



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

<b>Reviewed</b>	<b>To be reviewed</b>
<b>January 2025</b>	<b>January 2027</b>

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# St Ambrose College Attendance Policy

## 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, that parents ensure their 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 student
- 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 2024
- Working Together to Improve School Attendance 2024

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.

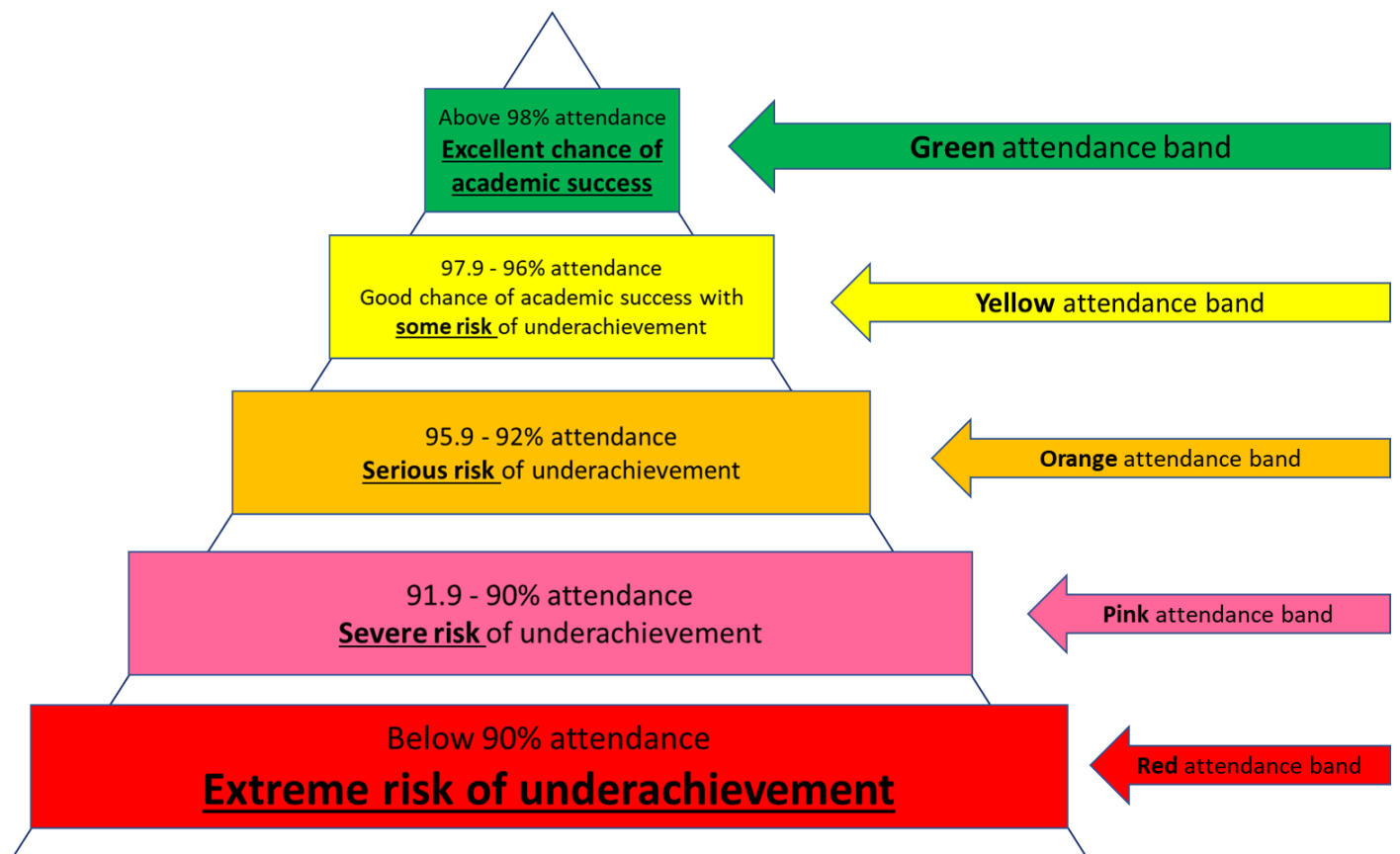
At Saint Ambrose College, we expect all children to achieve 100% attendance or attendance that is at least 98%.

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	<98%	Extremely low risk of underachievement due to attendance to school.	No action required
Yellow	<96%	There is <b>some</b> risk 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	<92%	High risk 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</b> risk 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</b> risk 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 Mrs L Reed
- 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 9802711 option 2;  
or EMAIL : [Attendance@st-ambrosecollege.org.uk](mailto:Attendance@st-ambrosecollege.org.uk)
- 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, screenshot 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 2024).
- **Schools are required to hold more than one emergency contact per child (Department for Education, *Keeping children safe in education*, 2024). 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, screenshot 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.

### **For all known absence requests, 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**.

Please use the link below to access further information from Trafford:

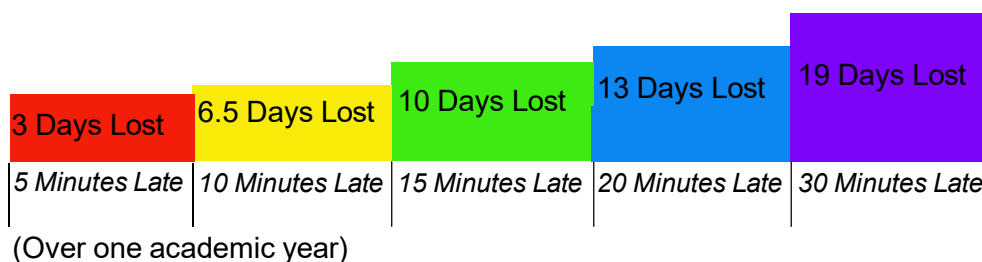
[Penalty notice code of conduct](#)

## 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. Students who arrive late for school disrupt lessons, it can also be embarrassing for the child and can 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. Repeated punctuality issues for post 16 students (five or more late marks within a half term) will be seen as non-compliance as stated in the College's Behaviour & Discipline Policy.

### Lateness Sanctions:

Action by student	Sanction	Staff Responsibility
Late into school/ Registration	Receive a Thursday evening detention	Thursday evening detention rota.
A student who is late twice in a week will:		
2 or more detentions in a half term due to lateness into 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 will be informed	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.

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.

## **8. 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. Students in the Sixth Form will be issued with a Saturday detention for truancy of any kind, including truancy from lessons, and this will be classed as non-compliance.

### **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.

## **9. 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
- 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
- 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

N.B. In most cases, absences will be unauthorised.

Class registers officially close at 9.30 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 could 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	Mrs Laura Reed
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</b> risk of 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%	High risk of 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</b> risk of 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</b> risk of 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

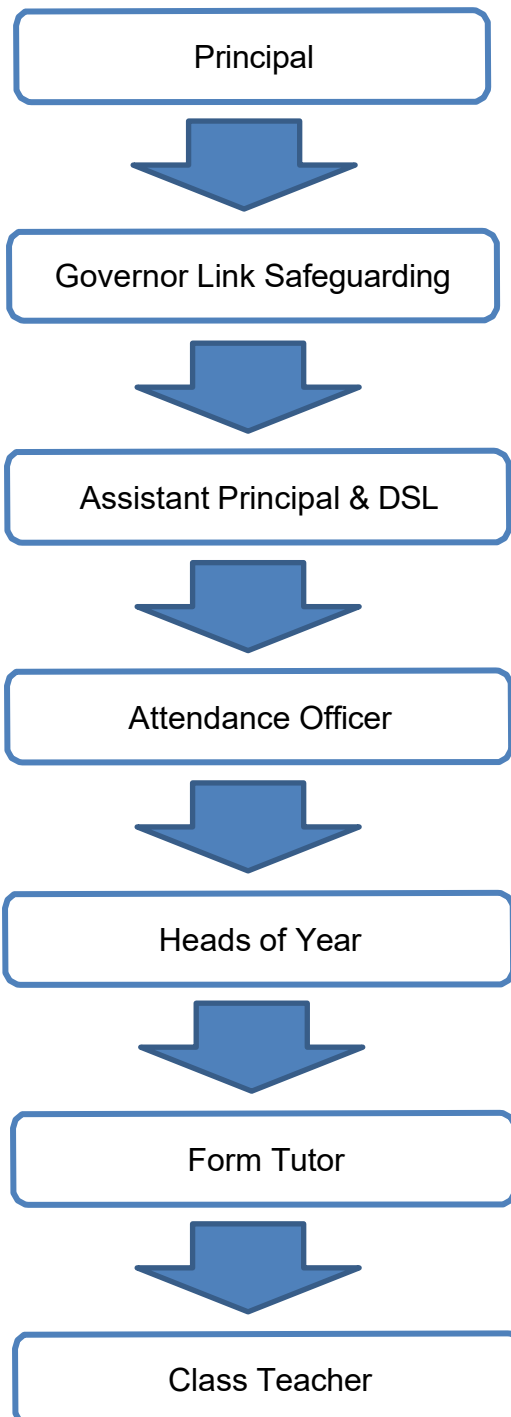
CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Attending any other approved educational activity	Approved education activity
<b>C</b>	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking employment abroad.	Authorised absence
<b>C2</b>	Part-time timetable	Authorised absence
<b>D</b>	Dual registration (i.e. student attending other establishment)	Approved education activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J1</b>	Interview	Authorised absence
<b>K</b>	Attending alternative provision arranged by the Local Authority'	Approved Educational Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved education activity
<b>Q</b>	Unable to attend the school because of a lack of access arrangements	Attendance not required
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence

<b>V</b>	Educational visit or trip	Approved education activity
<b>W</b>	Work experience	Approved education activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y1</b>	Unable to attend due to transport normally provided not being	Not counted in possible attendances
<b>Y2</b>	Unable to attend due to widespread disruption to travel.	Not counted in possible attendances
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed.	Not counted in possible attendances
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention.	Not counted in possible attendances
<b>Y6</b>	Unable to attend in accordance with public health guidance or law.	Not counted in possible attendances
<b>Y7</b>	Unable to attend because of any other unavoidable cause.	Not counted in possible attendances
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	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 Penalty Notice Code of Conduct**

1. The purpose of this local code of conduct is to ensure that penalty notices for school absence are issued in a manner that is fair and consistent across Trafford Council. The code sets out the arrangements for administering penalty notices in Trafford Council and must be adhered to by anyone issuing a penalty notice for school absence in this area. The code complies with relevant regulations and the Department for Education's national framework for penalty notices as set out in the '[Working together to improve school attendance](#)' guidance.

#### **Consultation**

2. This code has been drawn up in consultation with the headteachers and governing bodies of state-funded schools.

#### **Legal basis**

3. Penalty notices may be issued to a parent as an alternative to prosecution for irregular school attendance under s444 of the Education Act 1996. They can only be issued in relation to pupils of compulsory school age in maintained schools, pupil referral units, academy schools, AP academies, and certain off-site places as set out in section 444A(1)(b).
4. The Education (Penalty Notices) (England) Regulations 2007 (and subsequent amendments) set out how penalty notices for school absence must be used.
5. A penalty notice can only be issued by an authorised officer of Trafford Council upon the request of the school.
6. The national framework for penalty notices is published in statutory guidance 'Working together to improve school attendance'. It provides further national guidance on the operation of penalty notice schemes for school absence in England.
7. A parent includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent or parents with day to day responsibility for the pupil's attendance or the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

#### **Rationale**

8. Research published by the Department for Education found pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.

9. For the most vulnerable pupils, regular attendance is also an important protective factor and often the best opportunity for needs to be identified and support provided.

10. Where difficulties arise with school attendance, professionals should take a 'support first' approach in line with the DfE's 'Working together to improve school attendance' guidance, only progressing to legal enforcement as a last resort. The aim is that the need for legal enforcement is reduced by taking a supportive approach to tackle the barriers to attendance and intervening early before absence becomes entrenched.

11. The national framework for penalty notices is based on the principles that penalty notices should only be used in cases where:

- support is not appropriate (e.g. a term time holiday) or where support has been provided and not engaged with or not worked, and
- they are the most appropriate tool to change parental behaviour and improve attendance for that particular family.

#### **When a penalty notice for absence may be appropriate**

12. When the national threshold has been met: when a school becomes aware that the national threshold has been met, they must consider whether a penalty notice can and should be issued or not. The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks, with one of, or a combination of the following codes:

a) code G (the pupil is absent without leave for the purpose of a holiday),

b) code N (the circumstances of the pupil's absence have not yet been established),

c) code O absence without justifiable reason (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies), and

d) code U late arrival after the register has closed (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

When a pupil has been excluded or suspended and is found in a public place:

Section 103(3) of the Education and Inspections Act 2006 renders a parent of a pupil who has been excluded from school liable to conviction for an offence where that pupil is found in a public place during school hours during the first five days of the exclusion or within any period specified within a notice of exclusion issued by the head teacher to the parent of that pupil in accordance with section 104 of that Act.

13. If in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply, for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

14. If repeated penalty notices are being issued and they are not working to change behaviour they

are unlikely to be most appropriate tool. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, the local authority will consider applying for an Education Supervision Order through the Family courts and may also consider a prosecution for irregular attendance under S444(1) or S444(1)A Education Act 1996.

15. For the purpose of the escalation process, previous penalty notices include those not paid (including where prosecution was taken forward if the parent pleaded or was found guilty) but not those which were withdrawn.

### **Key considerations prior to the issue of a Penalty Notice for school absence**

16. The following considerations will be made before issuing (or requesting that another authorised officer issues) a penalty notice to ensure consistency of approach:

In cases where support is not appropriate (for example, for holidays in term time), consider on a case-by-case basis:

- 
- Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would one of the other legal interventions be more appropriate?
- Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010
- (For local authorities only) Is it in the public interest to issue a penalty notice in this case given the local authority would be accepting responsibility for any resulting prosecution for the original offence in cases of non-payment?

In cases where support is appropriate, consider on a case-by-case basis:

- 
- Has sufficient support already been provided? Sufficient support by the school will usually include those strategies outlined in the Trafford graduated approach such as the following examples:
  - 
  - 
  - School meetings with parents
  - Individual attendance plans
  - Attendance contract
  - Request for advice from Trafford School Attendance Team
  - Request for medical evidence
  - Involvement from school nursing team
  - Emotionally based school non-attendance (EBSNA) toolkit
  - Family help assessment / involvement of Trafford Team Together
  - In-school pastoral and mentoring support and counselling
  - Home visits
  - Individual health care plan
  - Referral to external support services / alternative provision such as the Medical Education Service
  - Referral to Trafford Virtual School for children with a social worker or who have previously had social worker involvement.
  - Referral for specialist assessment (e.g. SEND / CAMHS / EP)

- 
- Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would one of the other legal interventions be more appropriate?
- Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010
- (For local authorities only) Is it in the public interest to issue a penalty notice in this case given the local authority would be responsible for any resulting prosecution for the original offence in cases of non-payment?

If the answer to the above questions is 'yes', then a penalty notice (or a notice to improve in cases where support is appropriate) will usually be issued.

Where appropriate the views of other agencies involved with the child will be taken into consideration.

### **Notice to improve**

17. A notice to improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a notice to improve should usually be sent to give parents a final chance to engage in support. An authorised officer can choose not to use one in any case, including cases where support is appropriate, but they do not expect a notice to improve would have any impact on a parent's behaviour (e.g. because the parent has already received one for a similar offence).

18. In cases other than leave of absence in term time when the threshold has been met, the school will be responsible for issuing a notice to improve setting out the recommended improvement period which will be between 3 and 6 weeks depending on each individual case.

19. Schools may use the Trafford Notice to Improve template (available on the [School Attendance Hub](#)). They must ensure that the notice includes:

- 
- Details of the pupil's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear timeframe for the improvement period of between 3 and 6 weeks.
- Details of what sufficient improvement within that timeframe will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

20. During the monitoring period there must either be an acceptable increase in engagement with interventions available to the pupil and/or parent or be a significant improvement in the pupil's attendance with no unauthorised absences from school during this period.

Should there not be sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued.

## How schools can submit a Penalty Notice Request

21. A school should submit a request for a penalty notice no later than 6 school weeks following the last unauthorised absence for the period for which the penalty notice is to be considered.

All referrals for penalty notices must be submitted through the [school portal](#).

All requests for penalty notices must be accompanied by a current certificate of registration signed by the headteacher or headteacher's designated officer.

Penalty notice requests for irregular attendance other than for leave of absence in term time must be submitted with a copy of the Notice to Improve, and the portal checklist setting out details of support strategies attempted must be completed.

22. The LA will make a decision as to whether proportionate support has been provided, and whether that support has worked or not.

23. The LA will inform the school about whether penalty notices are paid, withdrawn or prosecuted for non-payment. The LA will do this by sending a report at the request of the school.

24. Where pupils move between local authority areas, Trafford Council can be contacted on [pupil.absence@trafford.gov.uk](mailto:pupil.absence@trafford.gov.uk) to find out if penalty notices have been issued previously.

25. Where pupils attend school in Trafford but live in a different LA, Trafford Council will in cases other than unauthorised leave of absence in term time contact the home LA to enquire if the family are known to services in that area and to consider what level of support may be appropriate for the family.

## Two Penalty Notice limit and escalaton in cases of repeat offences

26. Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate.

27. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

28. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

29. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

## Making payments

30 If the penalty is not paid by the end of the 28-day period, the LA must decide either to prosecute

for the original offence to which the notice applies or withdraw the notice.

31. Parent(s) can only be prosecuted if 28 days have expired, and full payment has not been made. There is no right of appeal by parents against a penalty notice.

32. If the penalty is not paid in full by the end of the stated time period, the LA must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

33. Payment must be made in full. The legislation does not allow for payment by instalments.

### **Withdrawing Penalty Notices**

34. Trafford may only withdraw a penalty notice where:

- it should not have been issued i.e. where it has been issued outside the terms of the local code of conduct or where no offence has been committed, or
- it has been issued to the wrong person, or
- it contains material errors.



### **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://st-ambrosecollege.org.uk)



### **Appendix 6**

Please use the link below to access the **Working together to improve school attendance 2024** guidance.

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)