

ST JAMES'

CATHOLIC HIGH SCHOOL

Attendance Policy

Date of Adoption	December 2024
Date of Review	December 2026

St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Rationale:

At St James' Catholic High School we strongly believe that in order for students to make progress and achieve their full potential they must have consistently excellent attendance at school. We also recognise that ensuring good attendance also allows us to better safeguard all our students, especially those who are most vulnerable. The children within our care are created within the image and likeness of God and in supporting them to attend school, we are also helping them to develop their God given gifts and talents.

Aims:

- To promote and ensure excellent attendance using the monitoring of attendance to support our student academically, pastorally and spiritually
- To act promptly when attendance is not excellent
- To ensure we fulfil our safeguarding duty by monitoring attendance and addressing attendance concerns



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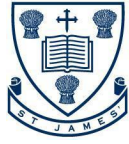
CATHOLIC HIGH SCHOOL

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1. Introduction

The right of children and young people to an education is enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling children and young people to reach their potential and lead happy and rewarding lives.

Evidence shows that there is a clear link between low levels of school attendance and poor outcomes for children and young people. This is not just in relation to academic achievement. Poor attendance also leaves children and young people at greater risk of neglect, social isolation and offending.

At St James' we believe that it is vital that attendance problems are followed up at an early stage, and we are committed to doing so, in partnership with parents and the Local Authority. We will work with families to address any barriers to attendance and ensure support is offered which addresses any underlying issues. St James' recognises that the causes of poor attendance are diverse and that all responses to absence must take account of the specific needs and circumstances affecting the pupil concerned.

2. Legal Framework for School Attendance

Legal Duties on Parents

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5th birthday until the last Friday in June in the school year in which they reach the age of 16.

Under section 576 of the Education Act 1996 (EA 1996), the definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child), and anyone who has care of the child.

For children receiving full time education at a school, parents must ensure that attendance is regular. Regular attendance means attending every timetabled session required by the school. Non-attendance will always be challenged and parents are accountable for any sessions that their children miss from school for any reason.

If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

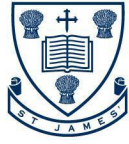
Legal Duties on Schools

St James' is required to maintain and preserve accurate registers as required by regulations (Education Pupil Registration England Regulations 2006) and make them available for inspection by the Local Authority. This includes:

- Monitoring pupils educated off-site and ensure that the school register mirrors the attendance information held by the off-site provision
- Having clear procedures for the closure of registers during each session

St James' is required to comply with legal requirements regarding adding or removing pupils' names to or from the school roll including ensuring that:

- Pupils' names are added to the school roll on the expected date of attendance
- Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied
- All removals from roll are reported to the Local Authority



- Information is shared and enquiries made jointly with the Local Authority in order to locate missing pupils

St James' is also required to:

- Report pupils who fail to attend regularly to the Local Authority via regular meetings with the Education Welfare team. This includes both authorised and unauthorised absences. (In the case of pupils on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed)
- Report Missing Pupils (pupils who are continuously absent for 10 days or more without reasonable explanation) to the Local Authority via the Children's Services Contact Centre
- Carry out all their duties around safeguarding and promoting the welfare of all pupils at the school
- Promote good attendance and identify patterns of poor attendance at an early stage

3. Absence from School

All absences should be reported to school ideally before 9.00am but no later than 10.00am. The attendance officer may request medical evidence for continued absence.

In the event of an absence parents receive a text message or telephone call informing them that their child has not arrived at school.

All absences must be recorded in the school register, and categorised as either authorised or unauthorised.

Authorised absences are those which the school has determined are for a justifiable reason. This could be because a child is ill, or because of other exceptional circumstances. It is for the school, not the parents, to determine whether an absence should be authorised.

Parents are asked to contact school on every day that their child is unable to attend school, except where a doctor's report has been provided indicating an expected return date.

Where pupils miss a lot of school due to illness, St James' will seek medical evidence before authorising absences. If medical evidence is not produced the absences will not be authorised, and this could result in a referral to the Local Authority.

Where pupils are likely to miss more than 15 days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the school's responsibility to ensure that a referral is made in appropriate cases. St James' will work in partnership with parents and health professionals to identify and refer pupils entitled to such provision in line with the Education for Sick Children Policy.

Parents are requested wherever possible to make medical or dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day, and whenever possible return to school after the appointment. The appointment card should be submitted to school as evidence.

Leave of absence may be given in exceptional circumstances such as family bereavement, or for other legitimate reasons such as an interview at another school or college. The absence should be restricted to the minimum time required and parents are asked to request permission in advance by writing to the Headteacher.



Parents should be aware that there is no right to time off school for a family holiday. Leave of absence for any reason is only granted in exceptional circumstances and is very unlikely to be granted for the purpose of a holiday.

Other examples of authorised circumstances include:

- Part-time timetables which may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a reintegration package
- Where a pupil is absent from school due to a suspension
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals
- Study leave granted by the school for Year 11 pupils approaching GCSE examinations
- When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the pupil is attending another school. To fulfil legal requirements, in such cases, pupils must attend school for at least 200 sessions in every 12 months

Unauthorised Absences from School

Unauthorised absences are absences from school for which the school has not given permission, including arriving late at school after the registers have closed. Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

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
- Where a child does not want to get up for school.
- Illness where the child is considered well enough to attend school
- Illness where parents have been asked to produce medical evidence but have failed to do so
- Leave of absence for holidays or other reasons taken without the authorisation of school
- Waiting for a place at a new school

AM Registration begins at 8.40 am; pupils arriving after this but before 10am will be marked as present but arriving late (L). Children who are marked as (L) are expected to attend an SLT lunchtime detention the same day, unless they have medical evidence of an appointment. The register will close at 9:30 am; pupils arriving after the close of register will be marked as late (U). This will not be authorised and will count as an absence for that school session.

On arrival after the close of register pupils must sign in at reception and present any supporting evidence for lateness.

4. Roles and Responsibilities

St James' 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 Board will:

- Support and hold to account the leadership team regarding its obligations in relation to attendance
- Ensure that the legal duties in the Education Pupil Registration England Regulations 2006 and their attendance related legislation are complied with



- Ensure that the importance and value of excellent attendance is promoted to all school staff, pupils and their parents
- Ensure the FGB review and monitor attendance reports at least termly
- Ensure the Assistant Headteacher for Behaviour and Attitudes leads on attendance and ensures that the Attendance Officer is allocated sufficient time and resources to undertake their role
- Ensure school staff receive adequate training on attendance

The leadership team will:

- Ensure that the legal duties in the Education Pupil Registration England Regulations 2006 and other attendance related legislation are complied with
- Return school attendance data to the Local Authority and the Department for Education as required
- Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues
- Actively promote the importance and value of excellent attendance to pupils and their parents and the wider staff team
- Ensure that there is a whole school approach which reinforces excellent school attendance
- Ensure excellent 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 bi-annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Report the school's attendance and related issues through termly reporting to the Governing Board
- Quality assure the collection and analysis of attendance data, ensuring pastoral or teaching staff have identified causes and patterns of absence
- Monitor the implementation of the Attendance Escalation Interventions (See Appendix One)
- 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
- Ensure all interventions around attendance are accurately recorded and documented

All staff will:

- Actively promote the importance and value of excellent attendance to pupils and their parents
- Contribute to a whole school approach which reinforces excellent school attendance
- Contribute to the provision of excellent teaching and learning experiences that encourage all pupils to attend and to achieve
- Ensure that the legal duties in the Education Pupil Registration England Regulations 2006 and other attendance related legislation are complied with
- Implement the Attendance Escalation Interventions in relation to individual pupils (See Appendix One)
- Actively work with the Education Welfare team to identify pupils with poor attendance and agree strategies to improve attendance
- Work with other agencies such as Stockport Family to implement strategies to improve attendance and to support pupils and their families
- Contribute to the evaluation of school strategies and interventions
- Accurately record and document interventions around attendance
- Ensure that attendance data is collected and analysed weekly, to identify causes and patterns of absence



Parents will:

- Ensure their child attends regularly as required by law
- Ensure school has up to date contact information including: parents' and pupils' addresses, 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

Parents are also expected to comply with the school's absence procedures by:

- Communicating with school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date)
- Requesting leave of absence only in exceptional circumstances and in advance by writing to the Headteacher
- Providing medical or other evidence in relation to absence if required by the school
- Arranging medical or dental appointments to take place outside school hours wherever possible
- Not taking family holidays in term time
- Not taking leave of absence for any reason without prior agreement
- Raising any issues or concerns which may impact on attendance with school staff at the earliest opportunity
- Attending meetings with school staff to discuss concerns if requested by the school
- Working in partnership with school and other agencies to address any attendance problems
- Encouraging good routines at home to ensure children have good sleep patterns and are prepared for school each day
- Taking an active interest in their child's educational progress and instilling the value of education and good attendance

5. Managing attendance in school

St James' recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents should make school aware of any difficulties or changes in circumstances which may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, or incidents of domestic abuse. This will help the school identify any additional support which may be required.

St James' will use the Attendance Escalation Interventions (Appendix 1) to ensure that every pupil with attendance concerns receives a red, amber or green rating and that an appropriate response is made to address the situation.

St James' recognises that some pupils are more likely to require additional support to attain good attendance for example, pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

St James' will implement a range of strategies to identify cases requiring support including:

- Regular attendance monitoring meetings between the Attendance Officer and relevant teaching/pastoral staff and, at agreed periodic intervals, with the school's designated Education Welfare team member
- Regular analysis of attendance data by the leadership team and Governing Board

St James' will implement a range of strategies to provide support to pupils and families including:



- St James' will attempt to make immediate contact with parents whenever a child is absent without explanation via a telephone call or text message
- St James' will notify parents in writing if there are attendance concerns and offer support. Where the offer of support is not taken up and/or those concerns persist, school will notify parents in writing that absences will only be authorised if medical evidence is provided
- School will invite parents to Stage 2 - School attendance meetings in school to discuss attendance concerns, agreeing to an action plan that is reviewed after 4 weeks
- Early Help Assessments will be used to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them
- 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
- 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)

St James' will also consider a range of other strategies to improve individual pupils' attendance including:

- Whole school rewards system
- Attendance reward incentives
- Pupil Voice activities
- Restorative approaches
- Implementation of the Stockport Emotional Health and wellbeing Strategy
- Attendance report cards
- Return to school meetings with Heads of Year
- PSHCE activities
- Whole school assemblies
- Stage 2- School Attendance Meetings

Parents and pupils may be invited to discuss attendance at attendance panels consisting of pastoral staff, senior staff and potentially Governors.

Where a pupil has missed a significant amount of school a reintegration package can be arranged in consultation with parents and pupils to ensure a smooth return to school. In exceptional circumstances where a pupil is unable to manage full time attendance a temporary part-time timetable may be put in place. If this is not successful it may be deemed that a pupil's needs may be better served outside of the mainstream curriculum and referrals may be made to alternative education providers.

6. Understanding barriers to attendance

At St James' Catholic High School, we recognise that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance or behaviour at school. This may include bereavement, divorce/separation, or other family difficulties; friendship issues; concerns relating to special educational needs and disabilities (SEND), medical needs or mental health/anxiety. This will help the school identify any additional support that may be required.

Additionally, we recognise that some pupils face greater barriers to attendance than their peers and are more likely to require additional support to attain good attendance, for example, pupils with special educational needs and disabilities (SEND), those with physical or mental health needs, young carers and children with Social Workers. We still maintain high expectations of attendance, but we will be mindful of the way in which



additional barriers may affect attendance. Reasonable adjustments will be made and additional support from other services sought where appropriate.

Pupils with special educational needs and disabilities (SEND) – the special educational needs and disabilities coordinator (SENCO) will ensure that reasonable adjustments are made where appropriate to support good attendance and that attendance issues are addressed in all assessment and review processes.

Pupils with a Social Worker – we will notify the Social Worker of any unauthorised absences, any concerns about attendance/punctuality and support them in addressing attendance issues as part of the child or family plan.

Looked After pupils – the designated teacher will ensure that attendance issues are addressed in Personal Education Plans (PEPs) and in regular looked after review meetings. The Social Worker will be notified of any unauthorised absences and we will contact the relevant Virtual School Headteacher for more support where necessary.

7. Staged Attendance Process

St James' Catholic High School uses a range of methods to identify pupils whose attendance is causing concern. Each pupil is treated as an individual and as such a "concern" is taken on a case-by-case basis and could differ for each child. The various methods include:

Regular analysis of attendance data by attendance staff, the leadership team and governing body, including vulnerable pupils and pupils with SEND.

Regular attendance monitoring meetings between the school's attendance officer and relevant teachers/pastoral staff/SENCO.

Termly meetings with the local authority's Education Welfare Service to discuss cases where persistent absence is a concern.

We use Stockport Council's Staged Attendance Process as a framework for dealing with individual pupils with low attendance. We recognise that, in most cases, improvement in attendance can be brought about by good communication and strong partnership working between parents, pupils and the school, identifying and addressing the barriers to attendance.

Offering and involving early help services is also an integral part of this staged process in cases where more support is needed to help improve attendance.

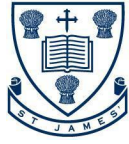
Summary of the Staged Attendance Process

Stage 1 – Attendance cause for concern

Where attendance has been identified as a concern, we will contact parents to ask about the reasons for absence, try to identify any barriers to attendance and to discuss/offer support where appropriate. Contact may be made by telephone, email, text message or through face-to-face conversations, meetings in school.

School staff will also share information to try to identify any concerns or issues that may be affecting attendance, for example any special educational needs or disabilities, medical needs or issues with peers.

We will attempt to resolve any issues that arise from these conversations and offer support/advice.



Where medical issues are advised as the reason for absence, we may consider the use of a medical action plan to bring together health information and consider support to increase attendance.

Where mental health/anxiety about school are identified as the reason for absence, we will offer support, which may include:

- o arranging for a key adult to provide a point of support in school,
- o signposting to skilled colleagues in school, online sources of support, the school counselling service, the school nursing service, GP, CAMHS or other mental health services if appropriate.
- o The use of the local authority's Anxiety Based School Avoidance guidance documents.

Where there are early indications that a family's support needs may go beyond what the school can offer, we will offer early help through completion of an Early Help Assessment (EHA), a referral to the Team Around the School (TAS) or to specific services that may be able to offer support.

If there is already an Early Help Assessment or other family assessment in place, we will work with the lead professional to ensure that attendance issues are addressed through the child or family's plan and will carry out any school-related actions.

Stage 2 – School Attendance Meeting

Where attendance has not improved despite the support offered at Stage 1, or where there are concerns about the level of engagement from parents, we will proceed to Stage 2.

Parents will be sent a letter outlining concerns about attendance and advising that any further absences will not be authorised unless adequate medical evidence is provided. Parents will also be invited to a School Attendance Meeting.

Discussion at the meeting will focus on the barriers to attendance and agree a clear, personalised plan with actions and targets to increase attendance at school. A review period will also be agreed.

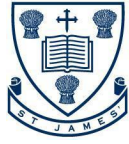
Early help support will be offered if previously refused by the parent.

A medical action plan may also be considered if parents advise that the absences are related to medical reasons.

If the pupil is already in the Team Around the Child (TAC), Team Around the Family (TAF) or Child Protection Process, we will work with the lead professional to ensure that actions to improve attendance are included in the child or family's plan and be reviewed through regular multi-agency meetings.

We will continue to monitor attendance and make contact with parents to discuss any absences and the progress of the agreed action plan. If a pupil has a Social Worker, we will advise them of any unexplained absences.

Stage 3 – Attendance enforcement referral



If attendance hasn't improved despite the support offered at Stage 1 and Stage 2, or where there has been insufficient engagement from parents, we will consider making a school attendance enforcement referral to the local authority's Education Welfare Service. If the referral is accepted, it may lead to:

- o A formal warning being issued, leading to an Education Penalty Notice (fine) if there are further unauthorised absences within a specified period (see Section 8 - legal sanctions), or
- o An assessment leading to a formal Parent Contract process led by an Education Welfare Officer from the local authority's Education Welfare Service. This will involve a series of meetings and an agreed action plan relating to attendance concerns. The Parent Contract will be kept under review. If attendance does not improve and/or there is insufficient engagement from parents, the local authority will consider whether to proceed to prosecution (see Section 8 - legal sanctions).

Emphasis is placed on trying to understand barriers to attendance and put appropriate support in place, with Stage 3 processes only being used where voluntary support has not been effective and/or has not been engaged with.

8. School attendance and the law

Parents

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational needs they may have.

Parents have a legal responsibility to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

For children receiving full time education at a school, parents have an additional legal duty to ensure their child attends that school regularly. Regular attendance means their child must attend every day that they are expected to attend, except in a small number of allowable circumstances.

If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence and can be prosecuted by the local authority (see Section 8 - legal sanctions).

Schools

Schools are required by law to:

Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school

Maintain and preserve accurate attendance registers as required by regulations (Education (Pupil Registration) (England) Regulations 2006) and [for maintained schools only - make them available for inspection by the local authority].

Comply with legal requirements regarding adding or removing pupils' names to or from the admissions register, ensuring that:

- o Pupils' names are added to the school roll on the expected date of attendance.
- o Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.



- All removals from roll are reported to the local authority.
- Information is shared and enquiries made jointly with the local authority to locate missing pupils.

Report pupils who fail to attend regularly and pupils who are continuously absent for 10 days or more without reasonable explanation to the local authority.

Legal Sanctions

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.

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.

Although the 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 Service within Stockport Council. This can take several routes:

Education Penalty Notice

Education Penalty Notices are fixed penalty notices issued by Stockport Council of £80 per parent per child. These are payable within 21 days and rise to £160 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. If issued with a second EPN in relation to the same child within a rolling three year period, it will be at a rate of £160. If a third offence is committed within a rolling three year period, the chance to pay a fine cannot be offered and will therefore be prosecuted. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct. There are two types of attendance-related Education Penalty Notice:

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 ten week period.

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.

Parent Contract



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A Parent Contract is an agreement which usually involves the school, parents, members of Stockport Council's Education Welfare Service 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. If a parent fails to participate and/or fails to ensure that attendance improves, they may be prosecuted in the Magistrates' Court.

Education Supervision Order

An Education Supervision Order (ESO) is an order granted in the Family Proceedings Court requiring a parent and child to follow directions made in the Order and work alongside a Supervising Officer to improve the child's school attendance. The Supervising Officer will be put in place by Stockport Council and may be a Social Worker, Education Welfare Officer or other early help professional.

Where parents persistently fail to comply with the directions given under an ESO, they may be prosecuted in the Magistrates' Court.

ESOs usually last for a year, but can be extended to up to three years.



Appendices

Appendix 1

Escalation of Attendance Interventions

1. Introduction

At St James', we categorise attendance into gold, silver, blue and purple, which in turn indicates the rewarding of positive attendance and any course of action that may be needed to improve pupil attendance at school.

We believe that attendance and punctuality are key to promoting high levels of achievement and ensure that students develop good habits for their working future. We want all students to attend every day. To put this in perspective:

1 day off per school year means attendance will only ever reach 99.5%

10 days off per school year means attendance will only ever reach 94.7%

20 days off per school year means attendance will only ever reach 90%

At St James' we will use the following thresholds to categorise each pupil's attendance and identify the action required:

Colour Code	% attendance
Gold	100
Silver	97 – 100
Blue	94-96
Purple	Below 94

A session is a morning or an afternoon in school. There are two sessions per day.

We recognise that there is a wide range of reasons why a pupil's attendance may not fall into the gold category. The purpose of these attendance escalation interventions is to ensure that all pupils whose attendance falls below 97%, and/or who miss school for unauthorised term time holidays regardless of their overall attendance, receive a suitable response. In all cases we will exercise judgement and consider the particular needs of the pupil and the circumstances surrounding the case.

The following tasks in relation to pupil absence will apply to all pupils irrespective of current attendance level:

- The Attendance Officer, led by the Assistant Headteacher Behaviour and Attitudes, will design and implement a range of programmes and initiatives to reward excellent school attendance
- The Attendance Officer will attempt to make immediate contact with parents whenever a child is absent from school without explanation. Where it is not possible to make contact the Attendance Officer will liaise with the nominated Safeguarding Officer to agree on further action
- On the 10th consecutive day of absence the Attendance Officer will report the pupil as missing from school to Stockport Children's Services Contact Centre
- All requests for Leave of absences will be dealt with by the Headteacher



- All referrals to the Education Welfare team to use the Education Penalty Notice system for unauthorised leave of absence will be made by the Attendance Officer
- All referrals will be made by the Attendance Officer
- The Attendance Officer will complete a Notification of Removal from Roll form and submit to the Local Authority whenever a pupil is deemed to meet legal criteria for removal
- The Attendance Officer will work jointly with the Education Welfare Service to ensure that all pupils removed from roll are confirmed as starting in a new educational provision

2. Actions for Pupils in the Silver Category

Silver 97% - 100%; at this stage, with the exception of referrals to use the Education Penalty Notices system for unauthorised Leave of Absence (see above), all action is at Form Tutor or Attendance Officer level and will be monitored by the Head of Year and Assistant Headteacher, Behaviour and Attitudes.

3. Actions for Pupils in the Blue Category

Blue 94% – 96%; the attendance levels and reasons for absence for this group will be analysed by the Head of Year, Pastoral Managers and Attendance Officer to determine the level of need and if the case requires monitoring only, whether communication with the parent is needed or if a package of support should be put in place to overcome a particular barrier to attendance. The Attendance Officer will maintain regular oversight of decisions for this group of pupils.

Pupils with attendance of Less than 94% the Attendance Officer will write to parents. The letter will:

- Provide details of the current attendance
- Convey the school's concern about the level of attendance
- Invite the parent to make contact with the Attendance Officer or Pastoral Manager to discuss attendance and how it can be improved

Attendance will continue to be closely monitored whilst in this band with further contact made with the parent at regular intervals to discuss the progress until the pupil's attendance improves

4. Actions for Pupils in the Purple Category

Purple below 94%; the attendance levels and reasons for absence for this group will continue to be analysed by the Attendance Officer/Pastoral Manager/Head of Year with additional input from a member of Stockport Family Education Welfare Team to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should be put in place to overcome a particular barrier to attendance. The Assistant Head, Behaviour and Attitudes will maintain regular oversight of decisions for this group of pupils.

As the initial attendance contact letter has previously been sent, then the Attendance Officer will send a second letter indicating that absences will no longer be authorised without medical evidence (e.g. appointment card, prescription etc) whilst inviting parents/carers to attend a School Attendance Meeting.

Where absences are not authorised, either due to no contact from the parent, or no medical evidence being submitted further action should be taken. Depending on the reasons for poor attendance, the strategies already attempted and the parental willingness to engage with support, this could be:

- Where pupils with poor attendance are discussed at a Team Around the School (TAS) meeting, the level of absence and action agreed to improve attendance should be clearly written into the minutes
- Completion of an Early Help Assessment (EHAs) and commencement of Team Around the Child (TAC) process. When EHAs and TAC processes are put in place for pupils with poor attendance the EHA



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should clearly identify the barriers to attendance and the plan should clearly identify actions and interventions to improve the attendance

- Referral to the Education Welfare team for Enforcement Action which may result in a Parent Contract being undertaken, where this is the case a member of school staff will be nominated to take part in the contracting process alongside the parent and Education Welfare Team member. The nominated member of school staff will update the Education Welfare Officer of any absences on a daily or weekly basis. The Attendance Officer will liaise directly with the Education Welfare Team member before authorising any absences which may result in the Formal Warning and Education Penalty Notice system being used



Appendix 2

Pre-Referral LETTER 1 – Initial attendance contact letter

Mrs C BXXXX
10 XXXXXXXX
Cheadle Hulme
Cheadle
SK8 XXX

1st September 2024

Dear Mrs XXXXX

Re: XXX XXXXX Reg Group: 7A

We are writing to advise you of the school's concerns about XXX's school attendance record. Please find enclosed a copy of her registration certificate.

Currently XXX's attendance stands at 93.33%, which is below the level of attendance that we expect from our pupils (97% and above).

Whilst we acknowledge that there may be genuine reasons for this, it is important that you are aware that attendance at this level may affect your child's learning. If there are any issues which you believe are affecting XXX's attendance, please contact the school to discuss how the situation can be improved.

Thank you for your cooperation.

Yours faithfully

Mrs C Taylor
Attendance and Family Liaison Manager

Appendix 3



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Pre-Referral LETTER 2 – Medical evidence required/legal duties

Mrs C BXXXX
10 XXXXXXXX
Cheadle Hulme
Cheadle
SK8 XXX

1st September 2024

Dear Mrs XXXXX

Re: XXX XXXX Reg Group: 7A

We are writing to you again with reference to our concerns about xxxxxx school attendance record.

Please find enclosed a copy of her registration certificate. You will see that xxxxxx attendance remains concerning.

I am now writing to advise you that in view of xxxxx continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence, (for example a doctor's note, a copy of an appointment card, a dated copy of her prescription). Absences not supported by such evidence are likely to remain unauthorised.

I have also arranged a School Attendance meeting to discuss the reasons for xxxxx attendance problems and to look at how it can be improved. The meeting has been arranged for 24 May 2024 at 2pm and it is important that you and xxxxx attend. If you are not able to attend at that time, please contact me as soon as possible, so that we can rearrange the meeting for a mutually convenient time.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority and for further action, including Education Penalty Notice fines or prosecutions.

Yours faithfully

Mrs C Taylor
Attendance and Family Liaison Manager