



All Saints Catholic College



ATTENDANCE POLICY

BE INSPIRED. BE EXCELLENT. SUCCEED

Document Record

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Contents

1.	Introduction	4
2.	Legal Framework	4
3.	Safeguarding	7
4.	Attendance and Punctuality expectations	7
5.	The school day	8
6.	Absence	9
	Unexplained absence	10
	Planned absence	10
	Lateness and punctuality	10
	Following up on absence	11
7.	Categorising Absence	11
	Illness	11
	Medical/Dental Appointments	11
	Other Authorised Circumstances	12
	Suspension	12
	Religious Observance	12
	Study Leave	12
	Traveller Absence	12
	Late Arrival	13
	Unauthorised Absence	13
8.	Deletions from the Register	13
9.	Roles and Responsibilities:	14
	Of the Governing Body	14
	Of the Headteacher	14
	Of Senior Attendance Champion	14
	Of Attendance team	14
	Of Subject Leaders/Form Tutors/Class Teachers	15
	Of Pupil Progress Leaders	15
	Of Pastoral staff	15
	Of School Staff	15
	Of Parents/Carers	15
10.	Using Attendance Data	16
11.	Support Systems	17
12.	Supporting pupils with specific needs	18
13.	Legal Interventions:	19
	Penalty Notices	19
	Notice to Improve	20
	Prosecution	20
14.	Key contacts	21
	Appendix 1 – Escalation of Attendance Interventions	22

1 Introduction

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

1.2 **All Saints Catholic College believe that regular school attendance is the key to enabling children** to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

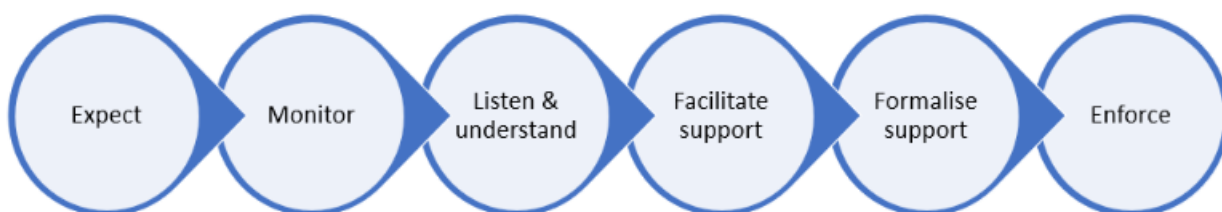
1.3 **All Saints Catholic College** values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance

1.4 **All Saints Catholic College** recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 This policy aims to:

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

1.6 All Saints will **expect** high standards of attendance, **monitor** attendance data, **listen** to children and parents to understand barriers, **provide support**, formalising it when necessary, and **enforce** attendance through statutory intervention, only when all other avenues have been exhausted.



2. Legal Framework

2.1 This policy meets the requirements of the working together to improve school attendance from the **Department for Education (DfE)**, and refers to the **DfE's statutory guidance on school attendance parental responsibility measures**.

These documents are drawn from the following legislation setting the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

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

2.3 Legal proceedings are not used as a **punishment to parents for their pupil's absence from school**; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place **against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's** responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

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

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

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

2.8 The register must record whether the pupil was:

- present
- absent
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

2.9 Penalty notices

2.9.1 Tameside Council, upon a request from school, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing penalty notice.

2.9.2 Before requesting a legal sanction, 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 appropriate support has been put in place
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

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

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

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

2.10 Notice to Improve

2.10.1 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out in by Tameside Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

2.11 Prosecution

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

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

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

2.11.4 Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

2.12 Attendance Improvement Plans

The aim from the outset should be for the parent(s), and the pupil where they are old enough, the school and the local authority to work in partnership. An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school or alternative provision. An attendance improvement plan is not legally binding but allows a more formal process to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate.

An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution, however parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

There is no obligation on the school or local authority to offer an attendance contract, and it may not be appropriate in every instance, but an attendance contract should always be explored before moving forward to an education supervision order or prosecution. (DfE, 2024)

3 Safeguarding

3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Children absent from education, whether poor or irregular attenders, persistent late arrivals, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

3.3. Members of staff from All Saints Catholic College may carry out a home visit if a child is absent, regardless of whether a reason for absence has been received, from school with/ without a reason if they have been absent from school for three consecutive days or an absence following the week prior. If required, staff will request to see the pupil during this home visit. **Members of the Safeguarding Team may contact Children's Services or Greater Manchester Police if they are concerned for a pupil's welfare.** If a parent/carer reports a pupil has moved out of the area, school staff may seek advice and share relevant information with our partner agencies to support in ensuring the pupil is safe.

3.4. **Safeguarding the interests of each child is everyone's responsibility and within the context of this** school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

3.5 More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

3.6 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least two other contact numbers in case of emergency.

3.7 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4 Attendance and punctuality expectations

4.1 All Saints expects children to be in school, on time, every day unless they are ill or have an authorised absence. Attendance is often reported as a percentage. The following table shows how percentages equate to the number of days and lessons lost each year, how this would be graded and the type of support that would be put in place:

Attendance %	Academy days missed per year	Number of lessons missed per year	Attendance grading	Possible actions
100%	0	0	Outstanding	
98%	4	20	Very good	
96%	7	35	Good	Academy monitoring
95%	10	50	Almost there	Academy support
94%	11	55	Improvement needed	Academy support
90%	20	100	Concern	External support / referrals
85%	29	145	Serious concern	External support / referrals Penalty notices

4.2 When a child arrives late to school, even by a few minutes, they miss an important part of the school day, which can include learning time, assemblies and teacher instructions. Children can feel embarrassed at having to enter the classroom late and it can disrupt the learning of others. This table shows how frequent lates can add up to a significant amount of lost learning:

Minutes late per day	Academy days lost per year	Number of lessons lost per year
5 minutes	3	15 lessons
10 minutes	6	30 lessons
15 minutes	9	45 lessons

5 The school day

5.1 The following table sets out the times of the school day:

Start of the academic day	08:40am	
Morning register begins	08:40am	Child receives a 'late' (L) mark if absent when the register starts but arrives before the register closes
Morning Register closes	09:15am	Child receives an 'unauthorised absence' (U)

		mark if they arrive after the register closes
KS3 afternoon register begins at	12:20pm	Child receives a 'late' mark if absent when the register starts but arrives before the register closes
KS3 afternoon register closes	12:50pm	Child receives an 'unauthorised absence' (U) mark if they arrive after the register closes
KS4 afternoon register begins at	13:00pm	Child receives a 'late' mark if absent when the register starts but arrives before the register closes
KS4 afternoon register closes	13:30pm	Child receives an 'unauthorised absence' (U) mark if they arrive after the register closes
End of the school day	15:10pm	

6 Absence

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

6.1.2 We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

6.1.3 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

6.1.4 We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

6.1.5 The register for the first session will be taken at 8:40am and will be kept open until 9.15am. The register for the second session will be taken for KS3 at 12.20pm and will be kept open until 12:50pm. KS4 second session will be taken at 13:00pm and will be kept open until 13:30pm.

6.2 **Unplanned absence**

6.2.1 The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8:30 am or as soon as practically possible.

6.2.2 Parents should advise the school by telephone on the first day of absence by 8:30 and provide the school with an expected date of return. The school contact number is (0161) 338 2120 (Option 1).

6.2.3 This should be followed up in the form of a written note from the parent/carer sent in with your child when they are next in school. If your child is absent without any notification from home you will be contacted by phone or text to ascertain the reason for absence as legally required.

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

6.2.5 If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

6.3 **Planned absence**

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

6.3.2 Parents are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and should return to school after the appointment, where possible. Parents and/or pupils must show the appointment card to school. If a pupil is absent for a full day to attend a medical appointment then the pupil will incur half a day unauthorised absence unless the need for this has been clearly stated in a medical appointment letter.

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

6.4 **Lateness and punctuality**

6.4.1 A pupil who arrives late:

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

6.4.2 Registration begins at **8:40**; pupils arriving after this time will be marked as present but arriving late (L). The register will close at **9:15** pupils arriving after the close of register will be recorded as late (U), this will not be authorised and will count as an unauthorised absence for that school session.

6.4.3 On arrival after the close of the school gate, pupils must sign in at reception and proceed straight to registration or their lesson.

6.4.4 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

6.4.5 The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

6.4.6 Issues with punctuality will be addressed via the Behaviour Policy. Where there is regular lateness to school parents will be asked to attend a meeting with the relevant staff to address the persistent punctuality issue.

6.5 Following up absence

6.5.1 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.
- Members of staff from All Saints Catholic College may carry out a home visit if a child is absent regardless of whether a reason for absence has been received. Members of staff will contact Greater Manchester Police if they are concerned for a pupil's welfare. The school may carry out a home visit where absence has exceeded three days. If required, staff will request to see the pupil during this home visit. If a parent/carer reports a pupil has moved out of the area, college staff may seek advice and share relevant information with our partner agencies to support in ensuring the pupil is safe. This may include Children's Social care and Greater Manchester Police.
- Ensure proper safeguarding action is taken where necessary.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use.

7 Categorising absence

7.1 Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

7.2 Absence can only be authorised by the Head 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.

7.3 Parents must advise the school by telephone, text, email or via the school app by 8:30 am 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.

7.4 Absence will be categorised as follows:

7.4.1 Illness Parents may be asked to provide medical evidence to allow the Head to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

7.4.2 Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day. Parents must show the appointment card to school.

7.4.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.

7.4.4 Suspension Suspension from attending school is counted as an authorised absence. The school will make arrangements for work to be sent home.

7.4.5 Religious Observance All Saints 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 or authorised absence. Such absence will be authorised up to a maximum of two days annually.

7.4.6 Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

7.4.7 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

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

All Saints Catholic College will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months.

Traveller children can register at other schools temporarily while away from their base school, in such **cases, the pupil's school place at All Saints Catholic College will be kept open for them whilst travelling.**

This is to protect them from unfairly losing their place at their school of usual attendance.

All Saints Catholic College 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

All Saints Catholic College will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

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

The child is on roll and attending another visited school

Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service

The child is undertaking computer-based distance learning that is time evidenced

7.4.8 Late Arrival Registration begins at 8.40am, and students arriving after this time will be marked as present but arriving late. The register will close at 9.15am and students arriving after the close of register will be recorded as late. 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 ensure that we can be responsible for them whilst they are in school.

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.

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

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".
- Illness where the child is considered well enough to attend school.
- Family holidays.
- Truancy

7.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted. We would expect a leave of absence request letter from a parent or carer to be sent to the Head Teacher in advance.

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

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

8 Deletions from the Register

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

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the Local Authority.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Transfer between schools.
- Death of a pupil
- Pupil 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 (in discussion with the Youth Offending Team)
- 20 days continuous unauthorised absence and the school has tried to locate the pupil.
- Left the school but not known where he/she has gone after the school has tried to locate the student.

9 Roles and Responsibilities

9.1 The governing body

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

9.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

9.3 The Senior Attendance Champion

The senior attendance champion:

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

The Senior Attendance Champion is Danielle Fox.

9.4 The Attendance Team

The Attendance Team are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Arranging calls and meetings with parents to discuss attendance issues
- Attendance and Welfare Home Visits when deemed necessary by the school
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the headteacher
- Working with education welfare officers to tackle persistent absence

- Advising the headteacher/Attendance Lead (authorised by the headteacher) when to issue fixed-penalty notices

The Attendance Team is Rebecca Norton and Bethany Jameson and can be contacted via 0161 338 2120 Press 1, attendance@allsaintscatholiccollege.com

9.5 Subject Leaders/Form Tutors/Class Teachers

Subject Leaders /Class Teachers are responsible for recording attendance during each lesson, using the correct codes, and submitting this information to the school office. This must be done within 10 minutes of the start of the lesson.

The Educational Welfare Officer in charge of attendance will communicate directly with Subject Leaders/Class Teachers where this is not happening.

9.6 Pupil Progress Leaders/ Form Tutors

Form Tutors are expected to take the daily morning registration each morning for their form, as part of the Form tutor expectations. They should report any concerns/ noted patterns directly to the Pupil Progress Leader Year and the attendance team and record such concerns on CPOMs.

They must also collect in all communication related to attendance, absence, holiday requests (where relevant) and ensure that these are passed onto their Pupil Progress Leader and the schools Educational Welfare Officer. Pupil Progress Leaders and Form Tutors must encourage and support good attendance habits by supporting pupils to meet the expected attendance target of 95%.

9.7 Pastoral Staff

Pastoral staff (Attendance officer, Pastoral Support officers, Pastoral Administrator) are expected to take calls from parents about absence and record it on the school system. They are expected to support the Attendance Officer and make phone calls in the absence of the Attendance Officer. They should also note any concerns / patterns relating to attendance and report these to the relevant Pupil Progress Leader and the schools Educational Welfare Officer. These should also be noted on CPOMs.

Where necessary, they are expected to support in home visits.

9.8 Of School Staff:

All Teaching staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

School Office staff will:

- Take calls and messages from parents and pass these on to the relevant staff members.

9.9 Parents/carers:

Parents/carers are expected to:

- Make sure their child attends every day on time.
- **Call the school to report their child's absence before 8:30am on the day of the absence** (and each subsequent day of absence), and advise when they are expected to return.
- Provide the school with at least two emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- 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.
- Encourage their child to look to the future and have aspirations.

- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, home work, 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 Head in good time.

10 Using Attendance Data

10.1 The School will:

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

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

10.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

10.3 Using data to improve attendance

The school will:

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

10.3 Targets for attendance and punctuality:

Targets for overall attendance and punctuality are set on a yearly basis. The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is an attendance of 95% over the academic year.

Attendance during one school year	Equivalent days	Equivalent session	Equivalent weeks	Equivalent lessons missed
97%	4.5 days	9 sessions	1 week	24 lessons
95%	9.5 days	19 sessions	2 weeks	48 lessons

90%	19 days	38 sessions	4 weeks	95 lessons
85%	28.5 days	57 sessions	6 weeks	143 lessons
80%	38 days	76 sessions	8 weeks	190 lessons
75%	47.5 days	95 sessions	9.5 weeks	238 lessons
70%	57 days	114 session	11.5 weeks	285 lessons
65%	66.5 days	133 sessions	13.5 weeks	333 lessons

10.4 The impact of poor attendance on academic progress:

If your child is absent from school on a regular basis, they are damaging their future life choices. Nationally, it has been proven that children with poor attendance find it difficult to catch up and in secondary school, 19 days of absence correlates, on average, to a grade at GCSE in all subjects.

10.5 Reducing persistent and severe absence

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

The school will:

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

11 Support Systems

11.1 School recognise that poor attendance is often an indication **of difficulties and trauma in a child's** life. This may be related to problems at home and/or in school. Parents should make school aware of any **difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school**, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

11.2 **All Saints Catholic College also recognise that some pupils are more likely to require additional support** to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

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

- Discussion with parents and students to understand the individual needs of the pupil to help remove any barriers.
- Escalation of attendance approach / graduated approach.
- Parenting contracts
- Attendance report cards
- Referrals to support agencies such as early help or Thrive Hubs
- Pupil Voice Activities

- Anxiety-based attendance avoidance materials
- Trauma-informed approaches
- Time limited modified learning pathways
- Inclusion resources
- Reintegration support packages
- Attendance Rewards

11.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, **All Saints Catholic College will consider the use of legal sanctions.**

12 Supporting pupils with specific needs

12.1 Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these children are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

12.2. However, some children face more complex barriers to attendance. This can include children who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other child and therefore the attendance ambition for these children is the same as it is for any other child, but additional support may need to be provided. This support will include:

- Understanding the individual needs of the child and family.
- Working in partnership with the child and family to put in-school support in place and working with the local authority and other agencies where external support is needed (and available).
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.

12.3. A sickness return to the local authority will be made for any child recorded in the attendance register as unable to attend because of sickness and there are reasonable grounds to believe the child will have to miss 15 consecutive school days or more for illness or the child's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

12.4. In some cases, it may be appropriate to consider whether a time-limited phased return to the school should be used to support children who are affected by anxious feelings about school attendance.

12.5. For children with SEND, the school will work in partnership with parents to reduce any barriers to attendance. This may include providing support or reasonable adjustments, working together with nursing services and mental health support teams or other external services.

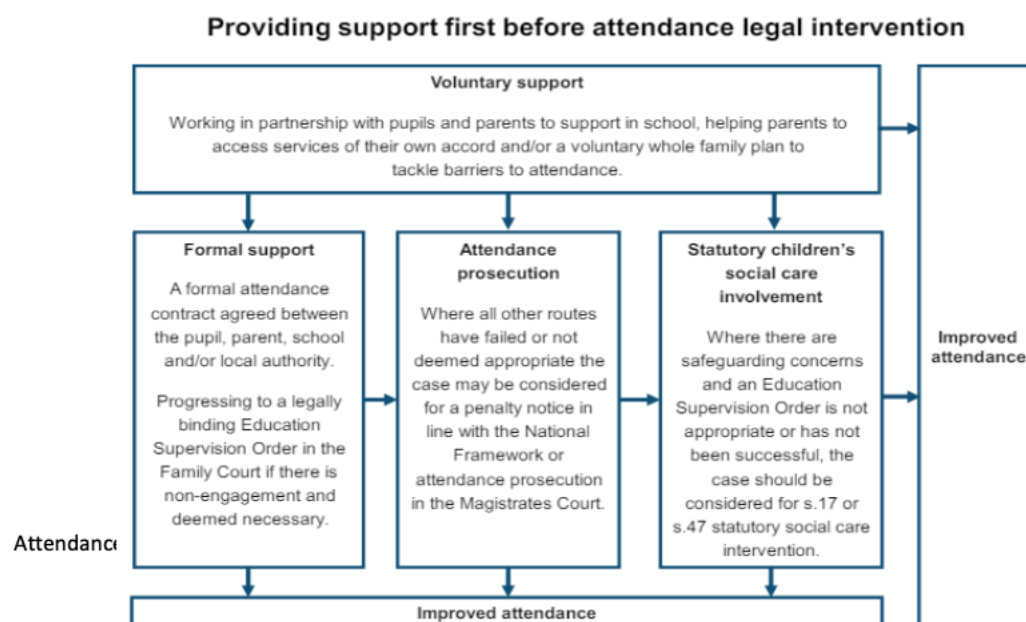
12.6. If a child has an education, health and care plan (EHCP), the school will communicate with the local authority where a child's attendance becomes a concern, or they become aware of barriers to attendance that relate to the child's needs.

12.7. Children with other vulnerabilities, such as those who have the involvement of a social worker, are looked after or previously looked after, are young carers or who are experiencing social barriers

such as lack of housing and poverty, will also be provided with additional support that may include the assistance of a range of external agencies. The school will work in partnership with the child and families to agree the package of support that is most helpful.

13 Legal Interventions

13.1 This diagram sets out how the school may progress to legal interventions once all other support strategies have been exhausted. In making any decision to use legal interventions, the school will always consider the individual circumstances of a family on a case-by-case basis.



13.2 Penalty notices

13.2.1 Tameside Council, upon a request from school, 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.

13.2.2 Before requesting a legal sanction, 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 appropriate support has been put in place.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.
- Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

13.2.3 The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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

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

13.3 **Notice to Improve**

13.3.1 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out in by Tameside Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

13.3.2 Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken.

13.3.3 The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

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

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

13.3.6 Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

13.3.7 Attendance Contracts The aim from the outset should be for the parent(s), and the pupil where they are old enough, the school and the local authority to work in partnership. An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school or alternative provision. An attendance contract is not legally binding but allows a more formal process to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate.

13.3.8 An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution, however parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

13.3.9 There is no obligation on the school or local authority to offer an attendance contract, and it may not be appropriate in every instance, but an attendance contract should always be explored before moving forward to an education supervision order or prosecution. (DfE, 2024.)

14 Key contacts for attendance

14.1 All staff are responsible for monitoring and supporting good attendance. However, the following members of staff provide specific oversight of attendance and/or can provide support to parents and children:

Role	Name	Can support with	Contact details
Senior Attendance Champion	Sarah McGladdery	All attendance matters and absence requests	smcgladdery@allsaintscatholiccollege.com
School Attendance officer	Bethany Jameson	Any absence requests or support needed to help the students into school	bjameson@allsaintscatholiccollege.com
Educational Welfare Officer	Rebecca Norton	Any absence requests or support needed to help the students into school.	rnorton@allsaintscatholiccollege.com
Form tutors		Help to get students into school and offer support when absent.	Via email/reception 0161 338 2120
Pupil Progress Leaders	Mr Friel Miss Hurst Mr Cassell Miss Morgan Mr Corcoran	Help to get students into school and offer support when absent.	Via email/reception 0161 338 2120
SENCO	Liz Platt	Support for students with SEND who are struggling to attend school	eplatt@allsaintscatholiccollege.com
Mental Health Leads	Martine Burton	Support for students with mental health issues ensuring they have correct support to attend school	mburton@allsaintscatholiccollege.com

Appendix 1 – Escalation of Attendance Interventions

GREEN

Pupils with attendance between 100% to 95%

- **Parents will receive a letter home congratulating them on their child's good/excellent attendance.**
- **Pupils will be rewarded within the school's award systems in recognition of good/excellent attendance.**
- Pupils with this level of termly and annual attendance will receive a certificate of achievement and their names will be displayed on the school attendance notice/display board.
- The class teacher/form tutor will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team/the Head of Year every fortnight/three weeks (amend to school rewards cycle).
- A member of the Senior Leadership Team/the Head of Year will monitor the effectiveness of interventions. This will be used to review and inform whole school self-evaluation and impact of interventions.

AMBER

Pupils with attendance between 94% and 90%

- Class teacher/Form tutor will speak to the pupil to:
- Confirm with the pupil the reason for absence and offer any support that may be required.
- Update the pupil on other work they have missed and support any catch up required.
- Set an individual attendance target for the pupil to support improving their attendance
- Agree a review date
- In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the **parents' responsibilities**

Where improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- ☐ All parties confident that issues have been resolved and the attendance will improve.
- ☐ Does the family need support through an Early Help Assessment?
- ☐ Is a referral needed or additional mentoring to support pupil?

AMBER RED

Pupils with attendance between 90% and 80%

- Head of Key Stage/Head of Department with a member of pastoral staff will speak to the pupil to:
- Identify **underlying in school barriers that may be causing the pupil's absence**
- **Identify underlying any out of school barriers that may be causing the pupil's absence** and consider appropriate support such as early help, Manchester Thrive Hubs etc.
- **Review the pupil's academic progress and make links to the pupil's attendance**
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Plan or review other existing pupil plans to include support and improve attendance. If other agencies are involved is a multi-agency meeting or review required to address concerns?
- Set an individual attendance target for the pupil before the next review dates and agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parent/carer advising of concern and possible future statutory action.

If improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date
- Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Offer support through an Early Help Assessment (EHA) with the school acting as lead professional
- Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to referral to the Local Authority
- Consider who will be responsible for all action and outcomes and monitoring of attendance post meeting/panel etc.

RED Pupils with attendance below 80%

Pupils who have attendance below 90% are persistently absent and pupils below 50% are considered severely absent from school.

To ensure that intervention is focused and meets the needs of individuals, pupils may be grouped into any of the following categories to ensure they receive personalized support to meet need and address reasons for absence.

Looked After Children and Children on the Child Protection Register

Special Educational Needs

School age parents/expectant parents

Parental support/needs e.g. parental drug use, young carers, domestic violence

School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues

Offended or have an Anti-Social Behaviour Order

English as an Additional Language

Ethnic minority

Mid-Year Admissions

Other

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

- Ensure that the pupil has already spoken to a member of staff at the stages proceeding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues.
- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback **on their child's attendance, behaviour and academic progress.**
- Review existing plans and co-ordinate school resources to support the **pupil's attendance and any** additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group
- Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and headteacher/principal every fortnight/three weeks.
- Multi-agency meeting to address concerns
- Where appropriate statutory action

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform intervention.

The headteacher/principal will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body on the percentage PA and SA.

