



## **St Ambrose College** Student Attendance Policy

<b>Reviewed</b>	<b>To be reviewed</b>
<b>September 2023</b>	<b>September 2025</b>

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# ATTENDANCE POLICY

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## Introduction:

For our children to gain the greatest benefit from their education it is vital that they attend regularly. Students should be at school, **on time**, every day the school is open unless the reason for the absence is unavoidable.

It is very important, therefore that parents ensure that children attend regularly and this policy sets out how together we will achieve this.

For the purpose of this policy, we use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

## 1. Aims

- ✓ To improve the overall attendance of children at school.
- ✓ To improve children's attainment through excellent attendance.
- ✓ To encourage parents to ensure that children arrive at school on time.
- ✓ To make attendance a priority for all those associated with the school, including parents, students, teachers and governors.

To achieve these aims for our students, we are committed to:

- ✓ providing a welcoming, stimulating and safe learning environment
- ✓ ensuring all staff feel happy to come to school to work with students, developing them to their full potential
- ✓ having high expectations of our students and all staff
- ✓ offering a broad, balanced and relevant curriculum
- ✓ recognising and celebrating achievements in all areas of school life
- ✓ providing equal access to all aspects of the curriculum and school life
- ✓ providing high-quality teaching using a variety of teaching strategies
- ✓ providing a range of resources to support and challenge learning effectively
- ✓ giving students experiences that will develop their spiritual, moral and cultural understanding
- ✓ offering support, guidance and training for all those who teach and work with our children
- ✓ fostering and maintaining links with our wider community
- ✓ having behaviour systems which allow students to learn and teachers to teach without disruption.

## **2. Legislative framework**

Parents/carers of registered students have a legal duty under the Education Act 1996 (section 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

This policy has also been created taking into consideration the College's obligation to fulfil the following:

- Equality Act 2010
- Keeping Children Safe in Education 2022
- Working Together to Improve School Attendance 2022

All children, regardless of their circumstances, are entitled to a full-time education that is suitable for their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

### **Why Regular Attendance is so important:**

- **Impact on learning, attainment and progress**
- **Expected levels of attendance**

Attending school regularly and on time has a positive impact on learning, progress and therefore the life chances of students. Research shows that attendance and punctuality are important factors in school success.

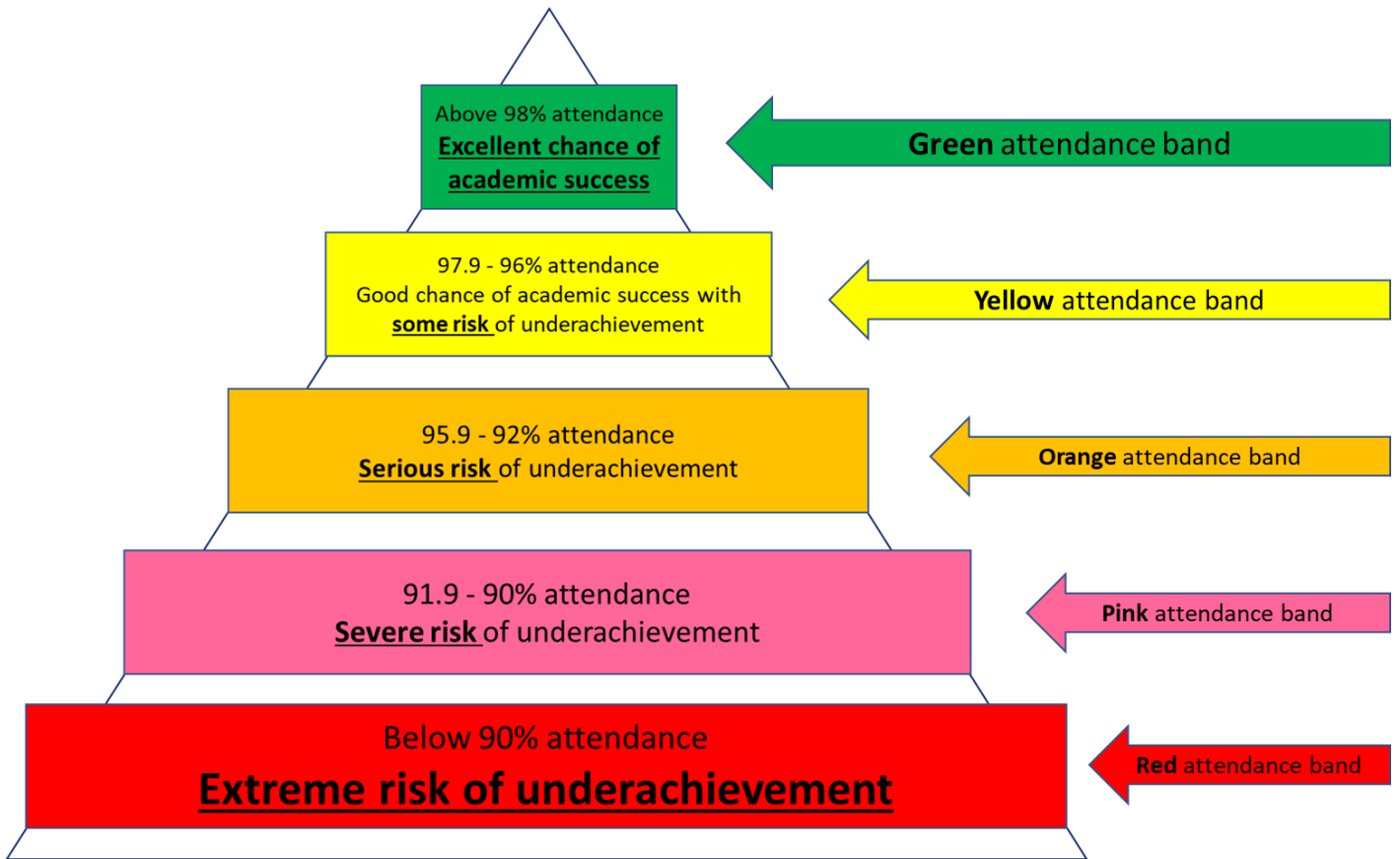
At Saint Ambrose College, we expect all children to achieve 100% attendance or attendance that is at least 98%.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines, therefore may also affect the learning of others in the same class. Ensuring regular attendance at school is the parents' legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### **Attendance and Support Bands**

At Saint Ambrose College we use attendance bands to help communicate to students and their parents and carers, how good their attendance is and what level of impact their attendance is likely to have on their learning, attainment and progress.

*The attendance and support bands are as follows:*



Band	Attendance	Impact on Attainment	Possible interventions and support:
Green	99% - 98%	Extremely low risk of underachievement due to attendance to school.	No action required
Yellow	97% - 95%	There is <b>some risk</b> of under underachievement	<b>Attendance Officer</b> <ul style="list-style-type: none"> <li>Apply actions of the attendance tracker. This <b>could</b> include letters home, telephone conversations.</li> <li>Check SIMs for reason illness - Have 1-2-1 conversation with learner explore if there is a specific reason for absence i.e. medical condition, issue with learner or specific subject etc.</li> <li>Holiday - Have 1-2-1 conversation with learner and explain the importance of not missing education, impact on future and achievements.</li> <li><b>Anything discussed which raises a cause for concern refer to Head of Year and Record on CPOMS or refer to DSL if you consider something a safeguarding issue.</b></li> </ul>
Amber	<95% - 92%	<b>High risk</b> of under underachievement	<b>Attendance Officer</b> <ul style="list-style-type: none"> <li>Advisory letter 1 will be sent explaining a child's attendance has fallen below 95% and College is monitoring their attendance.</li> <li>Head of Year to meet and discuss with individual students and check welfare of students and if this is impacting attendance.</li> <li>Update year group attendance tracker and record meeting notes on SIMS and CPOMS if necessary.</li> </ul>
Pink	<92% - 90%	<b>Severe risk</b> of under underachievement	<b>Attendance Officer and Head of Year</b> <ul style="list-style-type: none"> <li>Advisory letter 2 explaining there has been no improvement since the amber stage advisory 1 letter.</li> <li>Invite parent/carers in for an in-person meeting or telephone discussion with the relevant Head of Year (<i>on case by case basis</i>).</li> <li>Telephone calls must be concluded with a follow-up email.</li> <li>Update year group attendance tracker and record meeting notes on SIMS and CPOMS if necessary.</li> </ul>
Red	<90%  At this level the student is in a <b>high risk</b> group and will be identified as a persistent absentee (PA) when their attendance has fallen to 90%	<b>Extreme risk</b> of under underachievement	<b>Attendance Officer, Head of Year, SLT and/or Trafford LEA in extreme cases</b> <ul style="list-style-type: none"> <li>Possible referral to school nurse</li> <li>Attendance monitoring program</li> <li>Involvement with other external agencies where necessary</li> <li>Parent/carers meeting with Head of Year and a member of SLT</li> <li>The Trafford Student Absence Team will be very involved at this stage</li> <li>DSL / HoY will consider issuing a FPN (fixed penalty notice) and possible First Response or Early Help referral</li> <li>Update year group attendance tracker and record meeting notes on SIMS and CPOMS if necessary.</li> </ul>

### **3. Safeguarding**

Students may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your son encompasses: -

- ✓ Attendance
- ✓ Behaviour Management
- ✓ Health and Safety
- ✓ Access to the Curriculum
- ✓ Anti-bullying
- ✓ Reaching their potential as a person made in God's image and likeness

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

#### **The Law relating to safeguarding**

*Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.*

#### **Attendance partnership expectations**

**We expect the following from all of our students:**

- ✓ To attend school regularly.
- ✓ To arrive on time and appropriately prepared for the day, having eaten breakfast.
- ✓ To tell a member of staff about any problem or reason that may prevent them from attending school.

**We expect the following from parents and carers:**

- ✓ To ensure their children attend school regularly and punctually.
- ✓ To ensure contact is made with the school, as soon as is reasonably practical (before 8.30am), whenever their child is unable to attend.
- ✓ To ensure that their child/children arrive in school well prepared for the school day.

**Parents and students can expect the following from school:**

- ✓ Early contact with parents when a student fails to attend school without providing good reason.
- ✓ Regular, efficient and accurate recording of attendance.
- ✓ Follow-up support if needed.

## Roles and responsibilities for attendance

- ✓ Saint Ambrose College has a named senior member of staff with responsibility for attendance issues, this is Mr M Cook.
- ✓ Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school. For detailed roles and responsibilities, please see Appendix 3
- ✓ Attendance matters are reviewed by the Principal and members of the Senior Leadership Team.
- ✓ Attendance issues are reported, on a termly basis (as a minimum), to the governing body.
- ✓ The school has a dedicated Attendance Officer who processes everything associated with children's attendance at school. The school also has access to Trafford Absence Team who provide legal monitoring services and support that will help to reduce the number of students who are persistently absent and improve whole-school attendance.

## **4. Absence Procedures:**

### Parents - If your son is absent **you** must:

- ✓ Contact us as soon as possible (before 8.30 am) on the first day of absence; and every day thereafter until they return to school. There is a dedicated absence line: 0161 980 2711 option 2; or EMAIL : [Attendance@st-ambrosecollege.org.uk](mailto:Attendance@st-ambrosecollege.org.uk)
- ✓ Mark your son's planner and send a note into reception on the first day they return with an explanation of the absence – you must do this even if you have already telephoned the school.
- ✓ If you need to speak to a member of the teaching staff or your son's form teacher you should contact via email on [office@st-ambrosecollege.org.uk](mailto:office@st-ambrosecollege.org.uk) with details and we will make arrangements for a call or email back to you. Staff email addresses are also available on the college website.
- ✓ Produce medical evidence of an appointment card or letter, if the absence is medical, preferably in advance of any appointment.

### If your son is absent **we** will:

- ✓ Telephone or text you on the first day of absence **if we have not heard from you;**
- ✓ Invite you in to discuss the situation with your son's Form Tutor and/or Head of Year, if absences persist.
- ✓ Refer the matter to the **Trafford Absence Team if attendance moves below 90%.**
- ✓ If staff are concerned about a child's absence or there is no response to text messages, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, other emergency contacts, home visits, and referrals to the Trafford Absence Team and to the police for a safe and welfare check.



- Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual student to inform their decision as to whether welfare concerns should be escalated (see the Department for Education's Working Together to Improve School Attendance 2022).
- Schools are required to hold more than one emergency contact per child (Department for Education, *Keeping children safe in education*, 2022). Emergency contact numbers should be provided and updated by the parent with whom the child normally resides.**

## **Illness**

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds and ear aches, we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the absence process above.

It is a school's decision whether to accept the reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

The school will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

It is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide [appropriate support](#) to students, particularly for long-term illness.

### **The types of scenarios where medical evidence may be requested include:**

- Attendance is less than 90%.
- There are frequent one-day absences or patterns of absences due to reported illness.
- The same reasons for absence are frequently repeated.
- Where there is a particular medical problem, the school may need evidence in order to seek additional support/provide support.

## **Medical appointments**

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, they should be made for as late in the afternoon as possible so as little disruption is made to your child's lessons. Only the time for the appointment and travel will be classed as an authorised absence. Students are expected to return to school for the remainder of the day/attend school prior to the appointment.

**In all cases** parents are required to provide a copy of the appointment letter or card before the day of the appointment. (as much notice as is possible would be preferable). The online form is **NOT** required for medical appointments.

## **Other reasons for absences**

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow Department for Education guidance and not authorise absences for shopping, birthdays or childminding.

## **Religious observance**

The school acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies may be contacted to verify these occasions. **All** absences of this nature should be requested in advance using the online form.

## **Traveller absence**

The school's aim for Traveller children, as for all other children, is that they will attend school as regularly and as frequently as possible.

The school can only operate effectively as the child's base school if it is engaged in ongoing dialogue with Traveller families. This means that parents must advise the school of their forthcoming travelling patterns before they happen, and inform the school regarding proposed return dates.

The school will authorise absence of Traveller children if their parents are engaged in a trade or business that requires them to travel from place to place and have indicated that they intend to return.

Where Traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any student.

## **To request an absence, you must:-**

- You must complete the online form with details of the request at least **4 weeks** before the absence, and return this to the School Office for the attention of the Attendance Officer. Your request for absence will be presented to the Principal who will consider the absence and a response shall follow.
- If the permission is not granted, you will be notified as such, the absence will be marked as unauthorised. The school reserves the right to refer the absence to Trafford Absence Team for sanction.

## 5. Holidays In Term Time:

Taking holidays in term time will affect your son's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your son's education.

There is **NO** automatic entitlement in law for time off during school time to go on holiday.

Any applications for holiday leave must be made with sufficient notice to allow for the Principal to digest the request. Applications must be made via the online form on the website and handed into (or emailed to) the school office for the Attendance Officer. In making a decision, the Principal will consider the circumstances of each application individually, including any previous pattern of leave in term time, attendance data and progress of students.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a **Penalty Notice**.

<https://www.trafford.gov.uk/residents/schools/docs/Penalty-Notice-Code-of-Conduct-January-2018.pdf>

## 6. Punctuality

It is important that students are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

Poor punctuality is **not acceptable**. If your son misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

If a student arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time.



## How we manage lateness:

The school day starts at **8.55am** and we expect your son to be in the College before that time. If your son is late into school for any reason, they are expected to sign in at Reception using the 'Inventry' system. Class registers officially close at **9.30 am**. Children who arrive after this time will be recorded with an (U) code (code U as per Department for Education compulsory attendance codes), which is classed as an unauthorised absence.

If your son has a persistent late record you will be asked to meet with the appropriate Head of Year / Form Tutor allocated to your son's year group to resolve the problem. Parents can approach the school at any time if you are having problems getting your son to school on time.

The registers are monitored daily to identify students who are arriving late. Regular late arrival for school will be challenged as not acceptable.

Due to possible legal action, if a student is frequently late for school, the following procedures are put in place to resolve the problem:

### **LATENESS SANCTIONS**

<b>Action by student</b>	<b>Sanction</b>	<b>Staff Responsibility</b>
Late into school/ Registration  A student who is late twice in a week will:	Receive a Thursday evening detention	Thursday evening detention rota.
2 or more detentions in a half term due to lateness in to school	Saturday detention	Head of Year to contact parents
Persistent lateness	Meeting with parents and possible fine (Penalty notice)	Head of Year and DSL
3 U codes = a letter sent home	Straight to a Saturday detention	Attendance Officer/Head of Year to co-ordinate the letter
3 U codes or more = parents/carers and Trafford	Further action to be taken – Meeting with Head of Year for possible legal action (Penalty notice)	Head of Year and DSL

## **7. Long-term Sickness:**

If a student becomes ill and will require a week or more off from school, we recommend that they use online learning platforms as a way of keeping up with studies.

[Oak National Academy \(thenational.academy\)](https://www.thenational.academy/)

[Home - BBC Bitesize](#)

If your child is going to be absent from school for a longer period time please book an appointment with the Head of Year or SLT to organise a longer term plan for studying at home.

Where a child has to be admitted to hospital for a long period of time, the hospital will usually provide education to the child. If this is happening please let us know so that we can code the attendance appropriately. If you are not receiving support from the hospital please contact the school.

Whilst any child may be off school because they are ill, in rare cases they can be reluctant to attend school. Any problems with regular attendance are best communicated and resolved between the school, the parents and the child. If your son is reluctant to attend, please do not cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance is not important and usually makes matters worse.

### **Reintegration of long-term absentees**

Absence can significantly interrupt the continuity of students' learning, and positive strategies should be employed to minimise such effects.

Key principles

- ✓ We should always keep in touch with a student and his/her family during a long absence.
- ✓ We should always make sure he/she is welcomed back.
- ✓ We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

The Principal and Special Educational Needs Coordinator should consider a phased return where appropriate. This needs to be considered in line with the local authority's process and procedure, which includes seeking expert advice from relevant professionals and coordinating a multi-agency meeting. Any special needs the student may have should be considered, and appropriate support identified. Consideration must be given to providing a package of support, which may include a mentor (staff member/student).

Class teachers should ensure that the student feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

## **Truancy within school**

Saint Ambrose College monitors attendance to each lesson period of the school day using the registers, in order to ensure all students are safe and their whereabouts known. If a student does not present to scheduled lessons/activities, the Attendance Officer is informed and staff alerted to find missing students. If students cannot be located and are suspected of leaving the school premises, parents will be informed and the police notified of a missing child.

## **Alternative education providers**

On rare occasions, a small number of students may be accessing an alternative education provider agreed by the school for all or part of their timetable. In this instance, the student remains on roll at Saint Ambrose College. Attendance to approved alternative providers is monitored and reflected on school registers. The responsibility of ensuring students are safeguarded and receiving appropriate education remains with Saint Ambrose College

## **8. Registers**

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the Principal has either approved in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence.

All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Principal (see The Education (Student Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)).

There are procedures in place to resolve unexplained absences within two weeks.

The school complies with and uses the Department for Education's compulsory national attendance codes to categorise absence (Appendix 2).

## **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required in writing and in advance.

## **Authorised and Unauthorised Absence**

Authorised absence is where the school accepts there is a good reason for absence. Authorised absence requires communication from the parent/carer which is recorded by the School based Attendance Officer.

An unauthorised absence is where the school does not consider the absence reasonable or where no reason has been given. The school has a **Zero Tolerance approach** to unauthorised absence, and this type of absence can lead to St Ambrose College issuing sanctions and/or legal proceedings.

**Examples of absences that the school may authorise include** (*non-exhaustive list*):

- Sickness (below 5 counts)
- Unavoidable medical appointments (evidence needs to be provided in the form of an appointment card/letter /screenshot of appointment emailed to [Attendance@st-ambrosecollege.org.uk](mailto:Attendance@st-ambrosecollege.org.uk) )
- Days of religious observance - up to a maximum of 3 days per academic year. (see note above).
- Interviews or entrance exams for Universities.
- Exceptional circumstances – Need to be authorised by the Principal (an online permission form needs to be completed well in advance of the event – see guidance above).
- Externally graded examinations, for example music grades.
- Sporting events - where the child is involved in the event (an online permission form needs to be completed well in advance of the event and a copy of the letter needs to be attached).

**Examples of absences which the school will NOT authorise include** (*non-exhaustive list*):

- Shopping for new school shoes
- Birthday treats
- Waiting in for deliveries or workmen for house repairs
- Holidays taken in term time
- Having your hair done for a special occasion!
- Trips to the airport to drop off or collect family and friends.
- Accompanying a parent/sibling/family member to a doctor or hospital appointment.
- Visits to family / friends

Class registers officially close at 9.15 am. Children who arrive after this time will be recorded with an (U) code which is classes as an unauthorised absence. 3 U codes in any half term will result in an automatic Saturday detention. 3 or more (U) codes in any term will result in a Fixed Penalty Notice (FPN).

**College targets, projects and special initiatives.**

The school has targets to improve attendance and your son has an important part to play in meeting these targets. We aim for 100% or at least 98%.

The minimum level of attendance for this school is 90% attendance and we will keep you updated regularly about progress to this level and how your son's attendance compares. However, our target is to achieve better than this because we know that good attendance is the key to successful schooling.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided upon request and we ask for your full support.

### **Trafford Absence Team**

Parents are expected to contact school at an early stage and to work with the staff in resolving any attendance issues together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Trafford Absence Team. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

### **Those people responsible for attendance matters in this school are:**

Principal	Mr Dermot Rainey
Vice Principal & DSL	Mr Patrick Groves
Governor Link Safeguarding	Mr Matthew Arthur
Assistant Principal	Mr Matthew Cook
Attendance Officer	Mrs Rebecca Ollier
Head of Year	
Form Teacher	
Class Teacher	



## Appendix 1

### Persistent Absenteeism (PA):

A student becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level is causing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

Band	Attendance	Impact on Attainment	Possible interventions and support:
Green	99% - 98%	Extremely low risk of underachievement due to attendance to school.	No action required
Yellow	97% - 96%	There is <b>some risk</b> of under underachievement	<b>Attendance Officer</b> <ul style="list-style-type: none"> <li>Apply actions of the attendance tracker. This <b>could</b> include letters home, telephone conversations.</li> <li>Check SIMS for reason Illness - Have 1-2-1 conversation with learner explore if there is a specific reason for absence i.e. medical condition, issue with learner or specific subject etc.</li> <li>Holiday - Have 1-2-1 conversation with learner and explain the importance of not missing education, impact on future and achievements.</li> <li><b>Anything discussed which raises a cause for concern refer to Head of Year and Record on CPOMS or refer to DSL if you consider something a safeguarding issue.</b></li> </ul>
Amber	<96% - 92%	<b>High risk</b> of under underachievement	<b>Attendance Officer</b> <ul style="list-style-type: none"> <li>Advisory letter 1 will be sent explaining a child's attendance has fallen below 95% and College is monitoring their attendance.</li> <li>Head of Year to meet and discuss with individual students and check welfare of students and if this is impacting attendance.</li> <li>Update year group attendance tracker and record meeting notes on SIMS and CPOMS if necessary.</li> </ul>
Pink	<92% - 90%	<b>Severe risk</b> of under underachievement	<b>Attendance Officer and Head of Year</b> <ul style="list-style-type: none"> <li>Advisory letter 2 explaining there has been no improvement since the amber stage advisory 1 letter.</li> <li>Invite parent/carers in for an in-person meeting or telephone discussion with the relevant Head of Year (<i>on case by case basis</i>).</li> <li>Telephone calls must be concluded with a follow-up email.</li> <li>Update year group attendance tracker and record meeting notes on SIMS and CPOMS if necessary.</li> </ul>
Red	<90%  At this level the student is in a <b>high risk</b> group and will be identified as a persistent absentee (PA) when their attendance has fallen to 90%	<b>Extreme risk</b> of under underachievement	<b>Attendance Officer, Head of Year, SLT and/or Trafford LEA in extreme cases</b> <ul style="list-style-type: none"> <li>Possible referral to school nurse</li> <li>Attendance monitoring program</li> <li>Involvement with other external agencies where necessary</li> <li>Parent/carers meeting with Head of Year and a member of SLT</li> <li>The Trafford Student Absence Team will be very involved at this stage</li> <li>DSL / HoY will consider issuing a FPN (fixed penalty notice) and possible First Response or Early Help referral</li> <li>Update year group attendance tracker and record meeting notes on SIMS and CPOMS if necessary.</li> </ul>

PA students are challenged tracked and monitored carefully through our pastoral system

All PA students at Saint Ambrose College and their parents are subject to an Action Plan and the plan may include; allocation of additional support through a member of the support staff, use of

form time, individual incentive programmes and participation in house activities around raising attendance. All PA cases are also automatically made known to the Trafford Absence Team via Group Call.

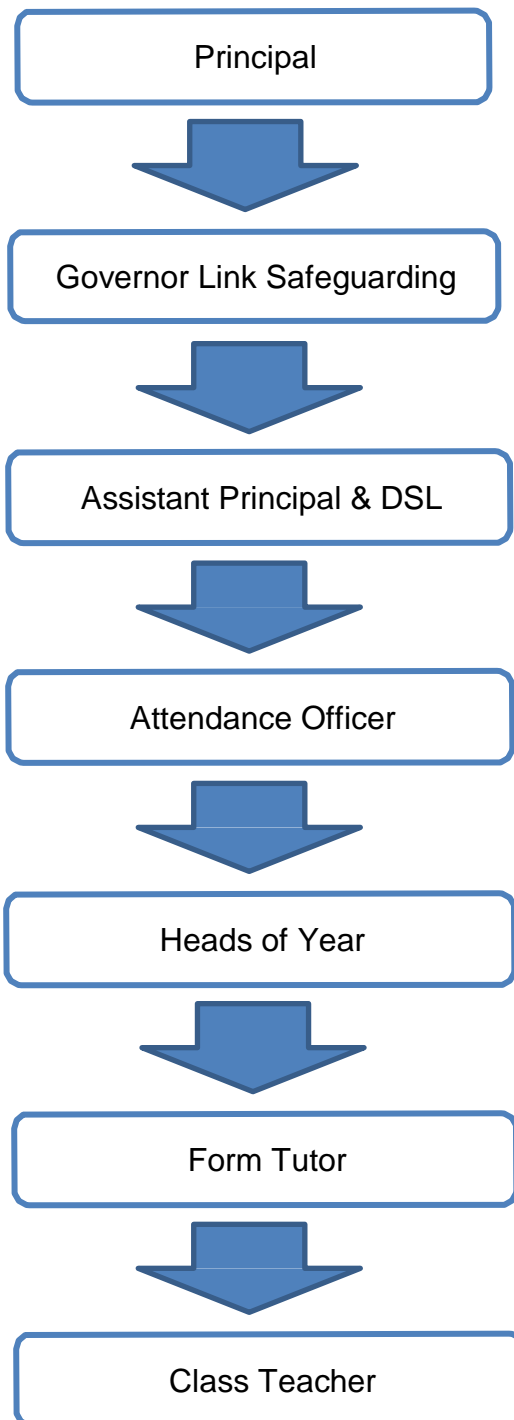
## Appendix 2

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

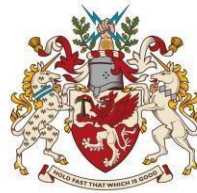
CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved education activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved education activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved education activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved education activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved education activity
W	Work experience	Approved education activity
X	Non-compulsory school age absence <b>NO LONGER USED FOR COVID</b>	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

## Appendix 3

Those people responsible for attendance matters in Saint Ambrose College are:-



## Appendix 4



**TRAFFORD  
COUNCIL**

### **PENALTY NOTICE CODE OF CONDUCT**

#### **1. Legislation**

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Education Officers, Headteachers (and Deputy or Assistant Headteachers authorised by them) and the police to issue penalty notices for unauthorised absence from school.

Education (Penalty Notices) (England) Regulations 2007 are the basis for this policy. Penalty Notices must be issued in accordance with existing legislation including the Human Rights Act 1998.

#### **2. Rationale**

Regular and punctual attendance of pupils at school is a legal requirement and is essential in order for pupils to maximise their educational opportunities.

Penalty Notices provide an alternative to prosecution and will offer parents an opportunity to discharge potential liability for conviction for that offence by paying £60 if paid within 21 days and £120 if paid within 28 days.

If the penalty is not paid by the end of 28 days, the local authority must withdraw the notice. Trafford Council will then consider commencing proceedings for the offence to which the notice relates. The prosecution is not for the non-payment of the notice but is for failure to ensure regular attendance at school. Penalty Notices can be used as an early deterrent to the development of patterns of unauthorised absence and, as such, supplement the wider powers already available. As with other legislative action, they are used for the enforcement of attendance and not for use as a punishment for absence.

The Education Welfare Team delivers Trafford Council's responsibility in accordance with current casework and enforcement procedures. The Education Welfare Team offers support and advice to parents whose children are not attending school regularly. Sanctions are used where parents fail to follow advice given or where cooperation is insufficient to bring about necessary improvement.

### **3. Issuing Penalty Notices**

Penalty Notices can only be used for periods of unauthorised absence. No parent will receive more than one Penalty Notice resulting from the irregular attendance of a pupil within an academic year unless the absence is due to unauthorised leave of absence in term time. If the attendance does not improve after the issue of a Penalty Notice, no further Penalty Notices will be issued, and the case will be considered for prosecution.

All Penalty Notices will be issued by post.

#### **a) Casework**

Penalty Notices will be used as part of an Education Welfare Officer's casework management. A parent will be warned at the outset of intervention of their legal responsibilities regarding their child's attendance at school and of the likely sanctions if the situation does not improve. Assessment will take place, advice and support given and where a parent fails to meet agreed and appropriate targets or condones the absence from school, a penalty notice can be issued. Their use is intended as an early intervention to the development of patterns of unauthorised absence and as such supplement and do not replace alternative sanctions. If unauthorised absence continues after the period of the notice, proceedings may be taken in accordance with Section 444 (1) or (1A) Education Act 1996. A Penalty Notice will only be used once per pupil before prosecution takes place unless the absence is due to unauthorised leave of absence in term time.

#### **b) Multi Agency Attendance Initiatives**

Where a pupil is stopped on a multi-agency attendance initiative and there is no valid reason for the absence from school, a letter will be sent to the home address containing a clear warning that a further offence can result in a Penalty Notice. In the instance that a pupil is stopped again and the absence is unauthorised by the school, a Penalty Notice will be issued.

#### **c) Leave During Term-time**

Any leave taken during term-time without the approval of the Headteacher may result in the issue of a Penalty Notice after 8 missed sessions (4 days).

#### **d) Persistent Late Arrival at School**

When a pupil persistently arrives late to school, investigations should take place to determine the reason, and support offered where appropriate to rectify the situation. Where the arrival time is after the close of registration and investigations show that there is not an acceptable reason, a school can request that a Penalty Notice is issued by the Education Welfare Team provided that these sessions have been coded U (Unauthorised Absence). Schools are advised to have a policy on how long registers should be kept open. DfE guidelines suggest that 30 minutes from the beginning of registration would be reasonable, but schools can set shorter periods.

#### **4. Procedure for Issuing Penalty Notices**

To ensure consistent delivery of Penalty Notices the following criteria will apply:

- In cases of irregular school attendance, at least 10 sessions (5 school days) lost to unauthorised absence by the pupil.
- When a pupil has been stopped in a public place, during school hours and without authorised permission, the parents will be issued with a warning. Should the pupil be stopped again, in similar circumstances, within a 15 day period, a penalty notice will be issued.
- Other than in the circumstances below, a formal written warning of a Penalty Notice will have been issued to both parents and a period of 15 school days given for the situation to be improved
- If leave of absence is taken during term time without the approval of the Headteacher, a Penalty Notice may be issued without any prior warning after 8 sessions of absence (4 days). A Penalty Notice will not be issued until the pupil has returned from the leave of absence.

All Penalty Notices will be issued and monitored by the Education Welfare Team in Trafford. This will ensure consistent and equitable delivery, maintain home/school relationships, be mindful of health and safety issues and allow cohesion with other enforcement action. Penalty Notices will be issued through the post and not as 'on the spot' action allowing for the necessary evidential requirements to be in place.

The Education Welfare Team will receive requests to issue Penalty Notices from Trafford schools, Greater Manchester Police and neighbouring local authorities. These will be considered provided that:

- They are received on a fully completed referral form with a copy of an accurate, up to date registration certificate attached, signed by the Headteacher or designated person
- The circumstances of the absence meet the criteria according to the protocol
- The period of absence is not being considered for proceedings according to Section 444 (1) Education Act 1996
- The issue of a Penalty Notice does not conflict with other intervention strategies in place by the Education Welfare Team or by other agencies where the circumstances are known to the Education Welfare Team

Where the criteria are met, the Education Welfare Team will :

- Issue a Penalty Notice to the parent/carer immediately if the absence is as a result of an unauthorised period of leave of 8 sessions (4 days) or more
- Send a formal warning in writing about the possibility of a Penalty Notice being issued and give the parent/carer 15 school days to improve the attendance
- Issue a Penalty Notice to the parent/carer in the post after the 15-day period if the improvement has not been achieved. In the 15 day period nil unauthorised absence must be recorded
- Issue a Penalty Notice to the parent/carer immediately if a warning letter has previously been sent within the last 12 months

## 5. Payment of Penalty Notices

The arrangements for payment will be stated on the Penalty Notice.

Payment of a Penalty Notice is £60 within 21 days or £120 within 28 days of receipt. Payment in full discharges a parent/carer liability for the period in question and this period cannot then be part of a Section 444 Education Act 1996 prosecution. The local authority retains any revenue to cover enforcement costs.

## 6. Non-Payment of Penalty Notices

Non-payment of a Penalty Notice will result in the withdrawal of the notice and Trafford Council may then instigate legal proceedings in accordance with Section 444(1) or (1A) of the Education Act 1996. Any proceedings will be for the original offence of irregular school attendance and not for the non-payment of the penalty notice.

## 7. Procedure for Withdrawal

Once a Penalty Notice has been issued, it can only be withdrawn in the following circumstances:

- It ought not to have been issued.
- It has been established that the notice was issued to the wrong person.
- The penalty notice contains material errors.
- The circumstances of the absence do not comply with the conditions of the protocol.
- Payment has not been made within 28 days. If this is the case, Trafford Council may prosecute the parent/carer under the provisions of S444(1) or (1A) Education Act 1996.

**Please Note:** Withdrawal of a Penalty Notice after 28 days for non-payment does not automatically result in a prosecution. Trafford Council will need to make a judgement about whether the evidence



available of non-attendance meets the test for prosecution.

## **8. School and EWT Policy Documents**

All schools must include clear reference to the Trafford Council Penalty Notice Code of Conduct in their attendance policies and this should be brought to the attention of all parents. Education Welfare Team documentation will include reference to the use of penalty notices to supplement existing practices. Parents will be informed about the use of the sanction through the use of leaflets, the media, a general information letter and a formal warning letter.

## **9. Monitoring and Review**

The Education Welfare Team will monitor and evaluate the success of Penalty Notices in terms of improvement in school attendance, payment, and any subsequent legal action. The use of the notices will be reviewed at regular intervals and the enforcement strategy of the Education Welfare Team amended accordingly. Service reports will include data on the deployment and outcomes of their use.

## Appendix 5

Please use the link below to access the Policies and Procedures page of the St Ambrose College website to view the **Children Absent from School Policy**

[Saint Ambrose College - Policies and Procedures \(st-ambrosecollege.org.uk\)](https://www.st-ambrosecollege.org.uk)

