

**HAZEL  
GROVE**  
HIGH SCHOOL

## **Attendance Policy**

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## 1 Introduction

- 1.1 At Hazel Grove High School we believe that all students have a right to an education as enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling all students to reach their potential and lead happy and rewarding lives.
- 1.2 Evidence shows that there are clear links between good attendance and high achievement in school. Regular school attendance is essential to ensure the best outcomes for students.
- 1.3 The definition of regular attendance in law is that students attend school each and every day that they are expected to attend.
- 1.4 At Hazel Grove High School we will work with parents/carers and children to ensure that children engage in education and maximise their full potential. We believe that students who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our students to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise potential.
- 1.5 At Hazel Grove High School we recognise that there may be exceptional circumstances when students may be unable to attend school. Absence may be agreed in line with national code guidance. Absence from school will be looked into taking into account the specific needs and circumstances of the students concerned.

## 2 What does the law say about school attendance?

### 2.1 Parents/Carers Legal Duties

- 2.1.1 Parents/Carers are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5th birthday until the last Friday in June in the school year in which they reach the age of 16.
- 2.1.2 Under section 576 of the Education Act 1996 (EA 1996), the definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child), and anyone who has care of the child.
- 2.1.3 For children receiving full time education at a school, parents must ensure that attendance is regular and punctual. Regular attendance means attending at every timetabled session required by the school.
- 2.1.4 If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

### 2.2 Schools Legal Duties

#### 2.3 Hazel Grove High School is required to:

- 2.3.1 Carry out all their functions with a view to safeguarding and promoting the welfare of all students at the school.
- 2.3.2 Promote good attendance and identify patterns of poor attendance at an early stage.
- 2.3.3 Maintain and preserve accurate registers as required by regulations (Education Pupil Registration (England) Regulations 2006) and (for maintained schools only) make them available for inspection by the Local Authority. This includes:
  - Monitor students educated Off-Site and ensuring that the school register mirrors the attendance information held by the off-site provision.
  - Have clear procedures for the closure of registers during each session.
- 2.3.4 Comply with legal requirements regarding adding or removing students' names to or from the school roll including ensuring that:
  - Students' names are added to the school roll on the expected date of attendance.
  - Students' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.
  - All removals from roll are reported to the Local Authority.
  - Information is shared and enquiries made jointly with the Local Authority in order to locate missing students.
- 2.3.5 Report students who fail to attend regularly (please see appendix 2 and 5 for when this will occur) to the Local Authority. This includes both authorised and unauthorised absences. In the case of students on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed.
- 2.3.6 Report Missing Students (students who are continuously absent for 10 days or more without reasonable explanation) to the Local Authority.

### 3 Absence from School

3.1 All absences must be recorded in the school register, and categorised as either authorised or unauthorised. See appendix 5 for register codes

#### 3.2 Authorised absence from school

3.2.1 Only the Head teacher or someone who the responsibility is delegated to can authorise absence from school. Authorised absence is an absence agreed by the school.

3.2.2 Examples of authorised absence can be seen below:

##### 3.2.3 Illness

Parents are asked to contact school on every day that their child is unable to attend school, except where information from a health professional has been provided indicating an expected return date. Please see the procedure below:-

**If a student is absent from school, parents/carers should:**

- **Contact school by 9am on the first day of absence by Email address: [3564036@sims-communications.co.uk](mailto:3564036@sims-communications.co.uk)**

**Text number:07860 097341**

**Telephone number: 0161 549 7700 (Option 1 – absence line)**

- **Send any supporting medical evidence to the school if the absence is likely to continue.**
- **Maintain contact with the school every day to discuss the absence and the likely date of return to school.**

It is the parent/carer's responsibility to contact the school to advise staff of any absence to support the safeguarding and welfare of all students.

Where a student has frequent absence due to illness, parent/carers will be asked to attend a meeting in school to put together a medical action plan.

**3.2.4** Where students are likely to miss more than 15 days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the school's responsibility to ensure that a referral is made in appropriate cases. Hazel Grove High School will work in partnership with parents/carers and health professionals to identify and refer students entitled to such provision in line with the Education for Sick Children Policy. **In the first instance please request in writing to the students Head of Year**

##### 3.2.5 Medical/Dental appointments

Parents/carers are requested wherever possible to make routine medical or dental appointments outside of the school day. However, we understand that hospital appointments and specialist clinic appointments often occur in the school day. The student should only be out of school for the minimum amount of time necessary for the appointment.

3.3 Leave of absence may only be granted in exceptional circumstances

Parents must put their request in writing in advance to the head teacher. If the absence is not authorised by the head teacher and parents remove their child from school the school may request that the Local Authority issues an Education Penalty Notice.

##### 3.3.1 Other examples of authorised circumstances include:

- Part-time timetables may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package. This should only ever be used as a temporary arrangement and must be regularly reviewed.

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

#### 3.4 Unauthorised Absences from School

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

#### 3.5 Late Arrival at School

- 3.5.1 Morning registration begins at 8.50; pupil arriving after this time will be marked as present but arriving late (L code). The register will close at 9.00; students arriving after the close of register will be marked as late with the N code, this counts as an unauthorised absence for the session. This will not be authorised and will count as an absence for that school session.

#### **Late students**

- Late to form – make up time with Form Tutor at break.
- Recorded as L on SIMS with minutes late and B – Late to lessons/form.
- Arrival after 9am – sign in at student reception. B – Late to school recorded. Immediate 10-minute sanction at break in student reception. Fail to attend, 20 minutes DT at lunch in student reception.
- Between lessons – teachers add L on SIMS register with minutes late and B – Late to lessons/form, make up time with teacher.
- If students arrive to lesson and you haven't signed in, go to student reception immediately.

#### 4 Roles and Responsibilities

- 4.1 Hazel Grove High School believes that high school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students and the wider school community.
- 4.2 As such, the Governing Body will:
  - 4.2.1 Support and hold to account the leadership team regarding its obligations in relation to attendance.
  - 4.2.2 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
  - 4.2.3 Ensure that the importance and value of good attendance is promoted to all stakeholders.
  - 4.2.4 Identify a member of the governing body to lead on attendance matters who will, as part of this role, review attendance reports at least half-termly.
  - 4.2.5 Monitor the school's attendance through termly reporting at governing body meetings and on a half-termly basis to the lead governor for attendance.
  - 4.2.6 Ensure that there is a named senior manager to lead on attendance and ensure that that manager is allocated sufficient time and resources.
  - 4.2.7 Contribute and participate in initiatives to promote good attendance across the school.
- 4.3 The leadership team will:
  - 4.3.1 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
  - 4.3.2 Return school attendance data to the Local Authority and the Department for Education as required.
  - 4.3.3 Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues.
  - 4.3.4 Actively promote the importance and value of good attendance to all stakeholders.
  - 4.3.5 Ensure that there is a whole school approach that reinforces good school attendance for all students.
  - 4.3.6 Ensure good teaching and learning experiences that encourage all students to attend and to achieve.
  - 4.3.7 Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
  - 4.3.8 Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
  - 4.3.9 Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
  - 4.3.10 Ensure that attendance data is collected and analysed frequently on a weekly basis to identify causes and patterns of absence.
  - 4.3.11 Monitor the implementation of the Attendance Escalation Interventions (See Appendix One).
  - 4.3.12 Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
  - 4.3.13 Develop a multi-agency response to improve attendance and support students and their families.
  - 4.3.14 Ensure all interventions around attendance are accurately recorded and documented.

4.4 Teaching, pastoral support and SENDCO staff will:

- 4.4.1 Actively promote the importance and value of good attendance to students and their parents.
- 4.4.2 Contribute to a whole school approach that reinforces good school attendance.
- 4.4.3 Contribute to the provision of good teaching and learning experiences that encourage all students to attend and to achieve.
- 4.4.4 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- 4.4.5 Work with other agencies such as Stockport Family to implement strategies to improve attendance and to support students and their families.
- 4.4.6 Contribute to the evaluation of school strategies and interventions.
- 4.4.7 Accurately record and document interventions around attendance.

4.5 Parents/Carers will:

- 4.5.1 Ensure their child attends regularly as required by law.
  - Ensure school has up to date contact information including:
- 4.5.2 Parents' and students' addresses
  - Parents' telephone numbers and email addresses
  - Telephone numbers for emergency contacts
  - Details of new addresses and schools in the event of a move away from the area
- 4.5.3 Comply with the school's absence procedures by:
  - Telephoning school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).
  - Requesting leave of absence only in exceptional circumstances and in advance by following the school policy as outlined below.
  - Providing medical or other evidence in relation to absence if required by the school.
  - Arranging medical or dental appointments to take place outside school hours wherever possible.
  - Not taking family holidays in term time.
  - Not taking leave of absence for any reason without prior agreement.
  - Raise any issues or concerns which may impact on attendance with school staff at the earliest opportunity.
  - Attend meetings with school staff to discuss concerns if requested by the school.
  - Work in partnership with school and other agencies to address any attendance problems.
  - Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.

Take an active interest, participate in their child's educational progress, and instil the value of education and good attendance.

School policy for leave of absence request is as follows:

- If parents/carers wish to request permission for leave of absence during term time we advise you to read the guidance 'Holidays in term time' and complete and return a request form at least four weeks before the start date of the proposed leave of absence (see appendix).
- Any request will be considered and in exceptional circumstances such as family bereavement or a funeral, the absence may be authorised.
- A request will be refused, regardless of the circumstances, if attendance including the proposed period of absence, is below 96%.
- If approval is given for a period of absence, no further requests will be granted for the remainder of the academic year
- Holidays taken without permission will be categorised as unauthorised and will lead to an application to the Local Authority to issue an Education Penalty Notice. This is a fine of £120 per parent for each student which reduces to £60 if paid within 21 days. Approval for leave of absence cannot be given retrospectively and will always remain as unauthorised

## 5 Managing attendance in school

- 5.1 Hazel Grove High School recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents/Carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, or incidents of domestic abuse, or special educational needs or disabilities. This will help the school identify any additional support that may be required.
- 5.2 Hazel Grove High School recognises that some students are more likely to require additional support to attain good attendance – for example, students with special educational needs and disabilities, those with physical or mental health needs, migrant refugee students and looked after children.
- 5.3 Hazel Grove High School will implement a range of strategies to identify cases requiring support including:
  - 5.3.1 Regular attendance monitoring meetings between the lead/s on attendance and relevant teaching/pastoral staff/SENDCO and at agreed periodic intervals.
  - 5.3.2 Regular analysis of attendance data by the leadership team and governing body including vulnerable students and students with SEND.
- 5.4 Hazel Grove High School will implement a range of strategies to provide support to students and families including:
  - 5.4.1 Early contact with parents by telephone/text – school will attempt to make immediate contact with parents whenever a child is absent without explanation.
  - 5.4.2 Attendance letters – Hazel Grove High School will notify parents in writing if there are attendance concerns and offer support.
  - 5.4.3 Meetings in school – school will invite parents to meetings in school at an early stage to discuss attendance concerns.
  - 5.4.4 Home visits – school staff will visit students' homes to check on a student's welfare and/or offer support to improve attendance.
  - 5.4.5 Early Help Assessments – school will use Early Help Assessments to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them. TAC/TAF
  - 5.4.6 Team Around the School – After appropriate action by school and where internal interventions have not been successful, students and families requiring further support around attendance will be referred to the Team Around the School (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated.
  - 5.4.7 Referrals to the Education Welfare team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including, Parent Contracts and Education Penalty Notices (see below).
  - 5.4.8 For Looked after students designated teacher will ensure that attendance issues are addressed in Pupil Education Planning Meetings (PEPs)
  - 5.4.9 For Students with SEND the SENDCO will ensure that attendance issues are addressed in all assessment and review processes

5.4.10 Hazel Grove High School will also consider a range of other strategies (see below) to improve individual students' attendance including:

- Whole School Strategies – Hazel Grove High School will promote good attendance using a range of initiatives including:
  - Rewards systems, to celebrate good and improved attendance
- Celebrated each half term through assembly – HOY will give appropriate awards to their year group (Please note that where there are genuine medical reasons for absence these will not count against students receiving rewards)
  - Restorative approaches
  - Implementation of the Stockport Emotional Health and Well-being Strategy
  - Attendance report cards
  - Late at the Gate initiatives
  - PSHE activities
  - Whole school assemblies
  - Anti-bullying ambassadors – Diana Award
- Attendance Meetings – parents and students may be invited to discuss attendance at attendance meetings consisting of pastoral staff, senior staff, and governors.
- Reintegration Support Packages – where a student has missed a significant amount of school a reintegration package can be arranged in consultation with parents and students and other relevant services to ensure a smooth return to school.
- Part-time timetables – in exceptional circumstances where a student is unable to manage full time attendance a temporary part-time timetable may be put in place.
- Alternative provision – in exceptional circumstances where it is felt that a student's needs may be better served outside of the mainstream curriculum; referrals may be made to alternative education providers.

## 6 Legal Sanctions

- 6.1 Regular school attendance is a legal duty on parents/carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.
- 6.2 A parent who commits this offence may be liable to prosecution in the Magistrates' Court and, depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.
- 6.3 Although school will offer support in addressing attendance issues, it will also refer students whose attendance fails to improve, or who take leave of absence from school without agreement, to the Education Welfare team within Stockport Council. This can take several routes:
  - 6.3.1 Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct.
  - 6.3.2 Education Penalty Notices for Irregular Attendance  
Before being issued with an Education Penalty Notice, parents will receive a written warning. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including late after the close registration marks – are recorded against their child during the next 15 school days. The minimum criteria for sending such a warning is 10 sessions of unauthorised absence in a three month period.
  - 6.3.3 Education Penalty Notices for unauthorised leave of absence  
Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.
  - 6.3.4 Parent Contract referrals – a Parent Contract is an agreement which usually involves the school, parents, members of the Local Authority Education Welfare team and, in some cases, the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. Should a parent fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.

## 7 Appendix 1

Attendance routines

Absent students

**Safeguarding note: If after call text there is no response then attendance team will continue to make contact**

Form tutors take register by 9.00am

Registers to be checked and reminders sent to Form Tutors who have missing registers. To be checked by Data Manager

Absence text 1 sent by 9.45am

Absence messages checked and phone calls made to establish contact

Absence text 2 sent by 11.15am

Phone calls continue to be made with no identified reasons and note on the register – Head of Year

(Phone calls repeated at regular intervals)

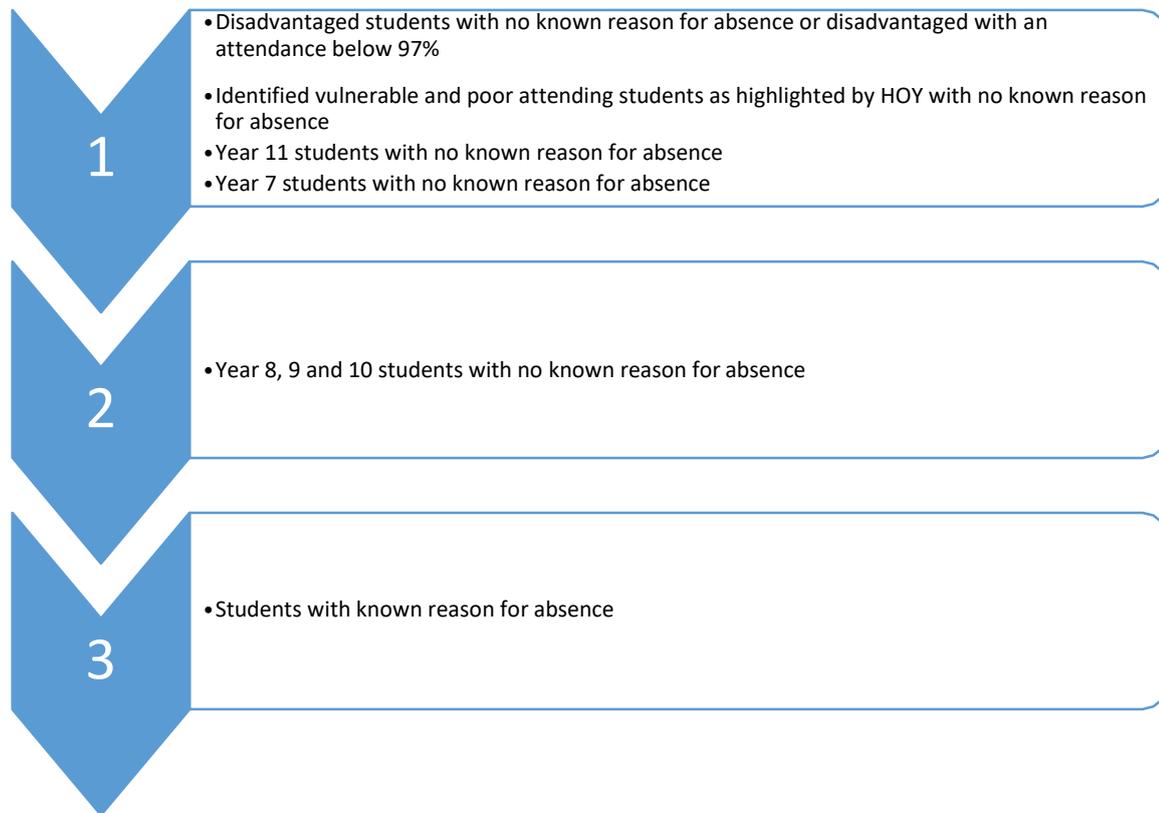
Absence text 3 sent by 13.00 for students where contact has not been made

Reason logged for any student absence on SIMS

Identify students who require a home visit/letter

Visits made by Head of Year in agreement with Deputy Headteacher/Pastoral Manager

**Priority for first response phone calls will be as follows**



HOY to identify students who are vulnerable all actions to be logged on attendance spreadsheet in one central attendance log.

## Routine for late students arriving after 9.00

Student arriving late to school after 9.00 will be signed in at student reception

Students who haven't signed in and go to lesson will be sent to student reception by class teacher



Student reception will sign the student into school

Students will be added to late DT list



Students will attend late DT and escalate accordingly if they don't attend

## **Appendix 2**

### **Monitoring breakdown and actions**

Each day – Head of Year and Leadership link for attendance and Designated Safeguarding Lead, will monitor the day's attendance with a breakdown of each year group and disadvantaged students. The HOY will update the attendance spreadsheet

Every 2 weeks - attendance meeting – Attendance leaders to evaluate the previous' weeks attendance and actions that have been carried out, identify issues and plan actions for current week

Head of Year will identify which students require letter 1 and 2 – this will be discussed during attendance meeting.

All students with an attendance 92-96% will be identified and will be monitored – Head of Year

All students with an attendance 90-92% will be identified and will be monitored – Student will be placed on report to HOY - Report will be weekly and students will be set a target for improvement and identify strategies for improvement in the initial meeting. Attendance will be recorded each week once agreed target has been met report will stop and parent/carer informed

All students with an attendance below 90% will be classed as being Persistent Absence and will be identified and monitored. Initial contact will be made with parent/carers. Actions will be identified and recorded on attendance spreadsheet, and if needed a parent contract put in place to ensure actions are understood and agreed. If student does not make improvement in their attendance within 4 weeks then legal action will be pursued (issued with Educational Penalty Notices - warning)

An EWO referral will be made for students with an attendance below 85%. Meeting to be arranged with parent/carer (issued with Education The attendance levels and reasons for absence for this group will continue to be analysed by the attendance lead with additional input from a member of Stockport Family Education Welfare Team to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should to be put in place to overcome a particular barrier to attendance (Under 90% meetings). The Headteacher/designated member of staff will maintain regular oversight of decisions for this group of students.

If not sent already, Pre-Referral LETTER 1 – Initial attendance contact letter shall be sent and the case shall be monitored as above to see if attendance improves.

If Pre-Referral LETTER 1 – Initial attendance contact letter has previously been sent, then the attendance lead will send a second letter indicating that absences will no longer be authorised without medical evidence. (Pre-Referral LETTER 2 – medical evidence required/legal duties letter) (See appendix 2 for Pre-Referral letter 1 and 2)

#### Medical Action Plan

- 1) Medical Actions Plan should be used as early as possible in the Staged Attendance Process, preferably in Stage 1.
- 2) They should be used in cases where:
  - a) a student has multiple broken weeks for minor ailments and it is believed that they could be attending more,

- b) a student has more serious medical needs, but that it is felt that they could be attending school more regularly or accessing more education provision.
- 3) They can be used as a tool to discuss the absence with the parent and come to agreement on:
- a) access to and validity of medical evidence,
  - b) what issues would warrant time off school,
  - c) what can be done to reduce time away from school,
  - d) where a child is genuinely sick, if it is appropriate for work to be completed at home to maximise educational success,
  - e) whether it is appropriate for a referral to be made to the Education of Sick Children Service if the criteria are met.
- 4) The school nurse should be invited to the meeting and can support in accessing medical evidence. Evidence should only be sought with parental consent. Where possible this should be accessed before the meeting, as this will save time and make for a more effective meeting.
- 5) As an alternative, we could request medical evidence directly from a GP using the Medical Consent Form, but please note that this is likely to be a slow process and GPs may request financial remuneration for written evidence provided.

### Appendix 3

Please note that these letters may be amended to ensure that they are personalised and offer support to improve attendance

Pre-Referral LETTER 1 – Initial attendance contact letter Date

Dear

Re: Name of child

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is well below the level of attendance which we expect from our students. I enclose a copy of the registration certificate which shows the attendance record for the current school year.

We hope that bringing this issue to your attention may lead to an improvement in attendance.

If there are any issues which you believe are affecting [forename of child]'s attendance, please contact the school and make an appointment to see me to discuss how the situation can be improved.

Please also be aware that where students have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I look forward to hearing from you.

Yours sincerely,

Pre-Referral LETTER 2 – Medical evidence required/legal duties Date

Dear

Re: Name of child

I am writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up to date copy of the registration certificate. You will see that [forename of child]'s attendance remains concerning and now stands at [] %.

As I previously advised you, where students have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, which can include Education Penalty Notice fines or prosecution.

Yours sincerely,

Medical Action plan

|   |              |                                     |                                     |                               |
|---|--------------|-------------------------------------|-------------------------------------|-------------------------------|
| <b>PUPIL NAME</b>                           |              | <b>DATE OF BIRTH</b>                | <b>YEAR GROUP</b>                   | <b>TEACHER/KEY ADULT NAME</b> |
|   |              |                                     |                                     |                               |
| Is this pupil looked after:<br><b>Y / N</b> |              | SEND Level:                         | Action Plan Chair/Coordinator:      |                               |
| Attendance %:                               |              | No of broken weeks:                 | No. of days off school              |                               |
| <b>People invited to attend</b>             | <b>Name:</b> | <b>Signature:</b>                   | <b>Date of Medical Action Plan</b>  |                               |
| Pupil                                       |              |                                     | GP Consent gained?                  | <b>Y / N</b>                  |
| Parent / Carer                              |              |                                     | Consent form completed              | <b>Y / N</b><br><b>Date:</b>  |
| School Staff                                |              |                                     | Decision made to authorise absence? | <b>Y / N</b><br><b>Date:</b>  |
| School Governor                             |              |                                     |                                     |                               |
| School Nurse                                |              |                                     | Name of person authorising          |                               |
| Other Agencies                              |              |                                     | Date of Review                      |                               |
|   |              |                                     |                                     |                               |
| <b>Medical Issues</b>                       |              | <b>Medical Evidence provided by</b> | <b>Date &amp; Type of evidence</b>  |                               |
|   |              |                                     |                                     |                               |
|   |              |                                     |                                     |                               |
|   |              |                                     |                                     |                               |
| <b>Identified Difficulties</b>              |              | <b>Intervention Required</b>        | <b>Provided by / Date</b>           |                               |
|   |              |                                     |                                     |                               |
|   |              |                                     |                                     |                               |
|   |              |                                     |                                     |                               |
| <b>Target Attendance Level</b>              |              |                                     |                                     |                               |

Medical Consent Form

|  |  |
|--|--|
| Parent's Name:                                   |  |
| Parent's Address:                                |  |
| Child's Name:                                    |  |
| Child's DOB:                                     |  |
| Child's Address ( <i>if different to above</i> ) |  |
| Medical Professional's Name:                     |  |
| Medical Professional's Address:                  |  |

## Appendix 4

### Breakdown of roles and responsibilities

#### **Form Tutor**

- Communicate attendance with students – Form Tutor to share attendance with students
- Liaise with HOY, SLT link for attendance where appropriate
- Support students by creating positive relationships and developing an ethos of high attendance
- Promote and reward positive attendance in form time
- Sanction if a student is late and issue detention in line with school behaviour policy

#### **Classroom Teacher**

- Ensure registers are taken promptly and accurately at the start of the lesson
- Support students to engage with their learning once they are back in school
- Promote attendance and importance in ensuring opportunities for academic success
- Sanction appropriately in line with school policy
- Report a student to reception if they are missing from the lesson specifically if the student has been marked present to the previous lesson

#### **Head of Year**

- Monitor and analyse own year group's attendance on a daily basis
- Communicate with students who are absent to help establish routines
- Support students who are absent in returning to school
- Liaise with SLT link for attendance
- Promote attendance with students in year group through assembly and reminders in form time
- Set attendance targets with students and review progress

#### **SIMS Data**

- To support with register amendments
- To support with providing attendance reports
- Provide attendance information to form tutors
- Ensure attendance rewards points for students are put onto SIMS

### **SLT link for year groups**

- Have an awareness of year group's attendance and the attendance of key groups of students
- Hold HOY to account for year group's attendance
- Support HOY in removing barriers around attendance for key groups of students
- Promote attendance with students in year group through assembly

### **SLT link for attendance**

- To have overall responsibility for improving attendance across the whole school
- Work strategically with HOY and the wider staff to ensure a focus on attendance throughout the school year is maintained
- Hold HOY to account
- Communicate regularly with Headteacher, Deputy Headteacher and wider SLT to ensure awareness of attendance
- Support students and their families in removing barriers to attendance

### **Deputy Headteacher for attendance**

- To have overall responsibility for improving attendance across the whole school
- Work strategically with the SLT link for attendance to ensure attendance improves
- Hold SLT link for attendance to account

### **Headteacher**

- To have overall responsibility for attendance across the whole school
- Work strategically with the Deputy Head teacher and SLT link for attendance to ensure whole school attendance improves
- Hold Deputy and SLT link for attendance to account

### **Governing Body**

- Support and hold to account the leadership team regarding its obligations in relation to attendance.
- Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Ensure that the importance and value of good attendance is promoted to all school staff, pupils and their parents.
- Monitor the school's attendance through termly reporting at governing body meetings
- Contribute and participate in initiatives to promote good attendance across the school.

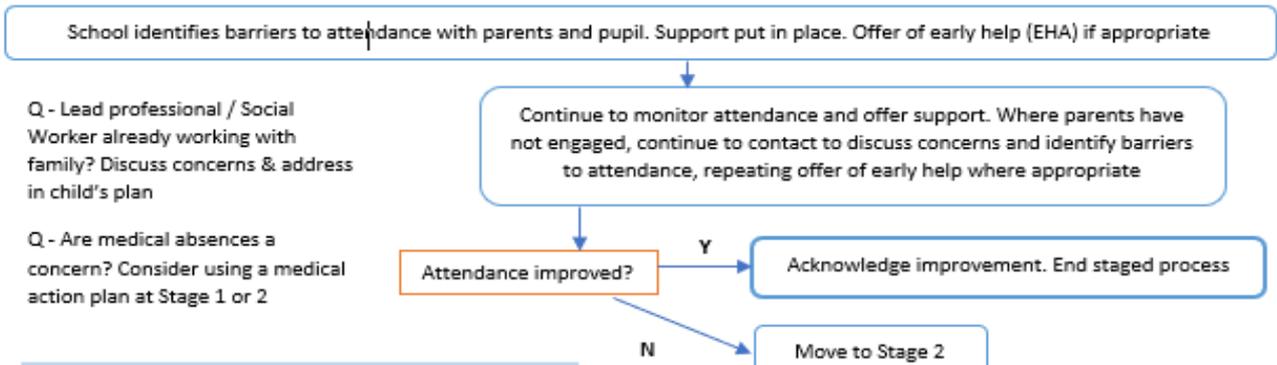
**Parent/Guardian**

- To ensure that their child attends school on time each day and to work in partnership with school to remove any barriers to attendance that their child may face

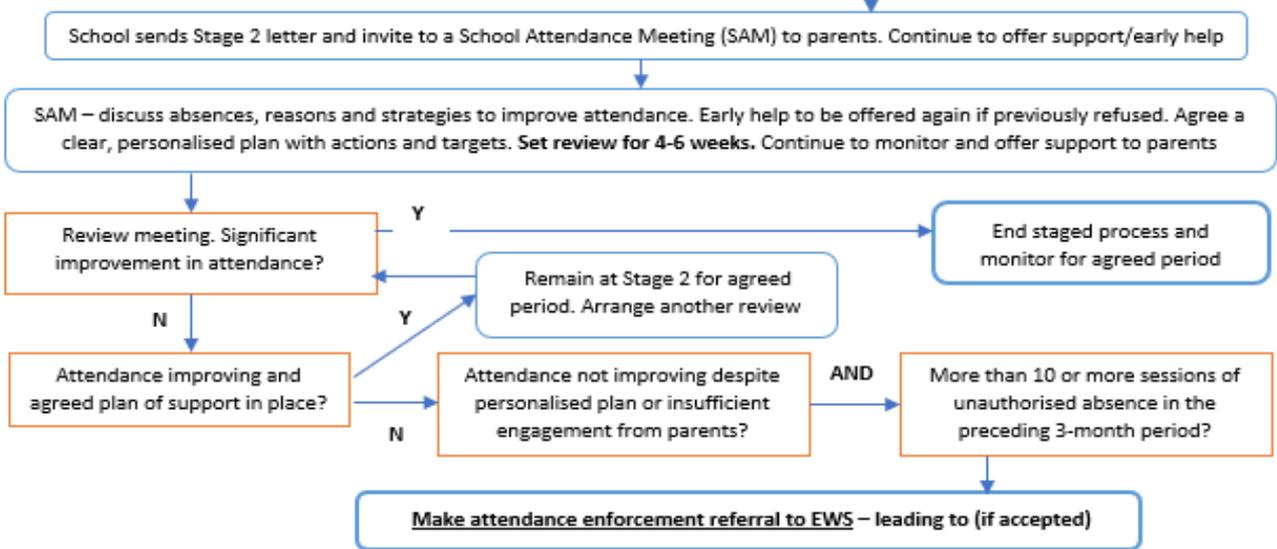
Appendix 5 Stockport Local Authority Staged Attendance Process and attendance codes

Staged Attendance Process - Flowchart

**STAGE 1 – attendance cause for concern**

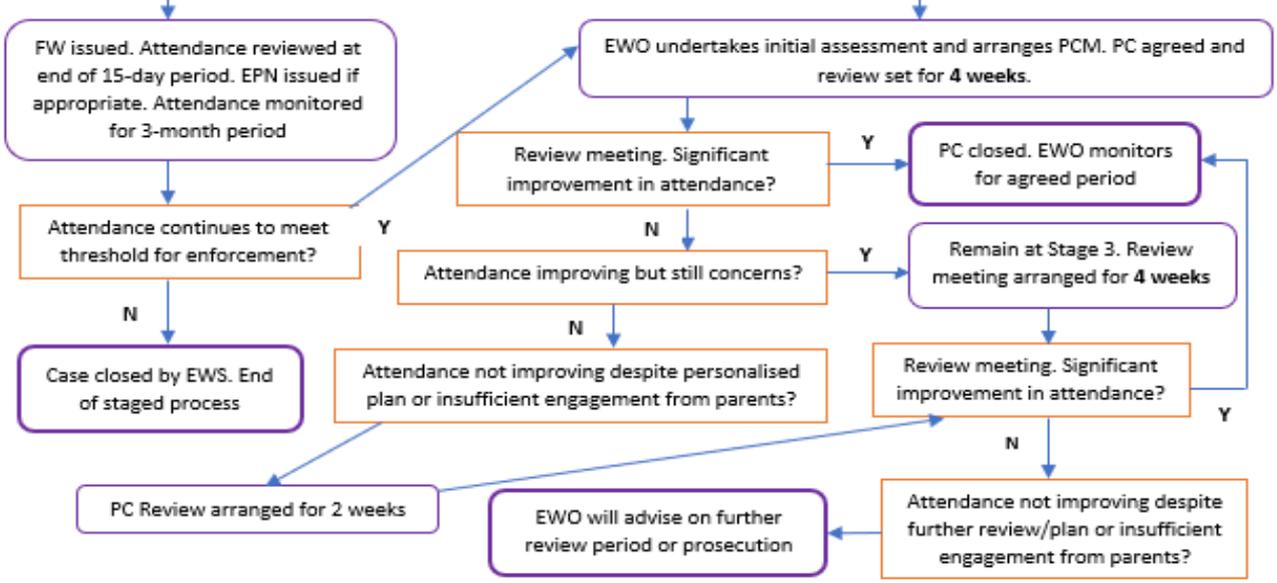


**STAGE 2 – School Attendance Meeting (SAM)**



**STAGE 3(a) – Formal Warning (FW)**

**STAGE 3(b) – Parent Contract Meeting (PCM)**



|   |  |   |
|---|--|---|
| / | Present AM/PM  | Present in school   |
| L | Late arrival   | Late before register has closed   |
| D | Dual Registered - at another educational establishment                           | This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question   |
| J | At an interview with prospective employers, or another educational establishment | Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.   |
| P | Participating in a supervised sporting activity                                  | Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.  |
| V | Educational visit or trip  | Organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.   |
| W | Work experience  | Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code  |
| C | Leave of absence authorised by the school  | Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually considering the specific facts and circumstances and relevant background context behind the request.   |
| E | Excluded but no alternative provision made                                       | If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion  |
| H | Holiday authorised by the school   | Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave   |
| I | Illness (not medical or dental appointments)                                     | Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes |
| M | Medical or dental appointments   | Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours.  |
| R | Religious observance   | Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.  |
| S | Study leave  | Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.  |

|                              |   |  |
|------------------------------|---|--|
| T                            | Gypsy, Roma and Traveller absence   | This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups  |
| <b>Unauthorised absences</b> |   |  |
| G                            | Holiday not authorised by the school or in excess of the period determined by the head teacher                                | A school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.  |
| N                            | Reason for absence not yet provided   | Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O  |
| O                            | Absent from school without authorisation  | If the school is not satisfied with the reason given for absence they should record it as unauthorised.  |
| U                            | Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent | Arrived in school after registration closed  |
| <b>Administrative codes</b>  |   |  |
| X                            | not attending in circumstances relating to coronavirus (COVID-19)   | This code is used to record sessions where the pupil's travel to or presence at school would conflict with: • guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care <sup>12</sup> or • any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19). <sup>12</sup> And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there. <sup>15</sup> Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below.  |
| Y                            | Unable to attend due to exceptional circumstances   | This code can be used where a pupil is unable to attend because: • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. This code can also be used where a pupil is unable to attend because: • The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity) |
| Z                            | Pupil not on admission register   | This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school  |
| #                            | Planned whole or partial closure  | This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations   |

