



Tytherington  
SCHOOL

# Attendance Policy

September 2024

## CONTENTS

Aims and Purpose .....	2
Legislation and Guidance.....	2
General Principles .....	3
Attendance and Absence at Tytherington School .....	3
Recording Attendance and Absence .....	3
Unauthorised Absence.....	6
Following up unexplained absence.....	7
Legal Sanctions.....	8
Penalty notices (See Appendix 2).....	8
Notices to improve.....	9
Deletions from the Register .....	9
Supporting pupils who are absent or returning to school.....	10
Attendance Contracts .....	10
Pupils absent due to complex barriers to attendance.....	10
Pupils absent due to mental or physical ill health or SEND .....	11
Pupils returning to school after a lengthy or unavoidable period of absence .....	11
Roles and Responsibilities of stakeholders.....	11
Attendance Monitoring .....	15
Analysing attendance:.....	15
Using data to improve attendance: .....	15
Monitoring and Evaluation .....	16
Appendix 1: attendance codes.....	17
Appendix 2 – Local Authority Penalty Notice Guidance .....	21
Appendix 3 – Attendance Contract.....	22
Appendix 4 – Engage Attendance Contract .....	24

**Date of implementation:** September 2024

**Date of last review:** September 2023

**Date of next review:** September 2025

**Designated senior leader responsible for attendance (Attendance Champion):** Darren Pepper

## AIMS AND PURPOSE

Tytherington School believes that regular school attendance is key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

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.

Regular school attendance is essential if students are to achieve their full potential. Attendance of 96% or above is proven to significantly improve students' chances of reaching their potential (see **Error! Reference source not found.** that shows the impact of attendance on the progress that students make over Key Stages 3 & 4, compared to other students with the same KS2 scores across the country. Therefore, an attendance of above 96% has the impact of improving progress and students' results by 67%.

Attendance	Average Progress Score
96% or above	0.67
93.1% to 95.9%	0.30
90.1% to 93.0%	-0.07
90% or below	-0.62

TABLE 1 - IMPACT OF ATTENDANCE ON PROGRESS

Tytherington School values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND.

## LEGISLATION AND GUIDANCE

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 [Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#) 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](#)

It also refers to:

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

## GENERAL PRINCIPLES

Parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.

The Education (Student Registration) (England) Regulations 2016, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

Whilst Post-16 education is non-compulsory, we maintain the school's high expectations with regard to attendance for all Tytherington School Sixth Form students.

The register must record whether the student was:

- present.
- absent.
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.
- Not expected to be in school (Post-16, non-compulsory school age only)

## ATTENDANCE AND ABSENCE AT TYTHERINGTON SCHOOL

### RECORDING ATTENDANCE AND ABSENCE

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 a place other than school, such as 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.

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 **8:45** and ends at **15:05**.

Pupils must arrive in school before the beginning of registration at **8:45** on each school day.

The register for the first session will be taken at **8:45** and will be kept open until **9:15**. The register for the second session will be taken at **14:05**. Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Headteacher or in his absence by the Senior Deputy Headteacher and cannot be authorised by parents. **All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.**

Parents must advise the school by telephone, email or via the school app by **8:45am** on the day of absence and provide the school with an expected date of return. This should be followed up with medical evidence should a child have visited a doctor/dentist etc. This can be in the form of an appointment letter/card or a copy of a prescription. Sixth Form students can contact school themselves to report an absence.

Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Headteacher using the "request for leave of absence in term time" proforma [Leave-of-Absence-Request-Form.pdf \(tytheringtonschool.co.uk\)](#). Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

If a student fails to return and contact with the parents has not been made or received, school may take the student off the school's roll in compliance with the Education (Student Registration) (England) Regulations 2016. This means that the child will lose their school place.

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

Absence will be categorised as follows (see Appendix 1 for further information on the DfE attendance codes):

- **Illness (I)** – Parents may be asked to provide medical evidence to allow the Headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.
- **Medical/Dental Appointments (M)** – Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day. Parents must show the appointment card to school.
- **Other Authorised Circumstances (C, C1 or C2)** – This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement (C), Participating in a regulated performance or undertaking regulated employment abroad (C1) or the student is currently accessing a part time timetable (C2).
- **Suspended (No alternative provision made) (E)** – Suspension from attending school is counted as an authorised absence. The school will arrange for work to be sent home.

**Religious Observance (R)** – Tytherington School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration by written request by the parent of authorised absence. Such absence will be authorised up to a maximum of two days annually.

**Study Leave (S)** – Study leave may be granted for Year 11/12/13 students approaching GCSE/AS/A-Level examinations. School will offer in school study programmes during this period to reduce absence levels.

**Traveller Absence (T)** – It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

When in or around Macclesfield, if a family can reasonably travel back to their “base school”, then the expectation is that their child will attend full-time.

Tytherington School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the student’s school place will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Tytherington School can only effectively operate as the child’s base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Tytherington School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school.
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service.
- The child is undertaking computer-based distance learning that is time evidenced Where Traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any student and appropriate statutory action may be undertaken.

**Interviews (J1)** – Post-16 students who must attend interviews for their post-18 options (university, apprenticeships, work) will have an authorised absence recorded. Interviews for part-time jobs do not fit into this category and should be arranged outside work hours.

**Late Arrival (L or U)** – Registration begins at 8.45am, and students arriving after this time will be marked as present but arriving late (L). The register will close at 9.15am and students arriving after the close of registration will be recorded as unauthorised late (U). This will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, students must immediately report to reception to register.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the student has arrived late without justifiable cause.

**Not required to attend school (X)** - Pupil of non-compulsory school age is not required to attend.

## UNAUTHORISED ABSENCE

**Unauthorised absence (O)** – Parents/carers must notify the school of the reason for the absence on **the first day** of an unplanned absence **no later than the close of registration (9:15am)**, or as soon as practically possible, by calling the school Pastoral Office, who can be contacted via **telephone (01625 610220)** or **email (attendance@tytheringtonschool.co.uk)**. 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.

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Headteacher or in his absence the Senior Deputy Headteacher. Absence will be unauthorised if no reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence.

Where the absence is longer than 3 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.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday.
- Shopping for uniform.
- Having their hair cut.
- Closure of a sibling's school for INSET or other purposes.
- "Couldn't get up" or "refusing to attend".
- Illness where the child is considered well enough to attend school.
- Family holidays.
- Part-time job interviews.

Please note that absence may be coded as unauthorised if the correct procedure is not followed for reporting illness whilst at school. If a student feels they are unable to remain in school due to illness or injury, they are expected to report to the Pastoral Office. First aid trained, Pastoral Office staff will assess the student's condition and decide whether it is appropriate for the student to remain in school. The Pastoral Office may decide to contact parents as part of this process. Absence will be coded as unauthorised if:

- A student contacts parents/carers independently to arrange collection.
- Parent/carers do not notify school of their decision to collect their child from school i.e. arriving to school unannounced.

## FOLLOWING UP UNEXPLAINED ABSENCE

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

- On the day of absence, a truancy message will be sent to parents/carers requesting a reason for absence.
- If the student's attendance figure is considered a cause for concern, 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 may be required to implement additional safeguarding measures, such as, conduct an unannounced home visit or contact the police.
- 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, to make sure proper safeguarding action is taken where necessary. 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 (i.e. social care), as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention.

## LEGAL 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 (SEE APPENDIX 2)

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.

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/carer 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/carer/carers 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.

- Accumulation of ten or more unauthorised sessions in a 10-week rolling period or term time leave of 5 or more consecutive days will lead to a Fixed Penalty Notice (FPN) fine.
- **First Offence:** £160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.
- **Second Offence:** Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at: £160 if paid within 28 days.
- **Third Offence:** On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be

issued. The case may proceed to Parental Prosecution. A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

## 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 doesn't 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.

## DELETIONS FROM THE REGISTER

In accordance with the Education (Student Registration) (England) Regulations 2016, students can be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred, and procedures have been completed.
- Transfer between schools.
- Student withdrawn to be educated outside the school system.
- Failure to return from an extended holiday after the school has tried to locate the student.
- A medical condition prevents attendance and return to the school before ending compulsory school-age.
- In custody for more than four months.
- 20 days continuous unauthorised absence and the school has tried to locate the student.
- Left the school but not known where he/she has gone after the school has tried to locate the student.
- Death of a student.

## SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Tytherington School also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

The school will implement a range of strategies to support improved attendance.

Support offered to families will be child centred and planned in discussion and agreement with both parents and students.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Tytherington School will consider the use of legal sanctions.

## ATTENDANCE CONTRACTS

An Attendance Contract (see appendix 3) is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly (normally every 4-6 weeks).

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

There are no legal sanctions for Sixth Form students, however, their place in Tytherington School's Sixth Form would come under review if their attendance falls below 90%.

## PUPILS ABSENT DUE TO COMPLEX BARRIERS TO ATTENDANCE

Attendance data is reviewed by respective HOY and the HUB Family Support Worker on a weekly basis. Where complex barriers have been identified and the student is facing significant difficulties with attending school on a regular basis the following process will be followed:

- **Stage 1:** Head of Year to refer into the Engage Attendance Support Programme.
- **Stage 2:** Hub Family Support Worker to complete pre assessment.
- **Stage 3:** An initial attendance support meeting will be held with the Hub Family Support Worker, Head of Year, parent/carer, student, and any other appropriate professional (i.e. safeguarding lead, SENDCO etc). During this meeting a bespoke Engage attendance support contract (appendix 4) will be created with specific targets and actions agreed by all. This will be reviewed every four weeks.
- **Stage 4:** Where attendance or engagement within the attendance support contract remains a cause for concern additional welfare checks will take place on a daily/weekly basis. This could

include unannounced home visits, a referral to social care or contact with the Police if we are unable to make contact with parents/carers and the student.

## **PUPILS ABSENT DUE TO MENTAL OR PHYSICAL ILL HEALTH OR SEND**

A meeting will be held with a member of the SEND Team in which an attendance support contract (see appendix 3) will be agreed. This will be reviewed after a full two-week timetable cycle.

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.

## **PUPILS RETURNING TO SCHOOL AFTER A LENGTHY OR UNAVOIDABLE PERIOD OF ABSENCE**

A meeting will be held (most likely with the Head of Year) in which an attendance support contract (appendix 3) will be agreed. This will be reviewed after a full two-week timetable cycle.

## **ROLES AND RESPONSIBILITIES OF STAKEHOLDERS**

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

### **THE GOVERNING BODY WILL:**

- Set 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
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Ensure that there is a named designated senior leader (Attendance Champion) to lead on attendance.
- Holding the headteacher to account for the implementation of this policy.

#### THE HEADTEACHER WILL:

- Ensure the effective 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 the Senior Deputy Headteacher or Deputy Headteacher (Behaviour and standards) 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.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff.
- Develop a multi-agency response to improve attendance and support students and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.

## THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE WILL:

The Designated Senior Leader (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 Darren Pepper (Deputy Headteacher) and can be contacted via the following email address: [dpepper@tytheringtonschool.co.uk](mailto:dpepper@tytheringtonschool.co.uk)

## HEADS OF YEAR AND HUB FAMILY SUPPORT WORKER:

- Leading attendance within their respective year group/groups (including specific groups of students).
- Monitoring and analysing attendance data.
- Oversight of the Attendance Monitoring List for their respective year group/groups.
- Meeting with the designated senior leader responsible for attendance every two weeks to review the Attendance Monitoring List for their year group/groups.
- Delivering targeted intervention and support to pupils and families i.e. telephone calls, attendance letters, parent meetings, home visits etc.
- Refer to school SENDCO and/or Designated Safeguarding Lead where appropriate.

The Heads of Year for each year group for the 2024/25 academic year are as follows:

HOY 7 and 8 – Mr Henshall ([ashenshall@tytheringtonschool.co.uk](mailto:ashenshall@tytheringtonschool.co.uk))

HOY 9 – Mr Cross ([jcross@tytheringtonschool.co.uk](mailto:jcross@tytheringtonschool.co.uk))

HOY 10 – Mrs Rockett ([jrockett@tytheringtonschool.co.uk](mailto:jrockett@tytheringtonschool.co.uk))

HOY 11 and KS4 Lead – Miss Linaker ([clinaker@tytheringtonschool.co.uk](mailto:clinaker@tytheringtonschool.co.uk))

HOY 12 – Mr Fitzsimmons ([dfitzsimmons@tytheringtonschool.co.uk](mailto:dfitzsimmons@tytheringtonschool.co.uk))

HOY 13 – Mrs Fellows ([rfellow@tytheringtonschool.co.uk](mailto:rfellow@tytheringtonschool.co.uk))

Hub Family Support Worker – Mr Anderson ([manderson@tytheringtonschool.co.uk](mailto:manderson@tytheringtonschool.co.uk))

## PASTORAL OFFICE

- Truancy.
- Daily phone calls home for students on the attendance monitoring list who have not attended school.
- Register checks throughout the school day.

- Collating attendance data each week to share with designated senior leader responsible for attendance and HOY.
- Arranging calls and meetings with parents to discuss attendance issues.
- Administration of attendance intervention letters.

The Pastoral Office Team includes Ms Nuttall, Mrs Bostock, Mrs Kenny and Mrs Bradbury. The Pastoral Office can be contacted using either of the following options:

**Telephone:** 01625 610220 (option 1)

**Email:** [attendance@tytheringtonschool.co.uk](mailto:attendance@tytheringtonschool.co.uk)

### PARENTS/CARERS ARE EXPECTED TO:

Where this policy refers to a parent/carer, 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/carers are expected to:

- Make sure their child attends every day/timetabled session on time.
- Talk to their child about school and education. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Call the school to report their child's absence before 9:15am on the day of the absence and each subsequent day of absence and advise when they are expected to return. Try to avoid unnecessary absences.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support, where necessary, for maintaining good attendance, by contacting their child's respective Head of Year.
- Support the school.
- Encourage routine at home, for example, bedtimes, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Headteacher in good time.

### STUDENTS ARE EXPECTED TO:

- Attend every timetabled session on time.

## ATTENDANCE MONITORING

The school will monitor attendance and absence (including punctuality) data daily with attendance and inclusion meetings taking place every two weeks. Formal reporting of attendance will take place half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

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.

## ANALYSING ATTENDANCE:

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- 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.

## 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.
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads).
- 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

## MONITORING AND EVALUATION

This will be carried out by the Headteacher, Senior Deputy Head, Deputy Headteacher (Behaviour and Standards) and appropriate members of the Leadership Team. Changes will be approved by the Headteacher.

## 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>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		

<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		

<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school

<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## APPENDIX 2 – LOCAL AUTHORITY PENALTY NOTICE GUIDANCE



### **PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !**

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.]

#### **Penalty Notices will be issued for**

**Term time leave:** Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

**10 Sessions of Unauthorised absence in a rolling 10 week period:** A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

#### **Per Parent/Per Child**

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

#### **First Offence**

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

#### **Second Offence**

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

#### **Third Offence**

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.



## APPENDIX 3 – ATTENDANCE CONTRACT



## ATTENDANCE PANEL MEETING (STUDENT & PARENT/CARER CONTRACT)

STUDENT NAME	ATTENDEES	DATE

### ATTENDANCE HISTORY

CURRENT %	LAST YEAR %	AUTHORISED ABSENCE %	UNAUTHORISED ABSENCE %

### PREVIOUS CONTACT & ACTION

PHONE CALL (DATE)	LETTER 1 (DATE)	LETTER 2 (DATE)	HOME VISIT (DATE)	LETTER 3 (DATE)	OTHER (DATE) _____

### MEETING NOTES

PARENT VIEWS AND OPINIONS ON REASON FOR ABSENCE		
STUDENT VIEWS AND OPINIONS ON REASON FOR ABSENCE		
SCHOOL VIEWS AND OPINIONS ON REASON FOR ABSENCE		
ACTION POINTS	SUGGESTED STRATEGIES	BY WHEN?
Parent		
Student		
School		

### ACTION PLAN AGREEMENT

This Action Plan must result in achieving an attendance target of \_\_\_\_\_% over the next \_\_\_\_\_ period.

Agreed by (signatures):

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

School: \_\_\_\_\_

Agreed Review Date:

\_\_\_\_\_





**Parent Views**

**Student Views**

**PLAN: What measures can be put in place to help support the student?**

<b>Attendance Target</b>	<b>Support Strategy</b>	<b>Responsibility (Family/school/agency)</b>

**DO: What targets can be set by everyone involved in the meeting? (Attendance percentage, number of attended lessons per week, SEMH support, etc.)**

*Up to 3 targets to be agreed, identified as important by school, student and family.*

*Example:*

*Target 1: SEMH*

*Student will speak with key worker once a week by phone.*

*Target 2: Education*

*Student will attend a lesson a day because he has not experienced any issues in these lessons and has a good relationship with the teachers.*

*Target 3: Attendance*

*Student will attend 4 ENGAGE sessions a week.*

**Target 1: SEMH**

**Target 2: Education**

**Target 3: Attendance**

**Any other concerns/thoughts?**

**Date of next review meeting:**

**Student signature**

**School signature**

**Parent signature**