Education Partnership Trust

ATTENDANCE AND PUNCTUALITY POLICY

Document Control

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Review period	2 Yearly

CONTENTS

1.0 AIMS

1.1 This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

1.2 We will also promote and support punctuality in attending lessons.

2.0 LEGISLATION AND GUIDANCE

2.1 This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures.

2.2 The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

2.3 It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3.0 ROLES AND RESPONSIBILITIES

3.1 The Local Governing Body and Academy Trust

The governing body is responsible for:
- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners, and keeping them informed regarding specific pupils, where appropriate
- Sharing effective practice on attendance management and improvement across schools]
- Holding the headteacher to account for the implementation of this policy
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

3.2   The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising attendance officer to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health, and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance – The 'Senior Attendance Champion'

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs L Turner and can be contacted via 01942 885500 or enquiries@athertonhigh.com.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Miss C Hepworth and can be contacted via 01942 885500 or enquiries@athertonhigh.com.

3.5 Form tutors and class teachers

Form tutors and class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office within the first 10 minutes of a sessions

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Pastoral Managers, attendance officer of the pastoral and attendance admin support where appropriate, in order to provide them with more detailed support on attendance

3.7   Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:
- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:
- Make sure their child attends every on time
- Call the school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority

Seek support, where necessary, for maintaining good attendance, by contacting the Head of Year or Attendance officer who can be contacted via 01942 885500 or enquiries@athertonhigh.com.

3.8   Pupils

Pupils are expected to:
- Attend every timetabled session, on time

4.0   RECORDING ATTENDANCE

4.1   Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:
- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.30am and ends at 3.00pm for KS3 everyday. On a Monday Year 10 students complete a 6th lesson of the day and finish at 4.00pm, during the remainder of the week the school day ends at 3.00pm. Students in Year 11 complete a 6th lesson Monday, Tuesday and Wednesday and finish at 4.00pm, on Thursday and Friday the school days ends at 3.00pm

Pupils must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9.00am The register for the second session will be taken at 12.30pm and will be kept open until 1.00pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible, by calling the school admin staff, who can be contacted via 01942 885500 or enquiries@athertonhigh.com.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school office in advance of the appointment via phone, 01942 885500 , or email using enquiries@atherton-ept.com

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school day promptly starts at 8.30am. Students are issued with school detentions on each occasion a student is late. If significant improvement is not seen over a specified period, parents/carers will be invited into school for a meeting. Poor punctuality could also impact on whether students are allowed to take part in trips.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will issue an attendance text message explaining that we have not received a reason for absence from the parent or carer on our records and to call school as soon as possible to explain the reason of absence.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, If there has been no contact from the Day 1 text home and a 2nd day absence occurs, a day 2 safeguarding concern text will be sent home to make sure proper safeguarding action is taken where necessary.
- If there is still no explanation for the pupils absence at day 3 a home visit will be completed by a member of the attendance or pastoral team.
- If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with parents can be issued with a notice to improve, penalty notice or other legal interventions (see section 5.2 below).

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent,' as used in this policy, in section 3.7 above) about their child's attendance and absence levels via half termly attendance reports.

5.0 AUTHORISED AND UNATHORISED ABSENCE
5.1 Approval for term-time absence
The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview

- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as events that are beyond the control of the child or family such as when requests are made on compassionate grounds.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, leave of absence will not be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence, and in accordance with any leave of absence request form, accessible via the attendance page on the school website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences

- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6.0   STRATEGIES FOR PROMOTING ATTENDANCE

The school will promote good attendance in the following ways:
- By demonstrating a strong attendance ethos
- Having a clear policy on absence
- Using effective systems
- Using data to improve school and student performance
- Promote the importance of legal requirements to all staff, students and parents/carers
- Intervening early when individual student absence gives cause for concern
- Have support systems in place for vulnerable pupils
- Reward and celebrate good and improved attendance making the best use of additional support for those with greatest need

7.0   SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

7.1   Pupils absent due to complex barriers to attendance

The school offers a variety of different support to students and their families where attendance is an issue. This may include support from a form tutor, a mentor, coach, the school counsellor, welfare officer, the pastoral team, the SENCO and Senior Team. In some circumstance the Educational Social Worker will be attached to the case work with the family and the school to improve attendance. The school also works with a variety of external agencies to support students who are absent from school and their families including Wigan LEA attendance team.

7.2   Pupils absent due to mental or physical ill health or SEND

To support pupils we can create a bespoke package that is tailored to the individual needs of the child, where additional support/advice from medical professionals, CAMHS, in school welfare support etc is considered. Using these expertise, alongside working with the family will be utilised to best support the pupils return to school.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

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

The school, via the Pastoral Manager or Attendance Team will have regular dialogue with the family and pupil to establish the correct reintegration process. This will be bespoke in each instance and aim to get the pupils back into full time education as soon as reasonably possible.

8.0   ATTENDANCE MONITORING

8.1   Monitoring attendance

The school monitors attendance on a weekly basis. If a student's attendance falls below 95% it is a cause for concern. Depending on the reasons for the non-attendance, parents/carers may be sent a letter alerting them to the issue and inviting them into school to discuss the matter with a view to seeing how we can work in partnership to improve the situation.   In cases where a student's attendance falls below 90%, or in circumstance of unauthorised absence, the school may refer the case to the Local Authority. Habitual lateness is also a cause for concern. The definition of late is where a student arrives to registration after the register has been taken. The attendance record will be coded 'L' for late. Our school registers are held open until 9.00am; however, students are expected to be in registration for 8.30am. Sanctions for late arrivals are detailed under punctuality. If a student arrives late after 8.30am they will be recorded as an 'L'. Poor attendance and lateness after the registers close will result in legal proceedings being initiated including the issuing of a fixed penalty notice or an attendance order. The school has a statutory obligation to inform the Local Authority of any student who fails to attend regularly or has had ten or more days of continuous unauthorised absence.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

8.2   Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3   Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups, or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to parents or carers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4   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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- Letters issued to parents or carers when their child reaches specific thresholds (See appendix 3)
- Meeting with Pastoral Manager, Attendance Team, Attendance Champion and local authority representative when a pupil reaches specific thresholds. (See appendix 3)

9.0 MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum 2 years by Mrs L Turner Head Teacher/Attendance Champion. At every review, the policy will be approved by the full governing board.

10.0 LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour, Rewards and Exclusions policy

APPENDIX 1: ATTENDANCE CODES

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national, or international emergency

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered

#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPENDIX 2: THE SCHOOL DAY

Student arrival and preparation	08:20
Form Time	08:30 – 09:00
1	09:00 – 10:00
2	10:00 – 11:00
First Break	11:00 – 11:30
3	11:30 – 12:30
4	12:30 – 13:25
Second Break	13:25 – 13.55
5	13.55 – 14.50
Form Time	14.50 – 15.00
6 (Yr10 Monday, Y11 Monday, Tuesday and Wednesday)	15:00 – 16:00

APPENDIX 2: THE SCHOOL DAY

APPENDIX 3: ABSENCE – ESCALATION OF INTERVENTION

Graduated response to attendance
The guidance below sets out the expectations of actions at each stage of a child's absence.

ATHERTON
HIGH SCHOOL

98-100%	Excellent attendance Attendance Awards/ Certificates
95-98%	Attendance is around targeted levels Attendance is monitored and noted in form time (pm) discussions Encouragement is given to get to 98+%
92-95%	Initial discussions with child – identify barriers Consider Personal Attendance Plan or Targets Discuss attendance policy and LA guidance Attendance messages sent to parents outlining days/ sessions missed versus current year group averages
86-91%	Child is or is becoming persistently absent from school Meeting held with child, parents and attendance team Barriers to attendance identified; pathways implemented Reasonable adjustments and health service consulted if medical conditions identified Attendance support plan or early help initiated Formal action to be considered, unless evidence shows this is inappropriate
60-85%	Targeted support and adaptations to be made in school Formal action to be taken – multi agency plan or Personal Attendance Plan Implement safeguarding plan to ensure child is seen & safe Persistent absence reviews scheduled Attendance lead to liaise with curriculum leads to support child in learning and reintegration
51-59%	Child is at great risk of severe absence Formal review of attendance with Attendance Lead & Welfare Officer Child reviewed with LA attendance support colleague Review agencies involved and impact; adjust strategy where gaps identified
0-50%	Child is now severely absent from school Child will be added to vulnerable tracking list (Welfare Officer) Child discussed weekly at SLT link meeting/ Safeguarding meeting A multi-agency assessment and family plan will be in place which includes attendance Attendance plan to be reviewed at least fortnightly and amended with relevant actions Consider safeguarding risks and refer to thresholds document. Formal action.

Attendance

ATHERTON HIGH SCHOOL

STAGE 1 - EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

We do this by:

- Sharing our expectations of good attendance with parents in letters and on the school website
- Sharing our expectations of good attendance with pupils on a weekly basis
- Recognising good attendance and improved attendance with termly recognition
- Educating pupils on the importance of good school attendance for academic achievement

STAGE 2- MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

We do this by:

- Tracking and monitoring attendance data ensuring early identification of attendance concerns
- Issuing attendance letters for students who are absent from school.
- Identify concerning attendance patterns in vulnerable cohorts
- Identifying students who would benefit from early intervention
- Weekly strategy meetings with the Attendance Manager, HOYs and SLT
- Ensure robust systems are in place to safeguard children on role
- Tracking the data of students classed as PA, SPA or at risk of becoming PA

STAGE 3 - LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

We do this by:

- Arranging a parent meeting as soon as possible
- Form teachers speaking to students on an individual basis
- Heads of Year contacting parents when patterns of absence or spotted and checking if there are any concerns in lessons or friendship groups
- Completing home visits for families who are hard to engage

STAGE 4 - FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

We do this by:

- When appropriate offer 1:1 mentoring with a member of pastoral staff.
- Offering an early help to formulate a supportive plan of action
- Offer of multi-agency support to overcome barriers to attendance
- Working with outside agencies to offer a package of alternative education
- Offering counselling to students whose SEMH is a barrier to attending school
- Offering short term reduced timetables to the small number of students who persistently refuse to come to school

STAGE 5 - FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

We do this by:

- Reminding parents of the likelihood of an education penalty notice being issued
- Issuing Notice to Improve letters with the offer of support
- Escalating cases to the Attendance Manager who will liaise with school and the family
- Sending letters to parents advising them that they are at risk of being referred to enforcement

STAGE 6 - ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

We do this by:

- Issuing Education Penalty Notices
- Escalating cases to the Attendance Pathway

At Atherton High School we flourish because we are RESPECTFUL, we are AMBITIOUS and we take RESPONSIBILITY for our actions and our learning.

APPENDIX 4: ABSENCE PROCEDURE

ABSENCE PROCEDURE
(Issued to Parents)

Parents have a responsibility to contact the school as soon as possible on the first day of any absence. Please ensure you notify the school of any changes to your contact telephone numbers.

> The parent informs the school about the absence before 8.30am, giving the reason and expected date of return to School. The school makes the decision whether to authorise the absence

⬇
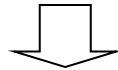
> If no message is received on day one, then the school will send a day 1 text home explaining that we have not received a reason for absence to the parent or carer on our records from the parent or carer on our records and to call school as soon as possible to explain the reason of absence.
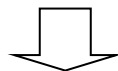
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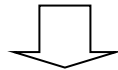
> If there has been no contact from the Day 1 text home and a 2nd day absence occurs, a day 2 safeguarding concern text will be sent home
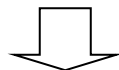
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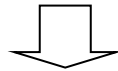
> If there is still no explanation for your child's absence, a day 3 attendance home visit will be completed by a member of the attendance or pastoral team

⬇
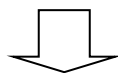
> If attendance falls below 93% please refer to appendix 3

⬇

> If absence persists then external support may be enlisted. A home visit will be undertaken

⬇

> Unauthorised absence may result in a penalty notice being served/legal court proceedings