

# Greater Manchester Education Trust

## ATTENDANCE AND PUNCTUALITY POLICY

V1.0

### The East Manchester Academy

## Approval History

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## Revision History

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## CONTENTS

1. Aims .....	4
2. Legislation and Guidance .....	4
3. Attendance Register .....	4
4. Why regular attendance is so important .....	5
5. Promoting regular attendance .....	5
5.1 Strategies for Promoting Attendance .....	7
6. Types of Absence .....	7
6.1 Authorised Absences .....	7
6.1.1 Religious Observance .....	8
6.1.2 Traveller Absence .....	8
6.2 Unauthorised Absences .....	8
6.3 Granting approval for term-time absence .....	9
6.4 Persistent Absence .....	9
6.5 Severely Absence .....	9
6.6 Long-term Absence due to Medical Conditions .....	9
7. Absence Procedures .....	10
8. Contact details for students .....	10
9. Monitoring of Attendance .....	10
9.1 Children at risk of missing education .....	10
9.2 Parenting Contract .....	11
9.3 Support from Early Help .....	11
10. Enforcing Attendance .....	11
10.1 Parenting Orders .....	11
10.2 Education Supervision Orders .....	11
10.3 Penalty Notices .....	12
10.4 Legal proceedings for failing to ensure regular attendance .....	12
11. Summary .....	13
Appendices	
Appendix 1 – Transforming Attendance at XXXX .....	15
Appendix 2 – Leave of Absence Request form .....	17
Appendix 3 – Reporting Absence .....	18
Appendix 4 – Attendance Triangle .....	19
Appendix 5 – Letter templates .....	20

## 1 AIMS

Regular attendance at school is essential if students are to achieve their full potential. Greater Manchester Education Trust is committed to ensuring that every student achieves in line with their potential and our academies recognise the value of regular attendance and its contribution to success. Our academies will adopt a systematic approach to ensuring good attendance for all individuals and groups of pupils and use a range of information to swiftly identify and act on causes for concern, supporting our students and their families in improving attendance and removing barriers to achievement.

As set out in our policy, we will work with our families in a variety of ways to identify the reasons for attendance issues and address and resolve any difficulties.

## 2 LEGISLATION AND GUIDANCE

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance and parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Working Together to Improve attendance (May 2022)

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

## 3 ATTENDANCE REGISTER

By law, all schools are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session (*see paragraph 5*). It will mark whether every student is:

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

Any amendment to the attendance register will include:

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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Each school within the trust will have a localised attendance procedure that includes

- Students' expected arrival time in the Academy
- The time that the register for the first session will be taken and until what time it will be kept open.
- The time that the register for the second session will be taken after the lunch break

#### **4 WHY REGULAR ATTENDANCE IS SO IMPORTANT**

Any absence disrupts the pattern of a student's education, disrupts teaching routines and will have an adverse effect on the learning of others and presents safeguarding risks if students are not present in school.

Students who attend for the full 190 days will achieve 100% attendance for the academic year and are highly likely to achieve the greatest progress for their ability, enabling them to continue their studies and raise their earning potential in the world of work. We know that the students with the highest progress and attainment at the end of key stage 4 have higher rates of attendance compared to those with the lowest attainment and progress. The lower a student's attendance, the greater the impact is on their achievement at school.

We know that some students find achieving high levels of attendance difficult and therefore we will work in partnership with families at all stages to try to remove any barriers and to put in place the right support at the right time.

#### **Attendance percentage relating to learning days lost per academic year**

<b>Percentage Attendance</b>	<b>Days Lost</b>
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

#### **5 PROMOTING REGULAR ATTENDANCE**

At Greater Manchester Education Trust, our aim is for all students to achieve at least 98% attendance and we recognise that attendance below this will impact on a student's achievement.

Helping to create a pattern of regular attendance is everyone’s responsibility. To help us all to focus on this we will:

- give details of whole academy attendance in our messages to families and the community.
- report to families on their child’s performance at the academy, giving their attendance percentage and punctuality details, and how this relates to their attainment.
- celebrate good attendance.
- reward good or improving attendance.
- work with families and partner agencies to provide advice, challenge and support where attendance is a concern.

We will:

<b>EXPECT</b>
High standards of attendance from all students and parents and maintain an academy culture where all can, and want to, be in school and ready to learn.
<b>MONITOR</b>
Using attendance data to identify patterns of poor attendance as soon as possible.
<b>LISTEN AND UNDERSTAND</b>
Talk with students and families to understand barriers to attendance and agree how we can all work together to resolve them.
<b>FORMALISE SUPPORT</b>
Where absence persists and support is not working or not being engaged with, we will work with other agencies and advise families of the possible consequences if absence remains a concern. This may include formalising support through a parenting contract or education supervision order.
<b>ENFORCE</b>
Where all options have been exhausted and support is not working or not being engaged with, we will enforce attendance through statutory intervention or prosecution to protect a student’s right to an education.

## Punctuality

Prompt arrival to school and for individual activities during the school day supports effective safeguarding of students and prepares them for the expectations of life outside of school. To that end students are expected to arrive promptly to lessons and lateness will be recorded as such and will be sanctioned where there is no suitable reason for lateness.

### 5.1 Strategies for Promoting Attendance

Each academy within the trust will have localised strategies to promote good attendance which will include; rewards, sanctions, assemblies, meetings with parents and other levels of support.

Low levels of attendance mean lost learning time which has a negative effect on student progress. Please refer to appendix 4 for levels of attendance and associated responses.

As standard our academies will:

- View and respond to daily attendance and punctuality information
- Monitor weekly patterns of attendance and identify actions through leadership and attendance teams
- Share this information with pastoral and classroom colleagues for discussion with students.
- Examine half-termly data reports against previous patterns and local and national data benchmarks
- Maintain a risk-register approach to the assessment of emerging concerns regarding students and how those concerns will be addressed, tracking the impact of interventions

## 6 TYPES OF ABSENCE

Every half-day absence will be classified by the academy (not by families), as either **authorised** or **unauthorised** in accordance with the categories set out in Appendix 1.

### 6.1 Authorised absences

Authorised absences include mornings or afternoons absent for a valid reason such as illness, urgent medical/dental appointments or other emergencies (see Appendix 1). All non-urgent medical or routine dental appointments should be arranged outside of the academy day or during the holiday periods. Where this is not possible, **students should attend the academy before and after the appointment**. Families should provide the appointment letter, prescription or medication to enable the absence to be authorised as appropriate. If students are required to leave early or be absent from lessons for an urgent appointment, parents should telephone or email with this information.

If a student is absent for 5 days consecutive days due to illness, contact will always be made with families and medical evidence may be required in order to authorise the absence.

Students who have permission to leave during the day must sign out at reception. Students must report to the Attendance Team to obtain an official out of academy pass to produce in the event of being challenged.

### 6.1.1 Religious Observance

The Trust acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. The authorisation of absence, or special leave for religious observance, will be considered in these instances, but families are requested to give advance notice if they intend for their child to be absent. Greater Manchester Education Trust feels that it is reasonable that **no more than one day be designated for any individual occasion of religious observance or festival and no more than three days in total in any academic year**. Any further absence will be categorised as unauthorised.

### 6.1.2 Traveller Absence

Our aim for children within travelling families, in common with all other children, is to attend school as regularly and as frequently as possible. To protect traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

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

- The child is on roll and attending another visited school.
- The child is undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service.
- The child is undertaking computer-based distance learning that is time evidenced.

## 6.2 Unauthorised absences

Unauthorised absences are those which the academy does not consider reasonable and may be subject to penalty notices or legal proceedings issued by the Local Authority.

Unauthorised absences include:

- truancy during the academy day.
- absences which have no proper explanation.
- persistent absence due to illness that has no supporting medical evidence.
- students who arrive late to the academy after the registers have closed.
- absence for the purposes of shopping, to look after other children or celebrate birthdays.
- families keeping children away from the academy unnecessarily.
- day trips or holidays taken during term time.
- excessive absence due to medical/dental appointments without good reason or evidence.

Families will be asked to provide medical evidence where there are repeated absences due to reported illness. Families may also be asked to provide medical evidence where their child is absent for 5 consecutive days or more, or where there are repeated instances of absence.



### **6.3 Granting approval for term-time absence (See appendix 2)**

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. Each school will have their own list of exceptional circumstances due to the needs of the community. However, exceptional circumstances are likely to include the following:

- acute family trauma
- terminal illness or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional
- out of school programmes such as music, arts or sport operating at a high standard of achievement

### **6.4 Persistent Absence**

Students are classified as persistently absent when they miss 10% or more school sessions in an academic year. Students are, therefore, classed as persistently absent irrespective of whether absence is authorised or unauthorised.

We monitor all absence thoroughly and support and intervention will be provided by each school for students who are persistently absent or at risk of becoming persistently absent.

All our persistently absent students are subject to weekly review and actions are agreed in accordance with local academy policy. Mentoring is offered and support for learning where absence affects attainment. This may include support from partner agencies such as Early Help or School Health in addition to enforcement where interventions do not improve attendance.

### **6.5 Severe Absence**

A student is severely absent when they miss 50% or more schooling across the academic year, for whatever reason. Students are, therefore, classed as severely absent irrespective of whether absence is authorised or unauthorised. Schools and local authorities are specifically expected to have agreed a joint approach for all severely absent students.

All severely absent students across GMET are subject to weekly review and actions are agreed in accordance with school-level procedure. Help and support will be offered from partner agencies such as Early Help or School Health. Where interventions do not improve attendance, a range of legal actions will be explored with the local authority.

### **6.6 Long-term Absence due to Medical Conditions**

Where a student is absent from the academy due to a long-term medical condition, a care plan will be developed in accordance with the individual academy's Supporting Students with Medical Conditions policy. Where possible, the academy will support the student to continue his or her access to education by providing specialised provision or by engaging the Home/School Teaching Service. A reintegration plan will be agreed with families to enable a successful return to the academy.

Where an assessment of a student's illness or well-being concludes that their achievement will be significantly impaired unless alternative arrangements for education are made, a referral can be submitted to the Hospital School in Manchester under Section 19 of the Education Act 1996. This includes students who display Anxiety Based School Avoidance. Referrals will be made in partnership with families and will require the support of a medical professional, such as a paediatrician or Child & Adolescent Mental Health Services, in order to be accepted.

## **7 ABSENCE PROCEDURES**

The Trust is committed to promoting the safety, health and welfare of all students and endeavours to manage absences fairly and consistently, with the aim of supporting students and their families.

Each academy in the Trust will have a clear set of procedures for families to report and address absence in a timely and accurate way. These are outlined in Appendix 3

## **8 CONTACT DETAILS FOR STUDENTS**

To comply with Health and Safety guidelines and Keeping Children Safe in Education it is important that we have more than one up to date contact details for all students. There are a variety of reasons that staff from the academy may need to contact parents or carers, including ill health when at the academy, emergencies, to discuss unexplained absences and to ensure students are safe. To confirm the reason for a student's absence with families, the academy will generally telephone the first contact number listed on the student's record. If contact information changes, please telephone or email the academy so that contact details are correct and up-to-date.

## **9 MONITORING OF ATTENDANCE**

Each academy will monitor attendance to school and to all lessons closely throughout the year on a daily basis. Each academy will have a detailed set of procedures to provide support and challenge as appropriate to secure good attendance for all students. This may include utilising safeguarding procedures and working with external agencies.

An overview of those procedures against related levels of attendance is provided in Appendix 4

### **9.1 Children at risk of missing education**

All academies will inform the local authority (LA) of any student who fails to attend regularly, or has been absent without the academy's permission for a continuous period of 10 days or more. As this could be a safeguarding issue leaders will ensure that regular follow up contact is made with the LA if the whereabouts of the student are not known or communicated to the academy. If a vulnerable child cannot be contacted on the first day of absence a home visit will be completed, a non-vulnerable by the third day of absence. This will continue until the information has been secured. Leaders will follow the guidance issued by the Department for Education: <https://www.gov.uk/government/publications/children-missing-education>

## **9.2 Parenting Contracts**

A parenting contract is a formal written agreement between a parent and the academy to address irregular attendance. This is not legally binding but allows a more formal conversation to take place with clear outcomes and expectations where a voluntary Early Help plan has not worked or is not appropriate. A parenting contract is intended to provide support and offer an alternative to legal action. A separate leaflet is available from the academy which offers more information about parenting contracts and this will be shared with families if this process is deemed to be appropriate. It is also available on the academy's website.

## **9.3 Support from Early Help**

Where barriers to attendance are complex, the academy will offer to work with students and families to complete an Early Help Assessment. This will enable more intensive support to be provided either at academy level or through the Early Help hub and will establish a Lead Practitioner for the family. The Lead Practitioner will be from the team or service best placed to support the family and their needs, and may be from the academy, the local authority or another partner such as a health professional.

# **10 ENFORCING ATTENDANCE**

## **10.1 Parenting Orders**

Parenting orders are imposed by the Court following conviction for non-attendance alongside a fine and/or a community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance.

The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to a parenting class. A responsible officer will be named on the order to work with the family as the lead practitioner. If parents don't comply with the order, it can be seen as an offence and a fine can be imposed the Court.

## **10.2 Education Supervision Orders**

Where an early help plan or a parenting contract has not been successful, an application for an Education Supervision Order (ESO) can be made to provide legal intervention to improve attendance without families being prosecuted. In deciding whether to progress to an ESO, the academy will consult with the local authority and they will agree that support has not been successful and that making the order would be beneficial for the student and the family. Where safeguarding concerns exist, the lead practitioner will agree with academy's safeguarding lead and children's social care that an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. If it is decided to apply for an ESO, a meeting will be arranged with the family to notify them and a final decision made.

ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the student and their family to ensure that the student receives an efficient, full-time, suitable education. For the duration of the ESO, the family's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given under the ESO.

The order initially lasts for one year, but extensions can be applied for within the last 3 months for a period of up to 3 years at a time.

Where families persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000. The lead officer should also raise this with children's social care.

### **10.3 Penalty Notices**

A penalty notice is a fine which can be issued to each person with parental responsibility for every school-aged child or young person with irregular attendance. The penalty is £120, reduced to £60 if paid within 21 days. Penalty notice fines are issued by Manchester City Council in accordance with their Penalty Notice Protocol. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority for failure to ensure regular attendance, according to s444, Education Act 1996.

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Penalty notices will be considered when:

- A student is absent for the purpose of a holiday in term time and the absence has not been authorised.
- A student has accumulated at least five sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

### **10.4 Legal proceedings for failing to ensure regular attendance**

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their family may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate. In all cases, local authorities must fully consider using an ESO before moving forward to prosecution. Where it is decided to pursue prosecution, only local authorities can prosecute families.

Failing to ensure regular school attendance is an offence punishable in the Magistrates' Court with a fine of up to £1000 or in the case of 'aggravated' offences up to £2500 or a term of imprisonment of up to 3 months.

The local authority will make the decision to prosecute but in deciding, the following will be considered:

- The level of engagement from the family and whether prosecution is needed to demonstrate how serious the absence is and to ensure parental engagement with support.
- Whether all other legal interventions have been considered and are not appropriate or have been tried and have not worked.
- Whether statutory children's social care intervention would be more appropriate including a Child in Need or Child Protection Plan.
- The family's response to formal warnings and information provided relating to the absence.

## **11 SUMMARY**

The trust will regularly share data and information on attendance to promote high standards amongst its academies. Equally, parents and carers have a duty to ensure that their child attends regularly. Greater Manchester Education Trust is committed to working with families and partner agencies to ensure the highest possible levels of attendance are achieved and to offer help and support to students and their families in order for them to achieve the best possible outcomes from their education.

Each academy within the trust will have guidance procedures which outline the following:

- Local procedures and graduated response to attendance support and challenge
- Scale of escalation
- Correspondence and templates
- Off-rolling procedures

### **The Trust and its Local Academy Committees will:**

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review Attendance Policy and ensure the required resources are available to implement the policy
- Identify a member of the Trust Board to lead on attendance matters
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree academy attendance targets annually
- Monitor the academy's attendance through termly reporting at Governing Body Meetings
- Ensure that the official attendance data is reported to external bodies as required and on time
- Ensure that there is a named senior leader for attendance in each academy who is fully aware of absence procedures and ensures their implementation
- Ensure that the academy has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are implemented procedures for collecting and analysing attendance data and to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions ensuring that there are aspirational targets for each individual pupil.

**Senior Leaders will:**

- Actively promote the importance and value of good attendance to pupils and parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole academy approach which reinforces good attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site, are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

**In order to support good attendance parents and carers should:**

- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the academy if their child is absent to let them know the reason why and the expected date of return.
- Avoid unnecessary absences. Wherever possible make appointments outside of school hours
- Ask for help if their child is experiencing difficulties
- Inform the academy of any change in circumstances that may impact on attendance
- Encourage routines and good preparation habits at home
- Avoid taking their child out of school during term-time

## APPENDIX 1:

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (no Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session

<b>Codes</b>	<b>Description</b>	<b>Meaning</b>	<b>Physical Meaning</b>
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session



## APPENDIX 2 – LEAVE OF ABSENCE REQUEST FORM

Please be aware that leave of absence for holidays taken during term time will NOT be authorised unless the academy considers there to be exceptional circumstances supporting the application. This form should be completed and submitted to the Attendance Team within four weeks of the start of the proposed leave of absence. Separate forms should be completed for each student if there is more than one request. Parents and carers are reminded that term time holidays taken without permission will result in unauthorised absence and may lead to a Penalty Notice being issued by the Local Authority. This is a fine of £60 which rises to £120 if it is not paid within 21 days. These are issued to each parent for each child.

Name of Student:	
Form:	
Name of parent/carer:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Exceptional circumstances:	

Signed ..... Date .....

### For academy use only

% Attendance	No of previous holidays	of	No of days authorised and dates	No of days unauthorised and dates	Reasons for decision

### **Appendix 3: Reporting Absence:**

#### **If a student is absent from the academy, families should:**

- contact the academy by 8.15am on the first day of absence by telephone on 0161 230 8039 or by email to [attendance@temac.co.uk](mailto:attendance@temac.co.uk) and send any supporting medical evidence to the Attendance Team if the absence is likely to continue.
- maintain contact with the academy every day of absence for safeguarding reasons, ensuring that staff are aware of the reason for absence and the likely date of return.

#### **It is a family's responsibility to contact the academy to advise staff of absence to support the safeguarding and welfare of all students.**

AM registration will take place in the first 10 minutes of period 1. Once all students are registered for the morning session, the Attendance Team will send an email to the Year Teams enquiring if any absent students have been seen in the academy. Absent students will be coded as N unless a reason for absence has been received.

#### **If a student is not registered in the academy we will:**

- Text or email families.
- Make phone calls to contact numbers on SIMS.
- Where students are vulnerable, make home visits and contact Social Workers or Early Help support workers.
- Send letters in accordance with the stages of our policy.

Once reasons for absence have been returned, N codes in the register will be changed to the appropriate authorised code or converted to code O to indicate an unauthorised absence or that no reason has been received.

Registration is taken throughout the academy day and always within 10 minutes of the start of the lesson.

Where absence becomes a concern or no contact is possible with families, interventions will be in accordance with the various stages of our policy and will include:

- Inviting families into the academy for a meeting with Student Services.
- Notifying parents by letter when their child's attendance falls below certain parameters.
- Working closely with families and where consent is given, completing an Early Help Assessment to identify areas for support.
- Completing a parenting contract to agree actions and set targets.
- Make a referral to Manchester City Council for enforcement action.

## Appendix 4: Attendance Triangle

# TRANSFORMING ATTENDANCE At TEMA



### Form Tutors

- Will congratulate students for having attendance within this band.
- Will ensure students collect termly certificates printed by the admin team and issued in assemblies by Directors of Year.

### Form Tutors

- Will discuss attendance with students ensuring that they are welcomed back and are aware that the absence has been noted.
- Will set an attendance target.
- Will contact the family to discuss absence from the academy.

### Student Services Year Team - Director of Year

- Will ensure Attendance Concern Letter 1 is sent by the admin team where attendance remains a concern.

### Student Services Year Team - Director of Year

- Will ensure Attendance Concern Letter 2 is sent advising families that medical evidence is needed in order to authorise future absences.
- Will work with families to ensure an understanding of the link between attendance, progress and attainment.
- Will set an attendance target.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns with you.
- Will complete a referral for Early Help support with a family's consent.
- Will work with the Student Services Attendance Team to offer a parenting contract.
- Will complete a referral for legal action as appropriate.
- Where Early Help support or a parenting contract, has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. This will allow Manchester Local Authority to identify a Supervising Officer to advise, help and direct students and families to improve access to education.

### Student Services Attendance Team

- Will ensure Attendance Concern Letter 4 is sent advising a family of the serious concern about attendance and that legal action may follow.
- Will continue to discuss the impact that absence is having on academic progress.
- Will set an attendance target.
- Will monitor attendance and safeguarding.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns and create a plan for improvement.
- Will work closely with other agencies to offer support and a personalised intervention package.
- Will balance support and challenge.
- Where Early Help support or a parenting contract, has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. This will allow Manchester Local Authority to identify a Supervising Officer to advise, help and direct students and families to improve access to education. If a family persistently fails to comply with the directions given under the ESO, they may be guilty of an offence.

### Student Services Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will intensify the support and challenge already started by the school.
- Will support a student back into school and ensure measures are in place to build confidence and bridge gaps.
- Will consider placing a student in to alternative forms of educational provision where necessary to overcome the barriers to being in school.
- Will build on the existing Early Help offer including a single assessment, plan and a lead practitioner from the team or service best placed to support you to bring about an improvement in attendance.

## 100 - 98% ATTENDANCE

Congratulations. Your child's attendance is excellent. Students in this band are eligible for a range of rewards.

## 97 - 95% ATTENDANCE

Your child's attendance is below TEMA's expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of academy hours. A student in this band will probably continue to make progress but will need to work hard to maintain this.

## 94 - 91% ATTENDANCE

Your child's attendance is a cause for concern and is significantly below TEMA's expected percentage. Last learning will make progress difficult and there is a significant risk of under achievement. Your child must speak to teachers to catch up with work and you must now meet with Student Services to discuss everything that is affecting your child's attendance. You may be asked to come to an attendance panel and enter into a parent contract to improve attendance.

## BELOW 91%

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee and urgent measures need to be taken to ensure that there is an improvement or your child will not reach his or her potential, will gain fewer qualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons preventing your child from attending school, legal action will be taken.

## BELOW 51%

Your child's attendance is so low that they are classified as severely absent.

We will work with Manchester Local Authority and other local partners to intensify the support and challenge offered. If you do not work with TEMA to improve attendance there may be further legal action.

## Appendix 5: Letters

### Attendance Letter 1

«date\_of\_printing»

«addressee»  
«address\_block»

Dear «salutation»,

**Re: «forename» «surname» «reg»**

Every student at The East Manchester Academy matters. The most important factor contributing to your child's success at the academy is at least 98% attendance. Whilst the academy accepts that genuine authorised absences are sometimes unavoidable, they are not without cost. The link between attendance, progress and examination results is firmly established. Those students who attend less achieve fewer qualifications and are less able to access higher education, employment or training. It is your legal responsibility to ensure that your child attends school every day.

I am writing to advise you that «forename»'s school attendance has begun to decline. Currently «forename»'s attendance is «**percentage\_attendance**»%.

We are hoping that bringing this issue to your attention will result in an improvement but if there are any issues which you believe are affecting «his\_her» attendance, please don't hesitate to contact your Year Team to discuss the help and support that we can offer.

I must remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in a referral to the Local Authority for further action, including penalty notice fines or prosecution.

Yours sincerely

## Attendance Letter 2

«date\_of\_printing»

«addressee»  
«address\_block»

Dear «salutation»,

### **Re: «Forename» «Surname» «reg»**

Every student at The East Manchester Academy matters. The most important factor contributing to your child's success at the academy is at least 98% attendance.

It is widely recognised that absence from school significantly impacts on the educational outcomes and future life chances of children and young people. Therefore, at The East Manchester Academy, we want to encourage all our parents and carers to make sure that their children attend school every day. Regular and punctual attendance at school will ensure that your child has every opportunity for success and will also create good habits for the future.

«Forename»'s current attendance is **«percentage attendance»%** and is now a cause for concern. Due to «forename»'s current attendance levels, any future absences may not be authorised unless supported by medical evidence (for example, a doctor's note or a copy of a prescription). Absences not supported by such evidence will be unauthorised.

The Year Team will continue to monitor «forename»'s attendance. If it continues to be a cause for concern the team will contact you to arrange a meeting at the academy or they will make a home visit. At this time, we will discuss how we can support you to make improvements and identify any help that you may need as a family. If, after this meeting «forename»'s attendance does not improve, then a referral may be made to the Local Authority to consider further action.

Please note that it is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in a penalty notice being issued or a prosecution in accordance with Section 444, Education Act 1996.

Support and guidance is always available from The East Manchester Academy and if you have any specific queries in relation to this letter, please make contact on the above telephone number.

Yours sincerely

### Letter 3

Date

Parent details

Address

Dear

Following a review of this year's attendance data, I am writing to make you aware that your son/daughter is currently recorded as a persistent absentee, as defined by Her Majesty's Government's government. His/her attendance is currently % and is a serious concern.

Absence at this level is doing considerable damage to any child's educational prospects and we need your support and cooperation to tackle this. In order to discuss this further, I would like to invite you to a meeting at the academy on xxxx at xxx. (Names and role) will be present at the meeting. I have enclosed a copy of xxxxx's attendance for your information.

If you are unable to attend the meeting, please contact me to arrange a time that is suitable for you. Please also bring any medical evidence to cover xxxx's absences from school. Please note that no further absences will be authorised without medical evidence.

It is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in a Penalty Notice being issued or a prosecution in accordance with Section 444 Education Act 1996.

Support and guidance is always available from the academy. Please contact the attendance team if you have any specific queries in relation to this letter.

Your sincerely

## Letter 4

«date\_of\_printing»

«addressee»  
«address\_block»

Dear «salutation»,

**Re: «forename» «surname» «reg»**

Following a review of this year's attendance data, I am writing to make you aware that your «son\_daughter» is currently recorded as a persistent absentee, as defined by Her Majesty's Government. A student is classed as a persistent absentee when their attendance falls to 90% or below. «forename»'s attendance is currently at **«percentage attendance»%**.

Absence at this level is doing considerable damage to any child's educational prospects and we need your support to improve this. Whilst the academy accepts that genuine authorised absences are sometimes unavoidable, they are not without cost. The link between attendance, progress and examination results is firmly established. Those students who attend less achieve fewer qualifications and are less able to access higher education, employment or training. It is your legal responsibility to ensure that your child attends school every day.

«forename»'s attendance is now a serious cause for concern and we have to take action to ensure that this improves. This may involve home visits, inviting you to an attendance panel or making a referral to the Local Authority. Please note that no further absences will be authorised without medical evidence of illness.

It is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in an Education Penalty Notice being issued or a prosecution in accordance with Section 444 Education Act 1996.

Support and guidance is always available from the academy. Please contact your Year Team if you have any specific queries in relation to this letter.

Yours sincerely

## Letter 5

Date

Parent details

Address

Dear

**Re: D.O.B.**

Further to our communication earlier this academic year, I am concerned that xxxx's attendance has not significantly improved. His/her attendance is currently xxx% and he/she is recorded as a persistent absentee/severe absentee.

As the academy now has to consider the next steps to improve xxx's attendance, I would like to invite you to a meeting at the academy on (date) at (time). (staff attending and role) will be present. The purpose of the meeting is to make an offer of Early Help support. Engagement with Early Help support is entirely voluntary but is an important step in further engaging with support. If you are unable to attend the meeting, please contact me to arrange a time that is suitable for you. Please also bring any medical evidence to cover (student forename)'s absences from school. Please note that no absences will be authorised without medical evidence.

It is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in a Penalty Notice being issued or a prosecution in accordance with Section 444 Education Act 1996.

Support and guidance is always available from the academy. Please contact the XXX Team if you have any specific queries in relation to this letter.

Your sincerely



## Leave of absence decline

Date

Our Ref CHG

Name and address

Parental salutation

**Request for Leave of Absence – Name:                      DOB:**

Thank you for your request for **students name** to be absent from school between **dates and dates**. I have considered your request and I am writing to advise you that on this occasion, **leave of absence will not be authorised**.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 removed all references to holidays and extended leave and made it clear that headteachers should not grant any leave in term-time unless exceptional circumstances prevail, therefore, there is no automatic entitlement in law to time off school to go on holiday. The effect of this guidance is that the government expects it to be extremely unusual for holidays in term time to be permitted. On this occasion the category of exceptional circumstances has not been met.

Every student at The East Manchester Academy matters. The most important factor contributing to your child's success at the academy is at least 98% attendance. Whilst the academy accepts that genuine authorised absences are sometimes unavoidable they are not without cost. The link between attendance, progress and examination results is firmly established. Those students who attend less achieve fewer qualifications and are less able to access higher education, employment or training. It is your legal responsibility to send your child to school every day.

Both the academy and the Local Authority take the issue of school attendance very seriously and parents should be aware that where holidays are taken during term time without permission they may be issued with a Penalty Notice. A penalty notice requires payment of £120 to be made within 28 days, reduced to £60 if paid within the first 21 days. These are issued to each parent for each child. Where students are absent for more than 20 days, they are at risk of losing their school place.

Support and guidance on attendance is always available from the academy and if you have any specific queries in relation to this letter, please contact me to discuss further.

Yours sincerely

## Punctuality Concern

Date

Name  
Address

Dear

### **Re: Student details DOB**

Every student at The East Manchester Academy matters. The most important factor contributing to your child's success at the academy is at least 98% attendance. An important step towards achieving the academy's attendance target is to ensure that (he/she) attends on time. Late arrival at the academy means:

- lost learning.
- missing important information given out in form about the day or week ahead e.g. exams.
- disrupting other students' education and lessons.
- establishing bad habits which might transfer into further education and employment.

I am writing to advise you that (student's forename)'s attendance at the academy has begun to decline and one of the reasons for this is (his/her) punctuality. (His/her) attendance percentage is now (percentage attendance)% with (number) L codes and (number) U codes recorded during this academic year.

All students are expected to be at the academy by 8.15am. Students who arrive late to Period 1 will be issued with an L mark in the register. Any student arriving after 9.30am will receive a U mark in the register which counts as an unauthorised absence. This means that 50% of the day's attendance marks have been lost.

We are hoping that bringing this issue to your attention will lead to an improvement and if there are any issues affecting (student forename)'s attendance or punctuality, please don't hesitate to contact the Student Services Team to discuss the help and support that can be offered.

I must remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in a referral to the Local Authority for further action, including a penalty notice fine or a prosecution.

Yours sincerely