



# Attendance Policy

Document Control	
<b>Title:</b>	Attendance Policy
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<b>Related Policies / Guidance:</b>	Safeguarding Policy Inclusion Policy Parent Partnership Policy
<b>Review:</b>	January 2025 or sooner if required

**Approved by:**                      **Governors**    **Date:** 25.01.24

**Last reviewed on:**              **January 2024**

**Next review due by:**        **January 2025**

## **1.0 Introduction**

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

1.2 The Cherry Tree Trust believe 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 can realise their full potential and make a positive contribution to their community.

1.3 The Cherry Tree Trust values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance

1.4 The Cherry Tree Trust recognise 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 admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 This policy aims to:

- Promote good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Promote early identification to address patterns of absence
- Promote and support punctuality in attending lessons.

## **2.0 Legal Framework**

2.1 This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

- 2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.
- 2.4 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. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.
- 2.5 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.
- 2.6 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.
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- 2.7 The Education (Pupil Registration) (England) Regulations 2013, 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.
- 2.8 The register must record whether the pupil was:
- present
  - absent
  - present at approved educational activity; or
  - unable to attend due to exceptional circumstances.

### **3.0 Safeguarding**

- 3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.
- 3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.
- 3.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children

encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

- 3.4 More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.
- 3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.
- 3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

#### **4.0 Categorising Absence**

- 4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 4.2 Absence can only be authorised by the headteacher/principal/principal/principal 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.
- 4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.
- 4.4 Absence will be categorised as follows:
  - 4.4.1 Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc. This includes if a pupil is absent due to circumstances related to COVID-19.
  - 4.4.2 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 must attend school for part of the day. Parents must show the appointment card to school.
  - 4.4.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.
  - 4.4.4 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.
  - 4.4.5 Religious Observance The Cherry Tree Trust 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 by written request by the parent of authorised absence.
  - 4.4.6 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.
  - 4.4.7 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible (*see Appendix 2*)

- 4.4.8 Late Arrival Registration begins at 9.00am pupils arriving after this time will be marked as present but arriving late. The register will close at 9.30am (*no more than thirty minutes after the opening of the register*) pupils arriving after the close of register will be recorded as late, (code U) this is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

Pupil's arriving after 9.00am, must report to the school office to sign in using the Inventory screen to ensure that we can be responsible for their health and safety whilst they are in school. A red late slip will be issued (as proof to class teacher they have been signed in) and the pupil (and parent if accompanied) are then required to walk to the external entrance of their designated classroom. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment supported by appointment card / letter, etc.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

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

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
- Family holidays

- 4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

- 4.5.1 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 2013. This means that the child will lose their school place.

- 4.5.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

## **5.0 Deletions from the Register**

- 5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, 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

5.2.1 The Cherry Tree Trust will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## **6.0 Roles and Responsibilities**

6.1 The Cherry Tree Trust 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 Trustees and Governing Body will:

Ensure that the importance and value of good attendance is promoted to pupils and their parents

Annually review the Trust's Attendance Policy and ensure the required resources are available to fully implement the policy

Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with

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 for Education 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

#### 6.2 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, 2013 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 Education as required and on time

Report the school's attendance and related issues through termly reporting to the Local Governing Body and Board of Trustees 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

#### 6.3 All staff in school 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, 2013 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

6.4 Request that Parents will:

Make every effort to bring their child to school each day on time.

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 written explanation.

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, homework, 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 out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave of absence request to the Head Teacher.

## **7.0 Using Attendance Data**

7.1 The school will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level
- Identify whether there are groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families



- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

The following actions are put into place, to help families whose children have poor attendance and punctuality, through the following supportive steps. This is prior to exploring statutory action through the local authority:

- A meeting in school to discuss our concerns and to identify actions to help improve attendance.
- The opportunity to take part in an Early Help Assessment – if accepted, agreed actions to support the improvement in attendance.
- Utilisation of relevant aspects of the Manchester Anxiety-Based School Avoidance guidance using trauma informed intervention approaches.
- Referral to Children's Services -through the joint Attendance Approach with Children's Services.

Following the intervention actions outlined if the Attendance Team are still concerned that the attendance or punctuality of the pupil has not improved then a referral will be made to the Local Authority.

## 8.0 Support Systems

- 8.1 The Cherry Tree Trust recognise that poor attendance is often an indication of difficulties and trauma 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. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 The Cherry Tree Trust also recognise 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.

8.3 The pupil's school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

- Discussion with parents and pupils
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages
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8.4 If a pupil has an Education, Health & Care plan, The Cherry Tree Trust will communicate with Manchester City Council EHCP Team at an early stage once they become aware of barriers to attendance that relate to the child's needs.

8.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, **The Cherry Tree Trust may consider the use of legal sanctions.**

## 9.0 Legal Interventions

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The Cherry Tree Trust will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

9.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

9.1.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of up to three months.

9.1.3 Alternatives to Section 444 prosecution are Parenting Contracts or Penalty Notices

- 9.2 Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.
- 9.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.
- 9.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.
- 9.3 Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:
- A pupil is absent from school and the absence has not been authorised by the school
  - A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher/principal.
- 9.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.
- 9.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- 9.3.3 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

## Appendix 1 - Escalation of Attendance Interventions

0 days absent 190 School days in the year	10 days absence 180 days in school	19 days absence 171 days in school	29 days absence 161 days in school	38 days absence 152 days in school	47 days absence 143 days in school
100% attendance	96% attendance	90% attendance	85% attendance	80% attendance	75% attendance
Best chance of success		Poor attendance less chance of success		Very poor attendance leading to serious impact on educational and life chances	

### 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 merit system.
- The class teacher/form tutor will be responsible for all action at this level and will record all intervention and outcomes.
- The Attendance 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.

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

Class teacher 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
- Update the pupil on other work they have missed and support any catch up required
- Where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities
- Where improvement has not occurred following this intervention, parents will be invited to a 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 15 school day 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.

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

A member of the attendance team will:

- Speak to the parent / carer to identify underlying home/school issues that may be causing the pupil's absence
- Remind the parent of the child's academic progress and what could be achieved if attendance was better
- Implement an Early Help Meeting so that support for the parents, targets for the pupil and review dates can be put into place.
- Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence

Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to referral to the Local Authority by One Education Attendance Officer or NGPS Attendance Officer.

## **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
- Homeless families
- Long term non-attendance
- Parental support/needs e.g. parental drug use, young carers, domestic violence, mental health needs, physical needs including long-term illness
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- English as an Additional Language
- Ethnic minority
- Mid-Year Admissions
- Threatening situations within the community that may make travelling to school difficult i.e. recent court cases that identify individuals within the community that impacts upon a parent or carer (for clarification speak to the Attendance team)

Each grouping will have an identified member of staff who will:

- Ensure that the pupil has already spoken to a member of staff 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 weekly 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

- Be 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

Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes.

## **Appendix 2: Traveller Family Absence**

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200

attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

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

The Cherry Tree Trust 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 xxx will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

The Cherry Tree Trust 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

The Cherry Tree Trust will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

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

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 and appropriate statutory action may be undertaken.

