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# **The Crossley Heath School**

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## **Attendance Policy**

**Sept 2024**

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**8225755**

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1	Update policy with new procedures	Lee Chesters	Jul 24
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## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school
- Promoting and supporting punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)

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- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

### **3. Roles and responsibilities**

#### **3.1 The governing board**

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy via questioning at trustee meetings

### **3.2 The headteacher**

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Ensuring the designated senior leader responsible for attendance is supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Officer (AO) to be able to do so
- Working with the SENCO to support parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Ensuring the SENCO is communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader (LCH) is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance and punctuality
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance and punctuality
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Lee Chesters and can be contacted via [L.chesters@crossleyheath.org.uk](mailto:L.chesters@crossleyheath.org.uk)

### **3.4 The attendance officer (AO)**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Senior Leadership Team (authorised by the headteacher) when to issue fixed-penalty notices
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

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The attendance officer is Claire Heaton and can be contacted via [c.heaton@crossleyheath.org.uk](mailto:c.heaton@crossleyheath.org.uk).

### **3.5 Teachers**

Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information correctly via our Management Information System (MIS).

### **3.6 Administrative staff**

Administrative staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Attendance officer where appropriate, in order to provide them with more detailed support on attendance

### **3.7 Parents (including 6<sup>th</sup> form students)**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school on 01422 360 272 to report their child's absence before 8:30 am on the day of the absence and each subsequent day of absence), and advise when they are expected to return. This is to be done on **every day of a child's absence**
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Claire Heaton on [c.heaton@crossleyheath.org.uk](mailto:c.heaton@crossleyheath.org.uk) as soon as attendance becomes a concern.
- Ensure that all intervention such as video calls, home visits and meetings are fully engaged with.
- To not book holidays in term time or not take any periods of absence without the authorisation of the Head Teacher

### **3.8 Students (including 6<sup>th</sup> form students)**

Students are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an electronic attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day (am) and once during the second session (pm). Registers will be marked using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not. Although this is only a requirement for Years 7-11 we will also do this for our 6<sup>th</sup> form students. 6<sup>th</sup> form students will be marked as B code if accessing education at another institution and X for when they are not required to be in school.
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Students must arrive in school by 8:25am on each school day.

The register for the first session will be taken by 8:35 and will be kept open until 9:00am. The register for the second session will be taken at 13:10 and will be kept open until 13:40.

## **4.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible (see also section 6). This needs to be done via telephoning the school office on 01422 360 272. Parents are expected to call the school in the morning if their child is going to be absent due to ill health. This should occur on every day the child is absent. If a parent wishes a student to leave school before the end of the school day unexpectedly, they must be collected by a parent. If that is impossible, we must receive written consent (email is satisfactory) giving consent and detailing how that student will get home before we allow that child to leave our duty of care.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If a child's attendance falls below 92.5% or if a student is absent from school a number of days over separate weeks, the absence will be classed as unauthorised and we will seek medical evidence before the leave of absence is approved.

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

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

### 4.3 Planned absence

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Including registering for the morning session and then attending their appointment before returning to school where possible.

A parent should email the attendance officer (Claire Heaton) [c.heaton@crossleyheath.org.uk](mailto:c.heaton@crossleyheath.org.uk) concerning advance appointments.

Applications for other types of absence in term time must also be made in advance and via writing to the Head Teacher [d.jones@crossleyheath.org.uk](mailto:d.jones@crossleyheath.org.uk) and [c.heaton@crossleyheath.org.uk](mailto:c.heaton@crossleyheath.org.uk). Information relating to whether the school can authorise such absences can be found in section 4.

The student's parent 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.

### 4.4 Lateness and punctuality

We expect students to arrive at school before 8:25am. Arriving after this time will be considered late. This is to ensure a prompt start to learning at 8:30am. The late students will be marked as L. If a student arrives after 8:40 they must sign in at Reception. They will be marked as L until 9:00am after which they will be marked as U (late after register has closed unless there is another reason for an authorised absence such as a medical appointment). Standard detentions will be issued for lateness.

### 4.5 Following up unexplained absence

We follow our first day calling procedure. Please see annex 2. Please also see section 4.6 and section 6 for more detailed strategies.

- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: we will seek LA support including the issuing of fines

### 4.6 Reporting attendance to parents

- The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via termly electronic reports. Parents can also view their child's attendance at any time by viewing the Arbor app. Students are celebrated for positive attendance via house points, star boards and badges.
- We recognise that some students will be absent from school due to unavoidable circumstances
- Parents of students whose attendance falls below a certain trigger point will receive additional updates.
- **Students with 90-93% attendance** (in Term 1 use sessions e.g. 3 absences) should be subject to **Form Tutor monitoring**: this means the form tutor sets them a target (up to a half-term in duration) to be recorded in their planner, praises regular attendance and speaks to them one-to-one after any absences.

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- **Students with 85-90% attendance** (in Term 1 use sessions e.g. 5 absences) should be subject to Pastoral monitoring (Pastoral or Progress Leaders): this means the Pastoral/Progress Leader sets them a target (up to 3 weeks in duration) to be recorded in their planner, praises regular attendance and speaks to them one-to-one after any absences.
- **Students with sub-85% attendance** (in Term 1 use sessions e.g. 8 absences) should be subject to Attendance monitoring (Attendance or SLT Leaders): this means the student has a paper report in their planner which they bring to the Attendance Leader every day for them to set them a target (up to 2 weeks in duration) to be recorded in their planner and speaks to them and parents on the morning of any absences.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

All periods of absence, whether subsequently authorised or unauthorised should be notified to the school in writing or by email. If a period of absence can be foreseen, parent(s)/carer(s) should apply for leave of absence in advance by putting the request in writing/email to the Attendance Officer ([c.heaton@crossleyheath.org.uk](mailto:c.heaton@crossleyheath.org.uk)) AND their child's Progress Leader, and also to the Head Teacher for any planned absence over 3 days.

The school considers each application for term-time absence individually (over 3 days), taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for, taking into account any previous requests and their current attendance record.

The headteacher will only grant a <b>leave of absence</b> to a student during term time if the request meets the specific circumstances set out in the <a href="#">2024 school attendance regulations</a> . These circumstances are detailed in the list:		
<b>Absence</b>	<b>Authorised?</b>	<b>Procedure</b>
Minor illness (Headache, period pain or stomach ache)	No	The student should try to come in to school.
More serious illness (e.g. vomiting)	Yes	Parents / Carers should inform the school by email or phone before 8.30am on the day of absence. They must give a clear reason for the absence. On the second day, this must be done by phone.
Medical/dental appointments	Yes	Evidence may be sought at the school's discretion.
(see sections 4.2 and 4.3 for more detail)		
Close family bereavement	Yes (max 2 days)	It should be noted that the structure of school can help a child in such circumstances.
Taking part in a regulated performance, or regulated employment abroad (with official performance licenses sent to school as evidence).	Yes	School has the right to withdraw the authorised leave if they feel that it is having an effect on the student's education and learning.
Attending an interview (for college/to attend post 16 further education establishments).	Yes	School will seek evidence prior to approving.



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Study leave	Yes	At the discretion of SLT.
A temporary, time-limited part-time timetable	Yes	Pre agreed with SLT.
Religious observance	Yes	Religious observance – <b>where the day is exclusively set apart for religious observance by the religious body to which the student’s parent(s) belong(s)</b> . If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart. We allow a maximum of 2 days authorised absence for religious observance if the days of prayer fall on a school day. (Note that family weddings/funerals and Umah are not categorised as RO).
<b>Unavoidable</b> medical/personal appointment that cannot be made for after school (e.g. orthodontist, counselling, doctor, hospital)	Yes	We prefer medical appointments to be after school hours, parents should try to rearrange such appointments to minimise absence. If this is not possible, then parents should email evidence of such absence. <b>It will not be authorised until evidence is received.</b>
Parent(s) travelling for occupational purposes	Yes	This covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
Birthdays or similar celebrations	No	They will get a priority lunch queue pass!
Looking after a sibling	No	
Awaiting delivery or maintenance work on behalf of a Parent or carer	No	
Awaiting delivery or maintenance work on behalf of a Parent or carer	No	
Holiday	No	

## 5.2 Rewards and Sanctions

We aim to promote and reward our students for high attendance. Students will receive positive house points for attendance, this increases their chances of being awarded a star award. In addition, we will promote positive attendance via our attendance displays and attendance badges.

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Students may receive detentions, isolations or may go on a monitoring report.

Students are expected to catch up on any work learned in class or set for homework when absent from school.

### **5.3 Removal from roll**

In line with [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

The Crossley Heath School reserve the right to remove a student from roll by informing Calderdale admissions and possibly CME if:

- The student has been continually absent from school for a period of 20 unauthorised days or 10 days immediately after a known leave of absence and we have reasonable grounds to believe the child is well enough to attend school and there is no unavoidable cause preventing attendance. This applies to students in all years 7-13.
- A child's place from our 6<sup>th</sup> form may be withdrawn if their level of attendance is considered unacceptable. For example, if their attendance to lessons is below 90% and they do not respond to attendance interventions. We expect all students to attend all lessons unless they have an authorised reason to be absent.
  - The student has been permanently excluded
  - The student has been registered as a student at another school, except where it has been agreed with you that the student should be registered at more than one school such as in a managed move.
  - The student has successfully completed a managed move and has been taken on roll at that school.
  - The student is registered at more than one school and have ceased to attend CHS, and the proprietor of any other school at which they are registered has given consent to the deletion.
  - The student has ceased to attend school and the parent has sent written notification to school to confirm their child is receiving education otherwise than at CHS.
  - The student is certified by the school medical officer/medical needs as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the student nor their parent has indicated to us the intention to continue to attend the school after ceasing to be of compulsory school age.
  - The student has been detained as a result of a final court order or order of recall for 4 months and there are no reasonable grounds to believe that the student will return to school at the end of that period.
  - The student has unfortunately passed away.
  - The student will cease to be of compulsory school age before CHS next meets and either:
    - They've indicated that they will cease to attend our school, or
    - They don't meet the academic entry requirements for admission to our school's sixth form
  - Are registered at CHS school because of a school attendance order and another school is substituted for it, or the attendance order is revoked by the local authority (LA) because arrangements have been made for the student to receive full-time education otherwise than at CHS.
  - We have received written instruction that the student will be home schooled (Elective Home Education)

### **5.4. CAE (Child Absent in Education)**

A student will be reported to the L.A. as CAE if:

- They have failed to attend school, no reason has been given for absence and there are concerns that the child may be vulnerable.
- They have failed to attend school for 10 days or more and no reason has been given for the absence.
- They have failed to return from a 'Term-time leave of absence'.

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The school will make reasonable attempts to locate the student before contacting the L.A.

## **5.5 Penalty notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a Penalty Notice (PN).

The local authority EWO (Education Welfare Officer) will work with the school to help manage students absences and is the body that issues PNs. Before issuing a PN, 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 or 5 days consecutive absence)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

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

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

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.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

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- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. Strategies for promoting attendance**

We will aim to promote positive attendance by celebrating perfect attenders in assemblies and celebration events. We will acknowledge perfect attenders on school notice boards.

Students receive house points for every lesson they attend.

We will promote the benefits of perfect attendance to students and parents via assemblies, information events and newsletters.

We will feedback attendance rates regularly and ensure that early intervention take place when a student's attendance starts to slip. Regular analysis of individual and cohorts attendance rates and trends will support our intervention. Our early intervention will include:

Responding to a single period of absence:

- **First Day Calling:** Responding to any students absent without explanation. Any student **absent for the 1<sup>st</sup> day.**
- Any student **absent for 3 days** must have had parents/carers and the student themselves spoken to by phone.
- Any student **absent for 5 days** must have had a home visit on Day 6 (unless abroad or in hospital or a known verified reason).

Responding to cumulative absence over time (as 19 days absence in a year makes a child irreversible PA):

- Any student **absent for 10 days in an academic year** must have had parents/carers brought into school for an attendance/pastoral staff meeting.
- Any student **absent for 15 days in an academic year** must have had parents/carers brought into school for a SLT/Head Teacher meeting.

## **7. Supporting students who are absent or returning to school**

### **7.1 Students absent due to complex barriers to attendance**

We will take a supportive approach with parents/carers to identify the issues/barriers to high attendance. This may include home visits. A supportive plan may be put into place.

### **7.2 Students absent due to mental or physical ill health or SEND**

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

## **8.1 Attendance monitoring**

We recognise the importance of robust and rigorous monitoring procedures.

All periods of absence, whether subsequently authorised or unauthorised should be notified to the school in writing or by email. If a period of absence can be foreseen, parent(s)/carer(s) should apply for leave of absence in advance by putting the request in writing/email to the Attendance Officer ([c.heaton@crossleyheath.org.uk](mailto:c.heaton@crossleyheath.org.uk)) AND their child's Progress Leader, and also to the Head Teacher for any planned absence over 3 days.

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- Any student **who has not arrived at school** and whose parents have not advised school of the reasons with received a phone call that day.
- Any student **absent for 3 days** must have had parents/carers and the student themselves spoken to by phone.
- Any student **absent for 5 days** must have had a home visit (unless abroad or in hospital).
- Any student **absent for 8 days** must have had parents/carers brought into school for an attendance/pastoral staff meeting.
- Any student **absent for 15 days** must have had parents/carers brought into school for a SLT/Head Teacher meeting.
- Any student **absent for 20 days or more may be removed from the school roll and reported to the LA as Child Missing in Education (CME)**

**Responding to Persistent Absenteeism**

- Students who achieve 100% attendance will be rewarded as per the behaviour policy.
- Any student below 95% attendance will meet with their form tutor in the first instance.
- Any student who falls below 90% attendance for the year at the end of a half-term is invited in for a meeting with their Progress Leader and Pastoral Leader and a target for above 90% attendance for the next half—term set as confirmed in a letter sent home. This triggers a Stage 1 Support Plan.
- Any student who fails the above target in a subsequent half-term meets with the Director of Sixth Form with Parents and are placed on a Stage 2 Support Plan.
- Any student who fails the above target in a further subsequent half term will meet with Parents and the Associate Head Teacher and are placed on a Stage 3 Support plan.

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience (organised via school)
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual student, year group and cohort level.

Specific student information will be shared with the Department for Education (DfE) on request. We have granted the DfE access to our attendance MIS.

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.

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The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board. We use our own tracker on FFT aspire to allow us to benchmark against national standards.

### **8.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **8.3 Using data to improve attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Form Tutors to facilitate discussions with students and families, and to the governing board and school leaders and Progress Leaders.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

### **8.4 Reducing persistent and severe absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence (See SOL Attendance chart attached)
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions

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- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- Follow our early intervention strategies as set out in section 6

**9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum bi-annually by our Pastoral senior lead. At every review, the policy will be approved by the full governing board.

**10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

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Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Student is present at morning registration
<b>\</b>	Present (pm)	Student is present at afternoon registration
<b>L</b>	Late arrival	Student arrives late before register has closed
<b>Attending a place other than the school</b>		
<b>K</b>	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
<b>V</b>	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
<b>P</b>	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
<b>W</b>	Attending work experience	Student is on an approved work experience placement
<b>B</b>	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience. This includes our 6 <sup>th</sup> formers attending another college as part of our c6 arrangement.
<b>D</b>	Dual registered	Student is attending a session at another setting where they are also registered. This includes visiting students from other 6 <sup>th</sup> form colleges.
<b>Absent – leave of absence</b>		
<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
<b>M</b>	Medical/dental appointment	Student is at a medical or dental appointment
<b>J1</b>	Interview	Student has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Student has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Student of non-compulsory school age is not required to attend. This includes all non-contact



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		time for our 6 <sup>th</sup> form students. Year 11 students can be x coded from the last Monday in June.
<b>C2</b>	Part-time timetable	Student is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Student is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance (Calendared date)	Student is taking part in a day of religious observance. We allow 2 days per academic year.
<b>I</b>	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> </ul>

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		<ul style="list-style-type: none"> <li>Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective student not on admission register	Student has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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Appendix 2: First day calling procedure

**IT IS OF VITAL IMPORTANCE THAT THE FOLLOWING PROCEDURE IS COMPLETED EVERY DAY**

**STAGE 1**

On arrival the Receptionist completes a check of school systems for absence notifications from parents (Via voicemail/school email) and updates the system with the correct code for the time of absence and a comment to explain the absence where necessary.

Class Teachers complete registers by 08:40 – late arrivals are updated by the attendance officer if arrived via late gate or by reception if late gate has closed. Reception will U code after 9:00am.

The Attendance Officer checks with reception and the rest of the admin team to confirm that registers are up to date by 09:45. The attendance officer will run an absence report for period 1 and 2.

**STAGE 2**

The attendance officer will check the classrooms and gain a visual/confirm the accuracy of the register with the class teacher.

After a visual check the accuracy of the register will be confirmed.

By 10:25 the Attendance Officer will send a text out to the first and second contact (where appropriate).

**STAGE 3**

Reception/The attendance officer will update the system with a comment if they receive a response from parents. By 11:30 the attendance officer will check with reception that registers are up to date and send a second text out to the first contact and second contact (where appropriate) and will also email anyone still N coded without a known reason.

By 12:10 the attendance officer will repeat the check and attempt to make contact with parents/carers via the telephone with a home contact of any student still absent without a known reason.

**STAGE 4 (PM PROCEDURE)**

Class Teachers complete registers by 13:20 - late arrivals are updated on entry and the register is saved.

The Attendance Officer checks with reception and the rest of the admin team to confirm that registers are up to date by 13:35. The attendance officer will run an absence report for period 4.

**STAGE 5**

The attendance officer will check the classrooms for the students and gain a visual/confirm the accuracy of the register with the class teacher. The accuracy of the report will be confirmed by 13:50.

**OTHER DETAILS**

The attendance officer will inform Pastoral Leaders and LCH of any students (from the AM or PM session) still absent from school without reason by 2:30pm.

The attendance officer will telephone all contacts including the student themselves if number is known.

Home visits/101 may be considered if the child is perceived to be at risk at this point.

If this process is repeated for a child on the following day (including Monday from a Friday) the DSL will be informed and the next steps which may include a home visit or a call to 101.

**IF AT ANY POINT IT IS THOUGHT THAT A STUDENT MAY BE IN A SITUATION OF HARM THEN THE DSL MUST BE INFORMED IMMEDIATELY**

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**INTERNAL TRUANCY/MISSING CHILD IN SCHOOL**

This procedure should be followed if a child has been marked as present for registration/previous lesson but fails to arrive at their next lesson without a known reason.

1. The teacher should mark the student as absent via the N code.
2. After 15 minutes if the student still has not arrived to class, the teacher should email 'pastoral' to alert them.
3. If the student(s) arrive(s) after this point the register must be updated immediately with a late mark and a standards detention issued if there is no acceptable reason for absence.
4. Key staff in order of contact are, the Attendance Officer, Pastoral Leaders, Progress Leaders, Assistant Head Pastoral, any other member of SLT, the headteacher.
5. The alerted member of staff will attempt to locate the student.
6. If the student cannot be located, the DSL/Headteacher will be alerted.

If a child does not arrive for an alternative curriculum lesson/meeting etc. the adult who is expecting them will contact reception if the child does not arrive for their class. If they subsequently arrive reception will again be informed and amend the register.

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**ANNEX 3**

**6<sup>TH</sup> FORM ATTENDANCE**

**All the below will be communicated with Parents and with students.**

<p><b>Emails from Parents will only be accepted on the first day of a student' absence. All emails must go to <a href="mailto:post16absences@crossleyheath.org.uk">post16absences@crossleyheath.org.uk</a>. Parents must give a clear reason for students not attending. Absence should be limited to reasons such as real illness, unavoidable appointments or exceptional family circumstances (e.g. bereavement, days of religious observance). Staff will refer to the grid below.</b></p>		
<p><b>All lessons missed will result in a text home. If this doesn't trigger a response, parents of all students with N's are phoned on the same day.</b></p>		
<b>Absence</b>	<b>Authorised?</b>	<b>Procedure</b>
Minor illness (Headache, period pain or stomach ache)	No	The student should try to come in to school.
More serious illness (e.g. vomiting)	Yes	Parents / Carers should inform the school by email or phone before 8.30am on the day of absence. They must give a clear reason for the absence. On the second day, this must be done by phone.
Close family bereavement	Yes (max 2 days)	It should be noted that the structure of school can help a child in such circumstances.
<b>Unavoidable</b> medical/personal appointment that cannot be made for after school (e.g. orthodontist, counselling, doctor, hospital)	Yes	We prefer medical appointments to be after school hours, parents should try to rearrange such appointments to minimise absence. If this is not possible, then parents should email evidence of such absence. <b>It will not be authorised until evidence is received.</b>
Religious observance (for major, calendared religious events)	Yes	Parents should inform school by email or phone, preferably in advance. Work will need to be caught up.
Birthdays or similar celebrations	No	They will get a priority lunch queue pass!
Looking after a sibling	No	
Awaiting delivery or maintenance work on behalf of a Parent or carer	No	
Awaiting delivery or maintenance work on behalf of a Parent or carer	No	
Driving lesson	No	It should be possible to book these for after school or weekends.
Theory test	No	It should be possible to book these for after school, weekends or holidays.
Job interview for part time job	No	It should be possible to book these for after school or weekends.
Holiday	No	
University open days, summer schools, University interviews or apprenticeship interviews	At the discretion of the Director	We encourage students to prepare for university life or for apprenticeships and consider these to be good preparation.

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	of Sixth Form	
Volunteering	At the discretion of the Director of Sixth Form	This is authorised for Wednesday afternoons or non-contact times, or if a study period is rearranged with prior notice.
Work Experience (6 <sup>th</sup> Form)	At the discretion of the Director of Sixth Form	Work experience is a vital part of your post 16 experience. We encourage you to find placements that do not interfere with lessons but we can authorise other times. Ideally, if you miss lessons, it should be using the designated work experience week in summer term.

Students will be expected to attend all lessons, form time, assemblies and support sessions on their timetable. Sixth Form Students may leave site during non-contact time. Students placed on support plans may lose their right to have non-contact time, and there may be times where you will be needed in school at short notice – therefore to book driving lessons and work during school time is at students’ own risk.

It is recommended that students do not work in part time jobs for more than 8 hours a week.

Sixth Form/Attendance Team <b>daily cumulative absence responses</b>	<ul style="list-style-type: none"> <li>• Any student <b>absent for 3 days</b> must have had parents/carers and the student themselves spoken to by phone.</li> <li>• Any student <b>absent for 5 days</b> must have had a home visit (unless abroad or in hospital).</li> <li>• Any student <b>absent for 8 days</b> must have had parents/carers brought into school for an attendance/pastoral staff meeting.</li> <li>• Any student <b>absent for 15 days</b> must have had parents/carers brought into school for a SLT/Head Teacher meeting.</li> <li>• Any student <b>absent for 20 days</b></li> </ul>
<b>Responding to Persistent Absenteeism</b>	<ul style="list-style-type: none"> <li>• Students who achieve 100% attendance will be rewarded as per the behaviour policy.</li> <li>• Any student below 95% attendance will meet with their form tutor in the first instance.</li> <li>• Any student who falls below 90% attendance for the year at the end of a half-term is invited in for a meeting with their Progress Leader and Pastoral Leader and a target for above 90% attendance for the next half—term set as confirmed in a letter sent home. This triggers a Stage 1 Support Plan.</li> <li>• Any student who fails the above target in a subsequent half-term meets with the Director of Sixth Form with Parents and are placed on a Stage 2 Support Plan.</li> <li>• Any student who fails the above target in a further subsequent half term will meet with Parents and the Associate Head Teacher and are placed on a Stage 3 Support plan.</li> </ul>
<b>Truantiing from lessons</b>	<ul style="list-style-type: none"> <li>• Any student who misses a lesson without authorisation from Parents will receive an after school study period. This includes study periods, assemblies, tutor time and timetabled subject intervention.</li> </ul>

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<b>Lateness</b>	<ul style="list-style-type: none"> <li>Students will receive an after-school study period after having 3 lates to lessons in a half term. This will reset after each detention or half term.</li> </ul>
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**Admissions and achievement**

<b><u>Withdrawal of place procedure</u></b>  Sixth Form withdrawal of place system during year	<p style="text-align: right;"><a href="#">Sixth Form Student Leaving Procedure May 2024.docx</a></p> <p>This will kick in after the sixth form census date.</p> <p>Before the census date, we would need to be informed by Parents that a student has opted to leave us, and we would write to them acknowledging this and put it on CPOMS.</p>
<b><u>Repeating a year system</u></b>  Procedure for a student repeating a year	<ol style="list-style-type: none"> <li>1. Student and parent meet the Director of Sixth Form or supporting Senior Colleague to confirm their desire to retake the year.</li> <li>2. Approval for this is given by the trio of Director of Sixth Form, Associate Head Teacher and Head Teacher.</li> <li>3. A letter is sent to confirm the decision by the Director of Sixth Form asking admin to send the letter, log on CPOMS and update Arbor.</li> <li>4. The Director of Sixth Form informs the data team (Elaine Masters) and the teachers of the student, as well as the SEN team if appropriate.</li> </ol>
<b><u>Student swapping or dropping a subject</u></b>	<ol style="list-style-type: none"> <li>1. Students can swap subjects before the end of September in Year 12 with the agreement of the Director of Sixth Form after a meeting discussing the reasons. The Associate Head teacher and Headteacher are informed.</li> <li>2. The Director of Sixth Form will meet all students in Year 12 who are flagged as causes for concern before September 30<sup>th</sup>. Recommendations may be made for these students to swap subjects.</li> <li>3. Students wanting to swap a subject after this date could only do this in agreement with the appropriate subject leader and Director of Sixth form and with approval of the Associate Head Teacher and Head Teacher.</li> </ol>

**Achievement/Behaviour**

Sixth Form Support Plans	<p>Teachers are expected to monitor and intervene in any low level behaviours, along with any subject concerns, e.g. lack of effort in subjects, failure to meet deadlines, poor attitude and conduct in lessons, punctuality to lessons, etc. All of these will be logged on Arbor and the Form Tutor will discuss these with the student in the first instance, and will offer support to the student with improving these areas.</p> <p><b>Stage One:</b> If there are five or more concerns reported on Arbor in a single half term, or an average Learning approach below 2.00, or a progress average of below one grade, the Progress</p>
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Leader will meet the student to discuss these. Before the meeting, the Progress Leader will conduct a "Round Robin" to gather feedback from all subjects and the student will be placed on a Sixth Form Stage One Support Plan for a period of four weeks. The support plan will detail aims for the next four weeks, which will be achievable and quantifiable. The student will meet their Progress Leader every week in this period. The student will be given additional study periods. A Phone call home by the Progress Leader will be made. Support is offered, such as academic mentors, pastoral support or support with attendance.

**Stage Two:** If there is no improvement in this four week period, a formal disciplinary meeting with the Director of Sixth Form is called. The student and a Parent/ Carer must be present. The student will be expected to be present from 8.30-3.15 every day, and will be placed on a Director of Sixth Form Report, which will be seen and signed by the Director of Sixth Form every day. A new Stage Two Support plan will be agreed. The support plan will detail aims for the next two weeks, which will be achievable and quantifiable. This will be reviewed every two weeks in a follow-up formal meeting. In the event of no improvement being shown the student will be escalated to stage three.

**Stage Three:** A final review meeting will be held which will be attended by the Director of Sixth Form, student, Parent/carer and the Associate Head Teacher. The student will be placed on a Final Support Plan and if there is no improvement or the Parent/carer fails to engage with the process, the student will be escalated to Stage Four.

**Stage Four:** [Withdrawal of Sixth form place](#) may be the final outcome of the disciplinary process in which case the students have the right of appeal to the Headteacher.



**ANNEX 4: LOCAL AUTHORITY GUIDE TO PENALTY NOTICES**

**Per parent, per child**

Penalty Notices fines will now be issued to each parent, for each child that was absent.

For example, 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

Penalty Notices can be issued to any adult who has a duty of care and can therefore include stepparents or partners irrespective of whether they have parental responsibility or appear on the birth certificate.

For an unauthorised leave of absence (holiday) they will usually be issued to the adults involved in the absence.

For a pattern of poor attendance, they will usually be issued to both parents even if they do not reside together.

**5 consecutive days of term time-time leave.**

Penalty Notice fines will be issued for term-time leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave. No warning will be issued prior to a penalty notice being issued in this respect.

**10 sessions of unauthorised leave in a 10-week period.**

Penalty notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period. A Notice to Improve warning will be issued prior to any Penalty Notice issued in this respect and will be considered when there have been 8 sessions of unauthorised in a preceding 8-week period. This warning will give parents/carers 6 weeks to improve their child's school attendance.

**First Offence**

The first time a Penalty notice is issued for leave in term time or irregular unauthorised absence the amount will be:

**£160** per parent, per child if paid within 28 days.

Reduced to **£80** if paid within 21 days of issue.

**Second Offence**

The second time a Penalty Notice is issued for term time leave or irregular unauthorised absence the amount will be:

**£160** per parent, per child if paid within 28 days.

There is no reduction for early payment.

**Third Offence and any further offences (within 3 years)**

The third time an offence is committed for term time leave or regular unauthorised absences by the same parent and the same child a Penalty Notice **will not** be issued, and the case will be presented straight to the Magistrates' Court. Under these circumstances each parent can receive a fine of up to **£1000** per child.

Cases found guilty in the Magistrates' Court can on a parent's future DBS certificate due 'a failure to safeguard a child's right to education'.