on punctuality report with letter to parents.
- Chronic lateness: HOY to refer to Punctuality Governors Panel (AHT, AO, Governor)
- Subject teacher:** If a student is slightly late to a lesson they will receive a Chance- a verbal warning
- If students are repeatedly late, contact will be made with parents and time will be made up with teacher. Continued lateness will result in a same day 30 minute detention.
- HOF:** If a student is persistently late to lessons, they will be put on a punctuality report and potentially could face a governor panel for punctuality.

Appendix 4 – Copies of letters

YEAR TEAM INVITE

Date

Dear

**Re: Name of child**

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is below the level of attendance which we expect from our pupils. I enclose a copy of the registration certificate, which shows the attendance record for the current school year.

We hope that bringing this issue to your attention may lead to an improvement in attendance.

A meeting has been scheduled with your child's Head of Year/Assistant Head of Year on (DATE & TIME) to discuss your child's attendance and work on a plan to improve his/her attendance.

I look forward to meeting you. If the time/date is not convenient, please can you let me know in advance so that we may reschedule.

Yours sincerely,

SLT INVITE

Date

Dear

**Re: Name of child**

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record. Following on from your recent meeting with your child's Year Team, your child's attendance has not improved as much as we would like.

Currently [forename of child]'s attendance stands at % which is below the level of attendance which we expect from our pupils. I enclose a copy of the registration certificate, which shows the attendance record for the current school year.

We hope that bringing this issue to your attention may lead to an improvement in attendance.

A meeting has been scheduled with a member of the Senior Leadership Team on (DATE & TIME) to discuss your child's attendance and work on a plan to improve his/her attendance.

I look forward to meeting you. If the time/date is not convenient, please can you let me know in advance so that we may reschedule.

Yours sincerely,

LETTER 1/2

INVITE TO ATTENDANCE GOVERNOR PANEL LETTER TO BE INCLUDED.

This policy will be read in conjunction with:

- The home visiting policy
- The safeguarding policy
- Stockport's guidance on attendance - <https://www.stockport.gov.uk/topic/attendance-at-school>

## Appendix 4 – Copies of letters

Dear Parent/ Carer

Name «chosen\_forename» «chosen\_surname» Form «year\_reg»

We are writing to bring to your attention that «chosen\_forename» overall attendance is declining. I enclose a copy of «his\_her» registration certificate which shows «he\_she» has had a number of days off school. This is a polite reminder that minor colds and headaches are not accepted reasons to be absent from school.

We are carefully monitoring pupils who have more than usual absences, as research shows that these pupils are likely to not make progress at the same rate as their peers. Often they have missed important pieces of information that holds their learning back and all too often they do not catch up.

I trust that you will make sure that «chosen\_forename» attends school wherever possible. If there is a specific medical or other problem that we need to know about, please inform us as soon as possible.

With regards to medical appointments we are aware it is not always plausible for certain appointments to be arranged after the school day. We would suggest that, when possible, they are made out of school hours or as close as can be.

It is a parent/carer's legal responsibility to inform school on the first day that a pupil is absent from school and then provide school with an explanation, in writing, on their return to school, which should be hand delivered to the attendance office without delay.

We value the support that our pupils receive from home and hope that we can work together to improve «chosen\_forename»s attendance.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/ Guardian

Name «forename» «surname» Form «year\_reg»

We are writing to you because we are concerned that «forename»'s overall attendance is below 95%. I enclose a copy of «his\_her» registration certificate which shows that «he\_she» has «percentage\_attendance»% attendance for this academic year.

We are carefully monitoring pupils who have more than usual absences, as research shows that these pupils might not make progress at the same rate as their peers. Often they have missed important pieces of information that holds their learning back and all too often they do not catch up.

I trust that you will make sure that «forename» attends school wherever possible. If there is a specific medical, or other, problem that we need to know about, please let us know. With regards to medical appointments we are aware it is not always plausible for certain appointments to be arranged after the school day. We would suggest that, when possible, they are made out of school hours or as close as can be.

It is a parent/carer's legal responsibility to inform school on the first day that «he\_she» is absent from school and then provide school with an explanation, in writing, on «his\_her» return to school, which should be hand delivered to the attendance office without delay.

We value the support that our pupils receive from home and hope that we can work together to improve «forename»'s attendance.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/ Guardian

**Name «forename» «surname» Form «year\_reg»**

We are writing to you because we are concerned that «forename»'s overall attendance is below 95%. I enclose a copy of «his\_her» registration certificate which shows that «he\_she» has «percentage\_attendance»% attendance for this academic year. We have written to you before and we are concerned that the situation has continued to deteriorate.

Please can you contact your «son\_daughter»'s Head of Year, or the attendance officer, to discuss the reasons for «forename»'s poor attendance.

Should «Forename»'s attendance remain irregular, the Local Authority may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**, and a fine of up to **£2500 and/or 3 months in prison**.

Parents have a legal duty under Section 444 of the 1996 Education Act, as amended by Section 72 of the Criminal Justice and course Services Act 2000, to ensure their children attend school regularly and punctually.

**Medical evidence is now required for any future absences to be authorised with immediate effect.**

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/ Guardian

**Name «forename» «surname» Form «year\_reg»**

We are writing to you because we are seriously concerned that «forename»'s overall attendance is below 95%. I enclose a copy of «his\_her» registration certificate which shows that «he\_she» has «percentage\_attendance»% attendance for this academic year. We have written to you before and we are concerned that the situation has continued to deteriorate.

We would ask you, as a matter of urgency, to contact us as soon as possible to arrange a meeting with «forename»'s Head of Year together with our Attendance Officer, to discuss «forename»'s poor attendance and reasons for absence. Where appropriate we would also invite «forename» to attend the meeting.

The meeting can take place at Reddish Vale or at your home address, whichever is most convenient to you, and we would ask you to respond by telephone.

We value the support that our pupils receive from home and hope that we can work together to improve the situation. If we do not hear from you we will attempt a home visit.

Absences will no longer be authorised unless a medical note can be provided for the periods affected. We must advise you that unauthorised absences can be used in evidence where cases of school non-attendance are pursued in court. Failure to respond may also result in cross agency collaboration which may include social services, medical professionals, education welfare and police.

We value the support that our pupils receive from home and hope that we can work together to improve «forename»'s attendance.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

# MEDICAL CONSENT FORM

I hereby give permission for the disclosure of information to Reddish Vale High School/Stockport Education Authority, regarding my child's medical fitness to attend school.

**Student's Name:** «chosen\_forename» «chosen\_surname» **D.O.B:** «date\_of\_birth»  
**Address:** «address\_block»  
**School:** Reddish Vale High School  
Reddish Vale Road  
Reddish, Stockport, SK5 7HD

**Current Level of Attendance:** «percentage\_attendance»% @ «date\_of\_printing»

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Carer)

**Name of Doctor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

Dear Parent/ Guardian

**Name «forename» «surname» Form «year\_reg»**

Our records show that your «son\_daughter» had a number of odd days or short periods of absence from school during the last academic year. Therefore absences during next academic year starting in September will only be authorised if a doctor's note is provided for any absences reported as illness.

The local authority suggests it is reasonable for the school to ask the nature of the illness, ask the parents expected length of absence and make arrangements for the parent to call the school again if the situation changes. In some schools, 10 sessions of illness that appears unfounded can result in the pupil and parent/carer being offered an appointment with the school nurse.

We will continue to monitor «forename»'s attendance during this term and if «chosen\_forename» is absent from school for 5 days (10 sessions) during a term without authorisation, we will instruct Education Welfare to issue a penalty notice warning letter. Education Welfare will then monitor attendance and if there are no further unauthorised absences in the next 15 school days, no further action will be taken at that time. If there are further unauthorised absences there will be no further warning and a Penalty Notice will be issued. Therefore it is vital for parents/carers to remain in contact with our attendance team on a regular basis.

Parents/carers have a legal duty under Section 444 of the 1996 Education Act, as amended by Section 72 of the Criminal Justice and Court Services Act 2000, to ensure their children attend school regularly and punctually.

We value the support that our pupils receive from home and hope that we can work together to improve «forename»'s attendance. Good habits developed now provide the basis for future attendance at school, further education and in the workplace.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/ Guardian

Name «forename» «surname» Form «year\_reg»

Our records show that your «son\_daughter» has had a number of odd days or short periods of absence from school. I enclose a copy of «his\_her» registration certificate which shows that «he\_she» has «percentage\_attendance»% attendance for this academic year.

We believe that any absence from school, for whatever reason, is detrimental to «chosen\_forename»'s long term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Please can you contact «forename»'s Head of Year, or the attendance team, to discuss the reasons for «forename»'s poor attendance. Unfortunately, as a result of earlier absences, any future absences will only be authorised if proof of visiting a medical professional is provided for the periods affected, which satisfies the Headteacher.

With regards to medical appointments we are aware it is not always plausible for certain appointments to be arranged after the school day. We would suggest that, when possible, they are made out of school hours or as close as can be.

Powers given under Section 23 of the Anti-Social Behaviour Act, 2003, have been adopted by Stockport Metropolitan Borough Council, which gives an additional strategy to be used as a sanction when parents do not fulfil their responsibility to ensure their children attend school regularly.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any term (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice of £60 per parent per pupil if paid within 21 days rising to £120 if paid within 28 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution

We value the support that our pupils receive from home and hope that we can work together to improve «forename»'s attendance. Good habits developed now provide the basis for future attendance at school, further education and in the workplace.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/Carer

**Re «chosen\_forename» «chosen\_surname» Form «year\_reg»**

We are writing to advise you that «forename»'s absence from school this week has been recorded as unauthorised.

This is because we believe you are on a family holiday without requesting for leave.

Parents/carers have a legal duty under Section 444 of the 1996 Education Act, as amended by Section 72 of the Criminal Justice and Court Services Act 2000, to ensure their children attend school regularly and punctually. This Section empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school.

This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any term (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice of £60 per parent per pupil if paid within 21 days rising to £120 if paid within 28 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

We value the support that our pupils receive from home and hope that we can work together to improve «forename»'s attendance. Good habits developed now provide the basis for future attendance at school, further education and in the workplace.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/Carer

**TERM TIME LEAVE OF ABSENCE REQUEST FOR:  
«chosen\_forename» «chosen\_surname» Form «reg»**

Thank you for your recent application for leave of absence during term time:

**Date(s) requested: «dates\_of\_specified\_codes»**

After careful consideration we are unable to authorise this request and we must advise you «chosen\_name»'s absence will be recorded as **unauthorised** (code G).

The Local Authority believes that it is not in a child's best interest to be away from school at any time and so absence from school should be avoided at all costs. Here at Reddish Vale we make it clear that leave will only be treated as authorised in quite exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

We are aware that you may still decide to take this leave despite it being recorded as unauthorised. However, such breaks can also be disruptive to a young person's education and, given the value which is attached to children being in school, we are not able to authorise.

In denying permission we would point out that we are following government guidelines. If Reddish Vale High School refuses your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice for irregular school attendance.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Thank you for your continued support.

Yours sincerely

*Mr M Whoriskey*

Mr M Whoriskey  
Assistant Headteacher

Dear Parent/Carer

**TERM TIME LEAVE OF ABSENCE FOR PUBLIC PERFORMANCE**

**Name «chosen\_forename» «chosen\_surname» Form «reg»**

We are writing to confirm we give authorisation for the above named pupil to have leave of absence for the purpose of public performance on the following dates:

Dates: «dates\_of\_specified\_codes»

Absence total for this leave: Total «total\_of\_specified\_codes»

Whilst we are happy to support this opportunity we must stress that absence for any reason can result in lack of progress and we trust «chosen\_name» realises it is «his\_her» responsibility to speak to subject teachers and arrange to collect vital work which will be missed.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Thank you for your continued support and we trust «chosen\_forename» will enjoy the experience.

Yours faithfully

*Linda Hanson*

**Mrs L Hanson**

**Headteacher**

**Reddish Vale High School**