



Longford Park School

Believe • Belong • Become

Pupil Attendance Policy

Date of review: September 2023

Next review: September 2025

Our school values

We **believe** in ourselves and each other.
We all **belong** in our community.
Everyone can **become** the best they can be

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance with a 98% target rate throughout the academic year.
- 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 ensure pupils have the support in place to attend school.
- We will also promote and support punctuality in attending lessons.

Legislation and guidance

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.

Roles and responsibilities

The governing board

The governing board is responsible for:

- ❖ Promoting the importance of school attendance across the school's policies and ethos
- ❖ Making sure school leaders fulfil expectations and statutory duties
- ❖ Regularly reviewing and challenging attendance data
- ❖ Monitoring attendance figures for the whole school
- ❖ Making sure staff receive adequate training on attendance
- ❖ Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- ❖ 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

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- ❖ Leading attendance across the school
- ❖ Offering a clear vision for attendance improvement
- ❖ Evaluating and monitoring expectations and processes
- ❖ Having an oversight of data analysis
- ❖ Devising specific strategies to address areas of poor attendance identified through data
- ❖ Arranging calls and meetings with parents to discuss attendance issues
- ❖ Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Stephanie Meadows and can be contacted via 0161 5323253 or smeadows@longfordparkschool.co.uk

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 Stephanie Meadows and can be contacted via 0161 5323253 or smeadows@longfordparkschool.co.uk

Class teachers

Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office by 9.30am each school day.

School admin staff

School admin staff will:

- ❖ Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- ❖ Transfer calls from parents to the head/ Deputy Head Teacher in order to provide them with more detailed support on attendance
- ❖ Record all absence using the correct codes on Arbor.

- ❖ Record any form of absence on CPOMS including making a note of all pupils where messages explaining absence have not been received from parents/carers.

Parents/carers

Parents/carers are expected to:

- ❖ Make sure their child attends every day/timetabled session on time
- ❖ Call the school to report their child's absence before e.g. 9am 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

Pupils

Pupils are expected to:

- ❖ Attend school every day on time

Recording attendance

Attendance register

We will keep an 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 whether every pupil is:

- ❖ Present
- ❖ Attending an approved off-site educational activity
- ❖ Absent – reason coded
- ❖ 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 if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.15am. The register for the second session will be taken at 13.00pm and will be kept open until 13.15pm.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school office staff on 0161 5323253.

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

If the authenticity of the illness is in doubt (or absence is already being monitored), the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Please notify the school office as soon as possible by calling on 0161 5323253 or emailing admin@longfordparkschool.co.uk

However, we encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

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.
- ❖ If a child is identified as an attendance latecomer the school's attendance officer will be in touch. This will usually be via phone call and then followed up with a letter.

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/carer 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 may phone any known siblings' school/schools, or the Police if further concerns are identified. If the family is working with family support or social care, the identified social worker will be informed.
- ❖ 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.
- ❖ Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- ❖ Have a home visit by senior members of staff – this will be led on a case-by-case basis.

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels when a concern is identified. Weekly reports are used in school to identify persistent absentees, continuous absentees and latecomers. In the first instance, parents/ carers will be contacted via phonecall and concerns will be shared.

At this stage some families will:

- ❖ Ask for support (this may be via school nurse support, Early Help or referral to other services).
- ❖ Agree to improve the attendance/ punctuality without the need for further support.

Authorised and unauthorised absence

Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

Please contact school to discuss your specific exceptional circumstances.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- ❖ Illness and medical/dental appointments
- ❖ Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- ❖ Traveller pupils 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
- ❖ Flexi-schooling requests – depending on each child's specific needs by requesting and deciding on this with the Headteacher. E.g. transition between schools.

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- ❖ The number of unauthorised absences occurring within a rolling academic year
- ❖ One-off instances of irregular attendance, such as holidays taken in term time without permission
- ❖ Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Penalties can also be requested for U codes (late after register has closed) when a child accrues more than 10. We will always endeavor to work with families to improve punctuality and will take into account each families personal circumstances.

Attendance monitoring

Attendance and punctuality are monitored daily and weekly data is analysed to identify individuals or groups and cohorts that require support with their attendance. Upon contacting the parent or carer in the first instance, we aim to work together in a tailored approach depending on the child's and family's needs. At this stage, families may request further support. If a family is working with social care, the allocated worker will be informed of the individual case and actions

Monitoring attendance

The school will:

- ❖ Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- ❖ Identify whether or not there are particular 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.

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

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

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
- ❖ In cases where parents have been informed of their child's absence (via phone call and letter) and improvement/ working together cannot be evidenced, the parent will be invited in to school for a meeting.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Stephanie Meadows Deputy Head Teacher. At every review, the policy will be approved by the full governing board.

Links with other policies

This policy links to the following policies:

- ❖ Child protection and safeguarding policy
- ❖ Behaviour policy

Procedures for monitoring absence are as follows:

- ✓ The school office will check registers on a daily basis and make a note of all pupils where messages explaining absence have not been received from parents/carers. This information will be recorded on CPOMS via the office staff.
- ✓ Telephone calls will be made to parents in all cases where a message about a child's absence has not been received. The process for this is as follows:
 1. Deputy Headteacher to identify absent pupils from the completed register.
 2. Checks to be undertaken to establish whether the absence is known (ie. reported previously in the school diary as a medical appointment).
 3. Telephone call to be made to parents/carers of absent pupil from 9.30am requesting an explanation for the absence (if a call in to school has not been received). Call attempts should be made to all available contact numbers.
 4. Pupil absence CPOMS to be updated with details of call and outcome of conversation.
 5. If a message is left, the call should be repeated if a return call has not been received within 2 hours. Calling from a school mobile phone should also be attempted.
 6. If no contact has been made with the family by this point, the information should be passed to the Leadership Group. (If Social Workers have active involvement and interest, the Headteacher or Deputy Headteacher will decide whether or not to advise of the pupil's absence.
 7. If no explanation has been provided, office staff will issue standard forms to parents for their completion to enable the school to consider whether to authorize absences.
 8. Where no authorisation can be gathered from letter or telephone contact, the Pupil Absence Team will be advised.

9. Each term, the Deputy Headteacher will request that the PAT will attend the school/ online to meet with the attendance Lead (Deputy Head Teacher) to discuss pupils whose attendance is under 90% (without medical impact) or where there are cases of unauthorised absence. Percentage analysis of attendance is carried out prior to each visit to identify pupils for discussion. At the meeting, each pupil is reviewed and a course of action agreed between the PAT and school. A follow up discussion takes place at the next meeting to ensure there is an audit trail on actions until the attendance statistics improve and meet expectations.

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 |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|---------------------------|------------|----------|
| Authorised absence | | |

| | | |
|-----------------------------|-----------------------------------|---|
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|-------------|------------------------------|--|
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |

| | | |
|----------|---|--|
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Example letters:

(Absences from school)

Dear parent.

I am writing to express my concern at child's recent high levels of absence from school.

His current attendance has fallen to percentage. Falling below 95% attendance will likely have an impact on his academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support child's education in the best way possible, including looking into how we can help him to address gaps in learning due to absence.

Please contact the school office on 0161 5323253 as soon as you can so we can arrange to discuss this.

Yours sincerely,
Miss Stephanie Meadows
Deputy Headteacher

(Unauthorised absences from school)

Dear parent.

I am writing to express my concern at [name's] recent unauthorised absences from school.

[Name] has been absent from school for a total of [number] unauthorised sessions ([number] days) on the following dates:

> [date]

> [date]

> [date]

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Please note that unauthorised absences can result in a penalty notice being issued. You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school office on 0161 5323253 as soon as you can so we can arrange to discuss this.

Yours sincerely,

Miss Stephanie Meadows

Deputy Headteacher

(Poor punctuality)

Dear parent.

I'm writing to you because [name] has been late to school [number] times in [timeframe].

[He/she] arrived at school after the register had closed on the following dates:

> [date]

> [date]

> [date]

[He/she] also arrived at school late (but before the register had closed) on the following dates:

> [date]

> [date]

> [date]

The school day begins promptly at [time] and registration closes at [time]. Afternoon registration takes place between [time slot].

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness when:

> U codes (late after register has closed) when a child accrues more than 10.

We're committed to working with families to make sure every pupil gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve [name's] punctuality.

Please contact the school office on 0161 5323253 to arrange a meeting.

Yours sincerely,

Miss Stephanie Meadows

Deputy Headteacher

(Holiday absence)

Dear parent.

I'm writing about your action in taking [name(s)] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised holiday because [explain the evidence you have].

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

Absences like these could have a detrimental effect on [name(s)] education.

We would like to arrange a meeting so that we can discuss this further. Please contact the school office urgently on 0161 5323253

Yours sincerely,

Miss Stephanie Meadows

Deputy Headteacher

Pupil Absence Team PENALTY NOTICE REQUEST – via www.trafford.gov.uk/educationportal



**TRAFFORD
COUNCIL**

Attendance

Procedures Flow Chart. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Advisory Committee at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored weekly by the Deputy Head teacher

School target is 98% Where concerns are raised the following actions are put in place, phone call home.

