



Stockport School
Attendance & Punctuality Policy

Students who are not in school are not learning

Policy Statement

At Stockport School we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost in education can have a serious impact on a students' attainment and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We are fully committed to promoting school attendance by providing an environment and ethos where all students feel safe and can build positive relationships with their peers. We expect that in return parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff, parents and carers and this must be evident in our interactions with students. We expect students to attend school every day and arrive on time.

We value all students and we will work with families to identify the reasons for low attendance and try to resolve any difficulties.

Attendance is a matter for the whole school community. Our Attendance Policy runs through all aspects of school improvement which is characterised by inclusive learning and is supported by policies on child protection, safeguarding, bullying, behaviour and SEN.

This policy is informed by the following legislation:

- The Education Act 1996, 2002 & 2011, School Attendance (Guidance) May 2022,
- Working Together to Safeguard Children Guidance,
- The Education (Student Registration) (England) Regulations 2006,
- The Education (Student Registration) (England) (Amendment) Regulations 2010, 2011, 2013 & 2016,
- The Education (School Day and School Year) (England) Regulations 1999,
- The Education and Inspections Act 2006, The Education (Penalty Notices) (England) (Amendment) Regulations 2007, 2012 & 2013,
- Children Act 1989 & 2004,
- Children Missing Education Statutory Guidance September 2016,
- Keeping Children Safe in Education Statutory Guidance,
- Supporting Students at school with Medical Conditions DfE Guidance,
- Ensuring a good education for children who cannot attend school because of health needs DfE Guidance.

Regular attendance is essential for a student to progress and achieve success and Stockport School hope you will support us in helping your child to achieve well over 97% attendance each year

Attendance and the Impact of Absence – Our School Aims

Attendance is a key factor in success at Stockport School. Both the Government and the school place great emphasis on full attendance.

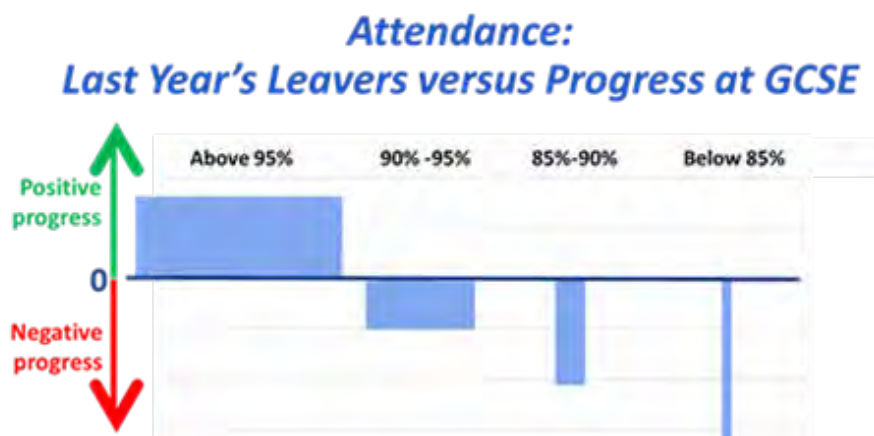
Our school aims to meet its obligation with regards to school attendance by:

- Safeguarding the welfare and wellbeing of the student and their family
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring that every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. Our attendance target for all students is **100%** and we have a core expectation that all students achieve well over **97%** attendance, missing no more than 12 school sessions or 6 school days throughout the year.

Every day matters and each day missed hinders progress

- **95% Attendance**
2 weeks off (52 lessons missed) per year, and 2 ½ months (260 lessons missed) over five years.
Almost a school term over a five-year period
- **90% Attendance**
4 weeks off (104 lessons missed) per year, and 5 months (520 lessons missed) over five years.
Over half a year over a five-year period



In order for students to achieve over 97% attendance and succeed in school, Stockport School asks that parents and carers support us by sending your child into school on time for 8.40am every day, as lateness to school is also disruptive to learning and hinders progress.

This policy seeks to outline the importance of good consistent attendance and punctuality upon educational success, it sets out our highest expectations for all students, and provides guidance as to how attendance can be maximised in school.

<u>Contents</u>	<u>Page</u>
1. Introduction	Page 4
2. Legal Framework for School Attendance	Page 4
2.1 Legal Duties for Parents	
2.2 Legal Duties for Schools	
3. Absence from School	Page 5
3.1 Authorised Absences from School	
3.2 Unauthorised Absences from School	
4. Legal Sanctions	Page 7
5. Roles and Responsibilities	Page 8
6. Punctuality	Page 9
7. Links with other policies	Page 9
8. Named staff responsible	Page 9
9. Review	Page 9
Appendix 1 – Parent Reference Guide	Page 10
Appendix 2 – Attendance Welfare Procedures Summary	Page 11
Appendix 3 – Attendance	Page 12
Appendix 4 – Roles and Responsibilities	Page 16
Appendix 5 – Attendance Codes	Page 19
Appendix 6 – Guidelines for Establishing a Healthy Daily Routine	Page 20

1. Introduction

The right of children and young people to an education is enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling children and young people to reach their potential, helping them to lead happy and rewarding lives. Evidence shows that there is a clear link between low levels of school attendance and poor outcomes for children and young people. This is not just in relation to academic achievement. Poor attendance also leaves children and young people at greater risk of neglect, social isolation and offending.

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

2. Legal Framework for School Attendance

2.1 Legal Duties for Parents

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5th birthday until the last Friday in June in the school year in which they reach the age of 16. Parents are determined as per Section 576 of the Education act 1996 which defines a parent as:

- *the natural parents of a child, whether they are married or not;*
- *anyone who although not a natural parent, has parental responsibility for a child;*
- *any person who has care of a child or young person i.e. lives with and looks after the child.*

For children receiving full time education at a school, parents must ensure that attendance is regular. The Isle of Wight Council v Platt case considered by the Supreme Court makes it clear that regular attendance shall mean attendance in accordance with the school rules. If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

2.2 Legal Duties for Schools

Stockport School is required to:

Maintain and preserve accurate registers as required by regulations and make them available for inspection by the Local Authority. This includes:

- Monitoring students educated Off-Site
- Having clear procedures for the closure of registers during each session
- Comply with legal requirements regarding adding or removing students' names to or from the school roll
- Report students who fail to attend regularly to the Local Authority via regular

- meetings with the Education Welfare team. This includes both authorised and unauthorised absences.
- Identify Persistent Absenteeism (PA) and work with the student to improve their attendance. Any student whose attendance falls to or below 90% by the end of the academic year is defined as a Persistent Absentee.
- Identify Severe Absenteeism (SA) and work with the student to improve their attendance. Any student whose attendance falls to or below 50% by the end of the academic year is defined as a Severe Absentee.
- Report Missing Students to the Local Authority via the Children's Services Contact Centre.
- Promote the welfare of all students at the school and look for any potential safeguarding issues.
- Promote good attendance and identify patterns of poor attendance at an early stage.

The student's welfare is always paramount. A student may be at risk of harm if they do not attend school regularly. Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Failure to attend school on a regular basis will be considered as a safeguarding matter.

3. Absence from School

3.1 Authorised Absences from School

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

Authorised absence from school are those which the school has determined are for a justifiable reason. This could be because a child is ill or because of other circumstances. It is for the school to determine whether an absence should be authorised. Parents are asked to contact school on every day that their child is unable to attend school, except where a doctor's report has been provided indicating an expected return date.

Where students miss a lot of school due to illness, Stockport School will seek medical evidence before authorising absences. Where this arises, we will write to parents to inform them of this requirement. If medical evidence is not produced the absences will not be authorised, and this could result in a referral to the Local Authority.

Medical and Dental appointments are to be made wherever possible outside of school hours using the NHS out-of-hours evening and weekend GP appointment service and therefore, keep medical appointments in school time to an absolute minimum. If on the rare occasion a medical appointment during school time is unavoidable, then we would ask that your child attends school beforehand and/or returns to school immediately that same day following their appointment. The appointment card should be submitted to school as evidence. Photographs of the letters/cards can be sent in.

Leave of absence may be given in exceptional circumstances such as family bereavement, or for other legitimate reasons such as an interview at another school or college. The absence should be restricted to the minimum time required and parents are asked to request permission in advance by writing to the Headteacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

Other examples of authorised circumstances include:

- Part-time timetables which may be agreed in exceptional cases.
- Where a student is absent from school due to an exclusion.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong.
- Study leave granted by the school for year 11 students approaching GCSE examinations.
- When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the student is attending another school. In order to fulfil legal requirements, in such cases, students must attend school for at least 200 sessions in every 12 months.

3.2 Unauthorised Absences from School

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

Examples of unsatisfactory explanations include:

- A student'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
- Illness where parents have been asked to produce medical evidence but have failed to do so
- Leave of absence for holidays or other reasons taken without the authorisation of school
- Waiting for a place at a new school

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by firstly contacting home either by phone or by home visit. If we not get a response, we will write or message home.
- If the parent does not contact the school, we will refer the matter on to the Educational Welfare Officer from SMBC.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Late Arrival at School, AM Registration begins at 8.40am; students arriving after this time will be marked as present but arriving late (L). The morning register will close at 9:10am, students arriving after the close of the register will be marked as an unauthorised absence through lateness (U) for the whole session. This will not be authorised and will count as an absence for that school session.

On arrival after the close of register students must go direct to the Attendance Officers desk and sign in via the late book.

Family Holidays are actively discouraged during term time. Stockport School requests that parents and carers do not request days off school for their child as refusal often offends. Parents should be aware that there is no right to time off for a family holiday. Leave of absence for any reason is only granted in exceptional circumstances and is very unlikely to be granted for the purpose of a holiday.

Parents/carers are required to complete a Term Time Absence Request Form at least three weeks in advance of planned absence taking place. Parents must detail and evidence the exceptional circumstance of the request, ideally at the time of the request, or if subsequently requested.

In accordance with The Education (Pupil Registration) (England) Regulations 2006 & subsequent Amendments, Stockport School are unable to authorise any period of absence unless it is for exceptional circumstances, and in advance, as per the following extract from the above-mentioned regulations:

Leave of Absence

7. (1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the academy. (i.e. Head teacher/Principal) (1A) Subject to paragraph (2) (which relates to employment abroad), leave of absence shall not be granted unless-

(a) an application has been made in advance to the proprietor (Head teacher/Principal) by a parent with whom the pupil normally resides; and

(b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

4. Legal Sanctions

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

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

Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct. Stockport School doesn't receive any of the money paid from penalty notices.

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

Education Penalty Notices for Unauthorised Leave of Absence - Education Penalty Notices may also be issued where a student is taken out of school for five days or more without the school's consent –

such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.

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

Stockport School adheres to the Stockport LA Code of Conduct and Section 23 of the Anti-Social Behaviour Act 2003 in the use of Penalty Notices for unauthorised single periods of absence and persistent absence. Penalty Notices are an alternative to prosecution under Section 444(1) of the Education Act 1996 enabling parents to discharge potential liability for the offence of non-attendance at school by paying a penalty within an allotted time frame. Failure to pay the penalty on time will result in the LA either prosecuting for the original offence under Section 444(1) of the Education Act 1996, or withdrawing the notice (only if it is proven that it contains material errors or was issued in incorrectly). Stockport School has a duty to work together with parents/carers and other agencies to prevent a prosecution being necessary, however if the level of attendance continues to be unsatisfactory, we will be required to collate evidence of non-attendance and report the information to the LA.

The LA will then fulfil their statutory duty of prosecution under Section 444(1) or (1a) of the Education Act 1996. Legal action may be used where:

- Level of unauthorised absence leads to an unauthorised absence rate of 10% or more, overall, or within a minimum period of 8 school weeks (this equates to a level of 90% attendance, or below). This is usually more than one instance of absence but a single unauthorised absence event of at least 3 consecutive days (6 consecutive sessions) can be used; up to 2 penalty notices may be issued in any academic year but it may not be deemed appropriate to do a 2nd PN if the 1st one did not affect change; in these cases, any subsequent action would be via the Section 444(1) or (1)a route through the Magistrates’ Courts.
- Persistent late arrival at school after the register has closed (coded as U) contributes to a level of unauthorised absence at 10% or above and would be dealt with as detailed in section 3.2.
- Pupils identified in a public place whilst externally suspended from school (during the first five days of the suspension period) without reasonable justification, may also be subject to a Penalty Notice.

5. Roles and Responsibilities

Stockport School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students and the wider school community.

The breakdown of roles and responsibilities for each group can be found in Appendix 4.

6. Punctuality

Whilst the vast majority of our students arrive on the school premises on time, we are concerned for the small minority of students who arrive at school late, after lessons have begun.

At Stockport School, we expect your child to be in school and ready to learn every morning for at least 8.40am to attend registration. Persistent lateness could mean that even more learning time is missed which could have a knock-on effect on overall progress and attainment.

If your child, like most of our students, has had an excellent attendance and punctuality record over the past term, as can be checked from their recent Grade Card, then it is worthy of note and recognition, as your child is clearly putting themselves in a very strong position for future success. However, if your child has generated any number of late marks or absences during the past term, we would ask you to take this opportunity to discuss the importance of maintaining consistently good attendance and punctuality and the negative impact that it is likely to have upon their learning and progress if they are unable to do so. This may mean that you need to encourage your child to get up/leave for school earlier. We appreciate any support you can offer so we can work towards improving attendance and punctuality across the school and therefore, enhancing progress and outcomes for all of our students.

Lateness to school is unacceptable and is punishable by a detention unless the student has a valid reason and a parental note or telephone call. All students arriving late should sign in at the Attendance Office.

Lateness to lessons is monitored by staff using our Lesson Monitor system, and students who are regularly late are referred to the Head of Year or the Associate Deputy Headteacher – Pastoral, Culture and Ethos. Attendance and punctuality are monitored by the school, the Local Authority, and the DfE.

If you have concerns about your child's attendance and/or punctuality or need further support in regard to attendance and punctuality issues, please contact your child's Head of Year or alternatively, Miss O'Gara, Director of Attendance, Equality and Opportunity, by calling the school number on 0161 483 3622, or alternatively by email: c.ogara@stockport.stockport.sch.uk

7. Links with other policies

The Attendance Policy links to Stockport School's Child Protection, Safeguarding and Behaviour policies

8. Named staff responsible

Mrs Karen Bailey	Link Governor
Mr Ian Irwin	Headteacher
Miss Cat O'Gara	Director of Equality and Opportunity
Ms Fiona Shaw	Attendance Manager
Mr Russ Crosby	Student Welfare Officer

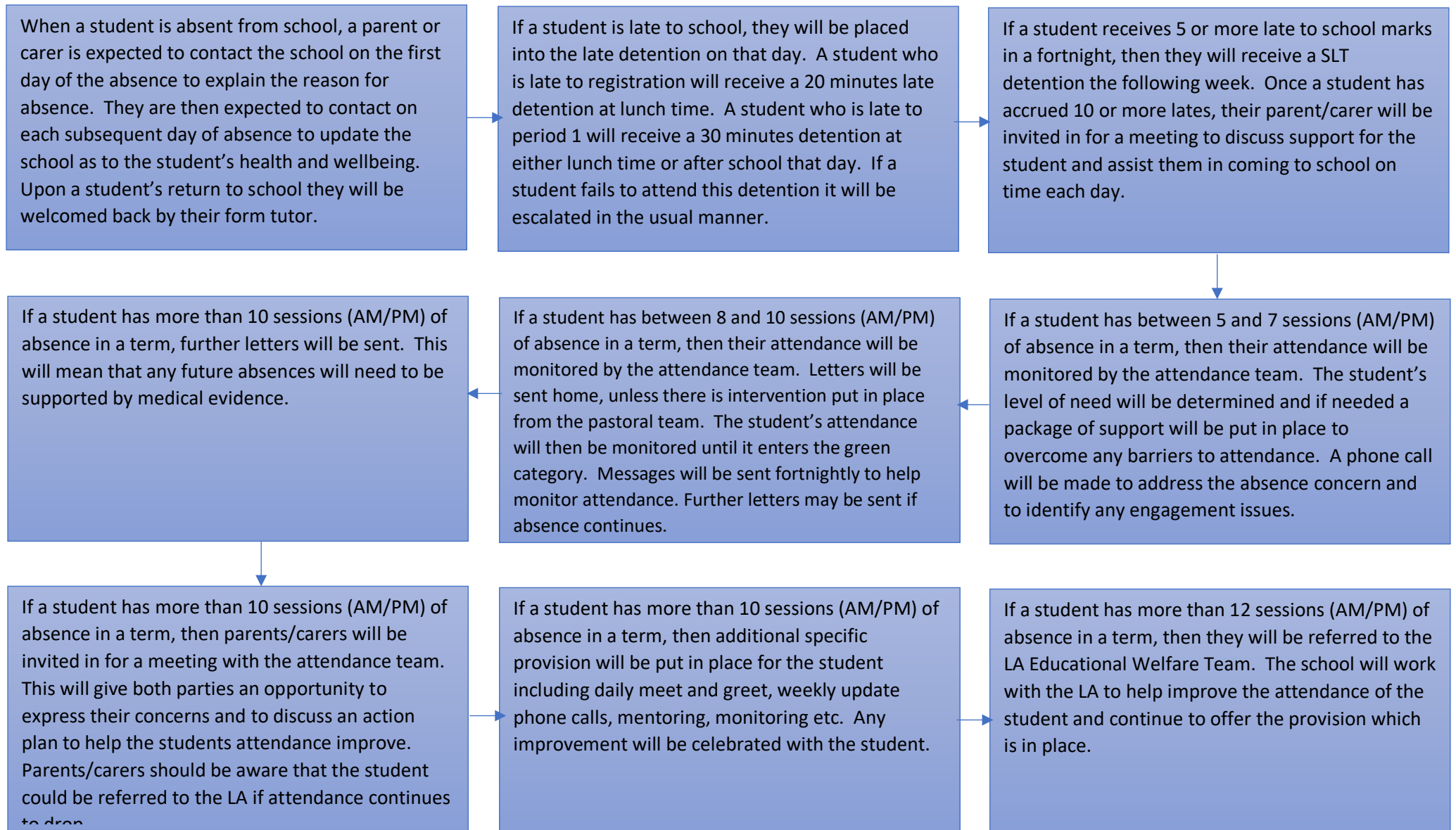
9. Review

Last Review date: July 2022

Review date: July 2024

Appendix 1

Parent Reference Guide



Appendix 2

Attendance Welfare Procedures Summary

The school is dedicated to providing a relational needs-led approach focused on communication, discussion and support using early help pathways with a staged process to identify concerns and act appropriately to prevent escalation

Attendance % is used as a guide, we will have a specific TRIGGER to justify an action.

We will do each ACTION as soon as we are able. We will MONITOR and decide upon the next action each week.



Appendix 3

1. Introduction

At Stockport School, we categorise attendance into green, amber and red, which in turn indicates the rewarding of positive attendance and any course of action that may be needed to improve student attendance at school.

Attendance Indicators at the end of the School Year

<u>Key to Table</u>	
	Over 97% Attendance (Meeting & Exceeding School Target)
	94% - 97% Attendance (Approaching School Target)
	92% - 94% Attendance (Below Target)
	Below 92% Attendance (Significantly Below Target)

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

1.1 The following tasks in relation to student absence will apply to all students irrespective of current attendance level:

❖ **Unexplained Absence**

The designated attendance lead will attempt to make immediate contact with parents whenever a child is absent from school without explanation. Where it is not possible to make contact the attendance lead will liaise with the nominated Safeguarding Officer to agree on further action.

On the 10th consecutive day of absence the designated attendance lead will report the student as Missing from School to Stockport Children's Services Contact Centre.

❖ **Requests for Leave of Absence**

All requests for leaves of absence will be dealt with by the Headteacher/designated member of staff.

❖ **Referrals to the Education Welfare team to use the Education Penalty Notice system for Unauthorised Leave of Absence**

All referrals will be made by the Headteacher/designated member of staff.

❖ **Referrals to the Education of Sick Children Service**

All referrals will be made by the Headteacher/designated member of staff.

❖ **Notification of Removal from Roll**

The designated attendance lead will complete a Notification of Removal from Roll form and submit to the local authority whenever a student is deemed to meet legal criteria for removal.

The designated attendance lead will work jointly with the Education Welfare Service to ensure that all students removed from roll are confirmed as starting in a new educational provision.

1.2 Actions for Students in the Dark Green Category

DARK GREEN OVER 97% ATTENDANCE BY THE END OF THE SCHOOL YEAR

Less than 5 sessions (AM/PM) of absence each term or less than 15 throughout the school year

At this stage, with the exception of referrals to use the Education Penalty Notices system for unauthorised Leave of Absence (see above), all action is at Form Tutor admin level and will be monitored by the Headteacher or nominated member of staff.

When a student is absent and returns to school, if their attendance is above 97%, all action is at Form Tutor and administration level.

This will include:

- Welcoming the student back to school.
- Confirming the reason for the absence and recording as required in the register.
- Updating the student on any work they have missed and supporting any catch up as required.

The Attendance Reward Programme will be used to recognise and celebrate students with the best attendance levels, i.e. in relation to students with attendance levels of 100% or those with significant improvement.

1.3 Actions for Students in the Light Green Category

LIGHT GREEN – 94-97% ATTENDANCE BY THE END OF THE SCHOOL YEAR

Less than 7 sessions (AM/PM) of absence each term or less than 21 throughout the school year

The attendance levels and reasons for absence for this group will be analysed by the Form Tutor, Pastoral Manager and attendance lead to determine the level of need and in particular if the case requires monitoring and letter 1a will be sent. The Headteacher/designated member of staff will maintain regular oversight of decisions for this group of students.

In addition, for each incidence of absence for students with attendance of 94% to 97% the Form Tutor, Head of Year or Attendance Manager will:

- Welcome the student back to school.
- Confirm the reason for the absence and record as required in the register.
- Update the student on any work they have missed and supporting any catch up as required.
- Update the monitoring plan as required.

1.4 Actions for Students in the Amber Category

AMBER – 92-94-% ATTENDANCE BY THE END OF THE SCHOOL YEAR

Less than 10 sessions (AM/PM) of absence each term or less than 30 throughout the school year

For students with attendance of 92-94%, the Attendance Manager will write to parents. The letter will:

- Provide details of the current attendance and sessions missed.
- Convey the school's concern about the level of attendance.
- Invite the parent to contact [Headteacher/ nominated Senior Leader or Head of Year to discuss attendance and how it can be improved.

Attendance will continue to be closely monitored whilst in this band with further contact made with the parent at regular intervals discuss the progress until the student's attendance moves into at least the light green category, above 94% and beyond.

1.5 Actions for Students in the Red Category

RED - BELOW 92% ATTENDANCE BY THE END OF THE SCHOOL YEAR

More than 10 sessions (AM/PM) of absence each term or over 30 throughout the school year

The attendance levels and reasons for absence for this group will continue to be analysed by the Form Tutor, Head of Year and Attendance Manager with additional input from a member of Stockport Family Education Welfare Team to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should be put in place to overcome a particular barrier to attendance (Under 92% meetings). The Headteacher/designated member of staff will maintain regular oversight of decisions for this group of students.

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

- Referral to the Team Around the School (TAS)
 - When students with poor attendance are discussed at the TAS the level of absence and action agreed to improve attendance should be clearly written into the minutes
- Completion of an Early Help Assessment (EHAs) and commencement of Team Around the Child (TAC) process
 - When EHAs and TAC processes are put in place for students with poor attendance the EHA should clearly identify the barriers to attendance and the plan should clearly identify actions and interventions to improve the attendance.
- Referral to the Education Welfare team for a Parent Contract to be undertaken
 - Where a case is accepted for Parent Contract by the Education Welfare Team:
 - a member of school staff will be nominated to take part in the contracting process alongside the parent and Education Welfare Team member
 - nominated member of school staff will update the Education welfare officer of any absences on a daily or weekly basis
 - The nominated officer will liaise directly with the Education Welfare Team member before authorising any absences
- Referral to the Education Welfare team for the Education Penalty Notice system to be used
- Liaison with education services, the ethnic diversity service or with voluntary agencies to access appropriate support to address identified needs.
- Referral to an attendance panel

Contact will be made with the parent on a weekly basis by a named member of staff to discuss progress until the child moves to at least amber and then towards green.

Appendix 4

Roles and Responsibilities

The **Governing Body** will:

- Support and hold to account the leadership team regarding its obligations in relation to attendance.
- Ensure that the legal duties in the Education (Student Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Ensure that the importance and value of good attendance is promoted to all school staff, students and their parents.
- Identify a member of the governing body to lead on attendance matters.
- Monitor the school's attendance through termly reporting at governing body meetings and on a half-termly basis to the lead governor for attendance.
- Ensure that there is a named senior leader to lead on attendance and ensure that, that manager is allocated sufficient time and resources.
- Contribute and participate in initiatives to promote good attendance across the school.

The **leadership team** will:

- Ensure that the legal duties in the Education (Student Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Return school attendance data to the Local Authority and the Department for Education as required.
- Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues.
- Actively promote the importance and value of good attendance to students and their parents and the wider staff team.
- Ensure that there is a whole school approach which reinforces good school attendance.
- Ensure good teaching and learning experiences that encourage all students 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.
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
- Ensure that attendance data is collected and analysed frequently on a weekly basis to identify causes and patterns of absence.
- Monitor the implementation of the Attendance Escalation Interventions.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Ensure all interventions around attendance are accurately recorded and documented.
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.

Teaching and Support Staff will:

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

The Director of Attendance, Equality and Opportunity will:

- Have overall responsibility for attendance and punctuality
- Raise profile of the importance of good attendance and punctuality throughout the school community
- Build attendance rewards into the House system
- Complete a termly report to Governors
- Report monthly to the Headteacher
- With the Headteacher, authorise EPNs (Education Penalty Notices)
- Liaise with EWS (Education Welfare Service)
- Discuss attendance issues with the Attendance Manager in line management meetings
- Set whole school targets for Governors' approval
- Oversee the prompt collation of attendance statistics
- Monitor attendance patterns
- Monitor and review the Attendance Policy
- Monitor the completion of registers
- Produce the attendance profile for the whole school
- Ensure that targets are included on IEPs (Individual Education Plans)
- Coordinate attendance-related rewards events, including assemblies
- Oversee and administer weekly late detentions

The Attendance Manager will:

- Be responsible for organising a daily check on children at risk of truancy.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Provide advice and support for students returning to school after a long period of absence.
- Liaise with the Attendance Welfare Officer to identify students with attendance and punctuality issues and initiate periodic home visits.
- Meet periodically with students/parents and address issues/agree strategies that seek improvement.

- Raise attendance issues with parents; meet with parents and students in order to support them and improve attendance and punctuality.
- Analyse attendance data weekly to identify and report to the SLT member who oversees attendance.
- In liaison with the Head of Year for Year 7 contact feeder primary schools and gain any relevant information about the attendance records of new students.
- Be available to staff and parents for home visits on individual students.
- Provide regular updates for staff, e.g. Headteacher, Deputy Headteacher, Head of Years and Tutors, on student attendance with targets and strategies for improvement.
- Liaise with the L.A. Education Welfare and other support services to improve attendance rates.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Participate in the development of school reward systems in relation to attendance.
- Ensure that school registration systems are developed and correctly administered and report on the quality of the registers.
- Produce and interpret statistical data relating to attendance patterns of groups within the school.
- Be the first contact for all attendance issues in school.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Ensure all concerns are reported to the appropriate person.
- Attend and participate in meetings as required, including on occasion twilight meetings with staff/governors/parents.

The **Head of Years** will:

- Meet regularly with the LA Education Welfare Service and Attendance Manager.
- Reinforce good practice at year team meetings.
- Interview students, in conjunction with the LA Education Welfare Service/Attendance Manager, where absence or punctuality is a concern and take appropriate action.
- Work with the parents/carers of students to address the issues.
- Work with relevant support agencies.

The **Form Tutors** will:

- Complete accurate registers before the end of registration. Paper copies are available for assembly days.
- Follow up on absences.
- Assist the students in setting attendance targets.
- Intervene with individual students whose attendance and punctuality are giving cause for concern.
- Liaise with parents/carers.
- Encourage good attendance within the tutor group.
- Display attendance information and rewards in class.
- Use the weekly spreadsheet to highlight issues/reward attendance issues across their form.
- Liaise with Head of Years/Attendance Manager regarding attendance and punctuality issues.

The **subject teachers** will:

- Complete and send accurate and prompt electronic registers in all lessons.
- Openly value good attendance of all students by praising and rewarding good attendance.
- Welcome back students who have been absent and provide a means for them to catch up.
- Liaise with Head of Year/Attendance Manager regarding attendance and punctuality issues.
- Obtain permission in advance for planned activity which will result in students being absent from class.

The **LA Education Welfare Service** will:

- Take legal action and respond to referrals.
- Attend regular meetings e.g. Pastoral and Attendance Managers, TAC etc.
- Support the school in achieving attendance targets.
- Liaise regularly with the Director of Attendance, Equality and Opportunity and the Attendance Manager.

We expect **Parents** to:

- Ensure their child attends regularly as required by law.
- Ensure school has up to date contact information including:
 - Parents' and students' addresses.
 - Parents' telephone numbers and email addresses.
 - Telephone numbers for emergency contacts.
- Comply with the school's absence procedures by:
 - **Notify the school when their child is unable to attend, with a reason, on the first day of the absence with a call to 0161 483 3622 Ext. 250.**
 - **Telephoning school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).**
 - Requesting leave of absence only in exceptional circumstances and in advance by writing to the **Director of Attendance, Equality and Opportunity** for permission.
 - Providing medical or other evidence in relation to absence if required by the school.
 - Inform the school immediately if your child has a contagious illness or infection.
 - Arranging medical or dental appointments to take place outside school hours wherever possible.
- Raise any issues or concerns which may impact on attendance with school staff at the earliest opportunity and attend meetings to discuss concerns if requested by the school.
- Work in partnership with school and other agencies to address any attendance problems.
- Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.
- Take an active interest in their child's educational progress and instil the value of education, punctuality and good attendance.
- Encourage their child to look to the future and aspire to succeed.

We expect **students** to:

- Arrive on time in school at or before 8.40am in order to enter registration promptly.
- Be prompt to the afternoon session, where they will register in Period 4 at 12.20pm.
- Attend all lessons throughout the day punctually.
- Attend on all days the school is open unless too unwell/incapacitated to do so.

Appendix 5
Attendance codes

The attendance codes which will be recorded on the school system are:

Code	Meaning	Type
/\	Present AM/PM	Present
B	Off-site educational activity (see terms*)	Approved educational activity (AEA)
C	Authorised leave	Absent
D	Dual registered	Data discounted code
E	Excluded (with no alternative provision made)	Absent
G	Unauthorised holiday	Absent
H	Authorised holiday	Absent
I	Illness (not medical or dental)	Absent
J	Interview with prospective employers or another educational establishment	Approved educational activity (AEA)
L	Late (before registers have closed)	Present
M	Medical or dental appointments	Absent
N	No reason provided for attendance	Absent
O	Unauthorised absence	Absent
P	Supervised sporting activity	Approved educational activity (AEA)
R	Religious observance	Absent
S	Study leave (see terms*)	Absent
T	Traveller absence (see terms*)	Absent
U	Late (after registers have closed)	Absent
V	Educational trip	Approved educational activity (AEA)
W	Work experience	Approved educational activity (AEA)
X	Non statutory school age and isolation (see terms*)	Data discounted code
Y	Exceptional circumstances (see terms*)	Data discounted code
Z	Not on admission register	Data discounted code

N.B. An approved educational activity will output as present attendance. Both authorised absence and un-authorised absence have the same absence weighting.

Appendix 6

Guidelines for Establishing a Healthy Daily Routine

Tasks to promote better daily routine
Keep all electrical devices out of bedroom, including mobile phone, tablet and laptop.
Young people to come off all electrical devices at least one hour before desired bedtime.
Encourage young person to read/doodle/colour in as a way of relaxing before going to bed.
Ban all sweet food and drink after 7pm.
No caffeine/energy drinks, even in the day.
Young person to be in bed by 10pm.
Put alarm clock in young person's bedroom for the morning 7am (9 hours after bedtime)
20 minutes after time of alarm if young person is still in bed remove their duvets and take them away
10 minutes after removing the duvet if young person is still sleeping open the curtains and window.
Put loud noises near the room e.g. Hoover, radio, alarm if still not getting up.

Tasks to promote healthy daytime routine
Keep young person's electrical devices until they have got washed, dressed and eaten/drunk something for breakfast.
On school days dress in school uniform regardless of being in or not.
If not in school – telephone school with reason for absence.
If not in school mobile/tablet/Netflix/visual entertainment to be off limits until after school closing time and only if young person has done some school work.
Parent/carer not engage socially with the young person until they are washed and dressed, including at weekend.
Ensure the young person eats lunch at lunchtime (regular time each day – no snacking)
Ensure the young person eats some dinner at teatime (regular time each day - no snacking)