



# **School Attendance Policy**

## **(Appendix to GAET Attendance Policy)**

**Great Academies Trust**

2024-2025

## Great Academy Ashton Staff Responsible for Attendance Strategy

- Mr D Waugh Principal
- Miss D Owen Head of School
- Mr J Hartley Assistant Principal
- Ms H Stafford Attendance Manager
- Mrs D Gilbert Attendance Officer
- Ms S Kennedy Education Welfare Officer
- Mrs M Capstick Attendance and Welfare Year Manager
- Mrs N Hughes Attendance and Welfare Year Manager

[attendance@gaa.org.uk](mailto:attendance@gaa.org.uk)

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## Timings of the Academy Day

<b>Time</b>	<b>Session</b>	<b>Location</b>
<b>8.30am</b>	<b>Gate Closes</b>	<b>Student Entrance</b>
<b>8:32. – 8:40am</b>	<b>Morning Mood</b>	<b>Street</b>
<b>8:40am – 8.50am</b>	<b>Form Time</b>	<b>Classroom</b>
<b>8:50am – 9:50am</b>	<b>Period 1</b>	<b>Classroom</b>
<b>9:50am – 10.50am</b>	<b>Period 2</b>	<b>Classroom</b>
<b>10:50am – 11.10am</b>	<b>Break</b>	
<b>11:10am – 12:10pm</b>	<b>Period 3</b>	<b>Classroom</b>
<b>12:10pm – 1:10pm</b>	<b>Period 4</b>	<b>Classroom</b>
<b>1:10pm – 1:45pm</b>	<b>Lunch</b>	
<b>1:45pm – 2:05pm</b>	<b>Reg and Read</b>	<b>Classroom</b>
<b>2.05pm – 3.05pm</b>	<b>Period 5</b>	<b>Classroom</b>

## Punctuality to School

Poor punctuality to school will affect student's attendance and have a significant impact on their learning throughout the year (see Appendix 3).

Students need to be in Form/Morning Mood by 8.30am. If they are not in Form/Morning Mood by this time, they will enter school through the Attendance entrance and spend registration in PA1. They will receive a late mark and a 10-minute same day correction during lunch time, this will also be recorded on Class Charts. If a student signs in after 8.50am they will receive a 1 hour Correction on the same day. If a student arrives after 9.00am this is recorded as an **unauthorised absence (U)** as well as a same day Correction. (Parents will be notified via the Class Charts app/MCAS and/or text message). This can contribute to a Fixed Penalty Notice Warning. 3 lates or more to school in a half term will result in a day in our Internal Isolation.

Subject Lessons start at 8.50am with each lesson lasting an hour. The Academy Day finishes at 3.05pm, unless a student has enrichment session or, correction or the day in Internal Isolation that results in the Academy Day ending later.

An afternoon registration mark is allocated at the start of Reg & Read 5 (1.45pm). Therefore, it is crucial that students are on time for Reg and Read, otherwise it will signal a child is absent affecting not only their attendance data but whole Academy data. PM registers will close at 2.15pm.

Failure to attend any of the above Corrections will result in the Correction being rolled over, up scaled, and may ultimately result in your child being placed in Internal Isolation.

The SLT member with responsibility for attendance to ensure that all parents/carers are aware of expectations and responsibilities at the start of the year.

## Registration Procedures

1. Attendance is recorded electronically on Bromcom at the start of each day and the start of every period. Registration provides an AM mark (8.40am-8.50am) and Reg & Read provides the PM mark (1.45pm-2.05pm).
2. Therefore, all students should develop good habits of attending lessons on time
3. Registers will be taken within the first five minutes.
4. Staff will make both verbal and visual contact with a student before completing the register.
5. The only codes teachers will use are a /, L or N.
6. Students will reply politely – yes miss/sir
7. Staff will communicate to the attendance team and year team if a Student is missing from their lesson if they have been marked present earlier in the day.

## Roles & Responsibilities

Parents / Carers are legally responsible for ensuring the regular attendance of their child to school. At Great Academy Ashton we recognise that there are sometimes external factors which affect a child's attendance and we will work proactively with parents / carers in order to promote high levels of attendance. To support us to do this efficiently and effectively we would ask that if your child is absent from school you follow the procedures outlined below.

### Parents and Carers:

**Illness:** *(Please note, Minor ailments such as but not exclusive e.g. colds, headaches, tummy aches are no longer being authorised).*

We understand that there are times when a student has to miss school due to illness. Please keep these occasions as brief and as infrequent as possible. In these circumstances, we would request that:

- 1.) Parents / carers contact school by phone on **0161 241 9555** alternatively by **TEXT** on **0161 850 9053** (This is the School Comms Number this number will not take incoming calls). Alternatively, school email address for absence is: [attendance@gaa.org.uk](mailto:attendance@gaa.org.uk) and inform us of the circumstances of the illness. (This number will not take incoming calls). Please do this by 8.30 am on **each day** of absence. Please state your child's full name, date of absence, tutor group and reason for absence.

If no contact has been made to confirm absence, then the school will follow the 'Unexplained / Unexpected Absences' procedures that are highlighted within this document.

- 2.) **Provide supporting medical evidence:** We will only authorise 5 days (10 sessions) of illness before all absences will be unauthorised unless medical evidence is provided. However if in previous years attendance has been a concern (below 90% =19 days, we may not authorise the absence at all, with out medical evidence) e.g. doctor's appointment card; medical appointment letter; copy of prescription etc. **School are not requesting a letter from your doctor.**

## Medical Appointments:

Medical / dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible, please provide a letter / note along with appropriate documentation e.g. appointment letter or card. This should be handed to either a student's form tutor or the main office.

**We will require this in order to authorise a student's absence.**

If a medical / dental appointment is arranged for during the school day, your child will need to be signed out at reception by a responsible adult; **they will not be allowed to sign themselves out.** This person should be a parent / carer or one of the additional contacts, which you have provided to us.

## Holidays:

Holidays must not be taken during term time. **The Principal will not grant leave of absence for holidays during term.** Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours. *(Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities August 2024)*

Parents needing leave of absence for exceptional circumstances should apply to the Principal. The exceptional reason should be outlined in detail and evidenced. **SEE APPENDIX 2- Leave of Absence/Holiday Request Form.**

### Other Requests for Absences:

Requests for absence for engagements resulting from personal sporting or other commitments / interests should be submitted in writing to the Principal and will be considered on a case by case basis. **(See Appendix 2)**

The Principal will take into account the following factors when making his / her decision:

- The nature of the activity and how it contributes to the student's personal development.
- The student's attendance record.
- The student's current academic progress.
- The potential impact that the absence may have on academic progress.
- The potential impact that the absence could have on student wellbeing/welfare.

### Religious Observance:

Requests for absence for religious observance should be made in writing to the Principal. These will only be granted where the day is exclusively set apart for religious observance by the religious body to which parents belong. 1 day of absence may be granted.

## Closure of School at Short Notice including Inclement Weather:

We understand that there are times that it may be difficult for students to attend school due to inclement weather. Despite this, we will always endeavour to keep the school open for the students that can attend. In the event of inclement weather the Principal (or SLT) will liaise with the Site Team, assess the situation on site, check with the Met Office website and make a decision as to whether the school is to close. The decision will be communicated to colleagues, students and parents via the school website.

Our aim will be to make a decision as early as possible and at least one hour prior to the scheduled opening time. Decisions will often take place on the day of closure to enable a decision that will result in students missing learning to be as informed as possible.

In these circumstances we would request that:

- 1.) Parents / carers contact school by phone on **0161 241 9555** TEXT on **0161 850 9053 (This is the School Comms Number)** alternatively the school email address which is: [attendance@gaa.org.uk](mailto:attendance@gaa.org.uk) and simply state **“Absent due to Weather”**. Please do this by 9.00 am on **each day** of absence.

**If you receive a text message stating that your child is absent, having already sent school a text message, please don't text again.** This will have taken place whilst the messages are being processed by our Attendance Team and will lead to a further back log in processing.

## Students' Responsibilities

Aim for 100% attendance.

It is important that we help our young people to get into the good habits that they will need in the work place. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

- Attend the Academy every day.
- Attend punctually at all times for the Academy and each lesson.
- When an absence is unavoidable, return to the Academy as soon as possible.
- Catch up on missed work after absences.
- Have sensible routines at home, for example, bedtime, homework.
- Informing their Form Tutor, Year Team, the Attendance team of any issues which may affect their attendance or punctuality.

As a parent, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a Parenting order and/or fine of up to £2500 and /or a prison sentence of up to 3 months. You may also find yourself issued with a penalty notice.

Persistent Absence (PA) is classed as any absence that equates to over 10% of the academic year at any given time. Any students that appears on the PA list may be monitored formally by the Education Welfare Service. The thresholds for PA are set out below:

Close of 1st half term: <b><u>3.5 days in total</u></b>	Close of 2nd half term: <b><u>7 days in total</u></b>
Close of 3rd half term: <b><u>10 days in total</u></b>	Close of 4th half term: <b><u>12.5 days in total</u></b>
Close of 5th half term: <b><u>15.5 days in total</u></b>	Close of 6th half term: <b><u>19 days in total</u></b>



## What can parents do to help?

Perform their legal duty by ensuring their children of compulsory academy age who are registered at academy attend regularly.

- Inform the academy as soon as possible of any unavoidable absence.
- Encourage and support their child(ren) to attend academy every day and on time.
- Encourage routine at home, for example, bed time, homework.
- Work with the academy to improve their children's attendance where this is a cause for concern.
- Ask academy for help if they or their child(ren) are experiencing difficulties.
- Arrange non-urgent medical appointments out of academy time.
- Do not take holidays in term time.
  
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the school in good time. (See Appendix 2)

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance to enable us to offer the appropriate support. If you suspect that your son or daughter is experiencing any problems or issues at school that that may be affecting their attendance, please make contact with us as soon as possible via their Form Tutor. This will alert us to any problems and help us to work with you towards resolving any issues. It is important that your son or daughter understands that you are working with the school to ensure that there are no barriers to learning and that you do not condone absence.

It is important that you endorse the school's rules on punctuality, attendance and dress code with your children. Late arrival to school on 2 or more times in a week or 3 or more occasions in any half term may result in your son/daughter being placed on form tutor report and 1 day in Internal Isolation. Should punctuality not improve this will be escalated to a more senior level meeting. Please ensure that your child is dressed to learn and follow the school rules regarding appearance and make up.

## Academy Staff

All Academy staff have a crucial and proactive role to play in supporting student attendance issues before they progress to PA (Persistent Absenteeism). This can be accomplished via a range of different strategies that can be employed by key individuals at specific stages of the academy structure. Staff roles regarding attendance form part of their wider responsibilities regarding safeguarding and keeping all Great Academy Ashton students safe.

All school staff are responsible for:

- Actively promoting the importance and value of good attendance to students and their parents/carers, encouraging students to attend regularly and on time.
- Completing attendance registers in accordance with legal requirements.
- Encouraging students to attend regularly and on time.
- Welcoming students back after an absence.
- Helping students catch up following periods of absence.
- Providing suitable work for absent students on request, where the absence is authorised.

### Nominated staff members

Nominated school staff are responsible for:

- Arranging staff training.
- Arranging programmes to promote and improve attendance.
- Developing and implement rewards strategies to recognise good and significantly improved attendance.
- Analysing absence data to identify trends, vulnerable pupil groups and individuals and plan subsequent action.
- Meeting with parents of pupils for whom there are absence concerns.
- Making home visits.
- Planning appropriate interventions.
- Working with Local Authority Children's Services and other external agencies.
- Using the Trust standard documents to support a move to legal sanctions should that be necessary.
- Returning Academy attendance data to the trust central team and the Department for Education as required and on time.

### Form Tutors

The form Tutor is to have daily interaction with their students monitoring, recording, challenging attendance concerns whilst noticing and reporting the early warning signs of poor attendance. Examples of this are:

- Frequent lateness
- Leaving Academy without permission
- Missing odd days
- Patterned absence
- Changes in behaviour, appearance or friendship group
- Medical or family concerns
- Deprivation

**Form Tutors will:**

- Display weekly attendance from Academy Data sources every week
- Display attendance figures and student's location on the RAG boards using the shared trackers
- Sign the student attendance record.
- Save registers and use correct attendance codes- N, L or /
- Facilitate return to Academy discussions with students after an absence

**Teachers/Classroom based staff:**

The Teacher/Classroom based staff is to provide engaging and stimulating lessons in line with the Academy T&L Policy and to spot the early warning signs of poor attendance.

Examples of this are:

- Falling behind with work
- Issues with homework
- Changes in behaviour, appearance or friendship group

**Subject Teachers/Classroom Staff will:**

- Have conversations with students/parents about attendance
- Providing missed work to bridge the gap – when required
- Feedback any attendance concerns to the attendance team
- Use rewards/sanctions system
- Complete registers on time using the correct the attendance codes

**Year Team:**

The Year Team will address factors that impact upon attendance to increase figures to 97% whilst improving parental awareness and engagement. Year Team's will also spot warning signs of poor attendance. Examples of this are:

- Frequent lateness.
- Leaving Academy without permission
- Missing odd days
- Patterned absence
- Changes in behaviour, appearance or friendship group
- Medical or family concerns
- Deprivation
- Change in levels of effort and achievement
- Reasons for absence
- Follow up missing marks in registers

**The Head of Year will/Year Team**

- Check form tutors display weekly attendance data
- Check registers and use correct attendance codes
- 1:1 conversation with targeted students

- Welfare checks for absent students
- Letters to parents highlighting concerns and their responsibility
- Parental meetings to reinforce their responsibilities and expectations
- Address any unresolved pastoral issues
- Liaise with the attendance team
- Make/Support referrals to relevant external agencies (EHA for example)
- Support IHCPs

### **Attendance Officer**

The Attendance Officer will support with administrative tasks to ensure effective communication and recording of attendance related issues.

The Attendance Officer will

- Receive absence calls and check absence messages.
- Support attendance calls
- Record and monitor issues with registers and alert Education Welfare Officer and SLT of persistent issues
- Uploading and mail merging letters via Bromcom
- Support communication of Fixed Penalty Notices and holiday letters
- To record on School Management Systems any relevant communication or intervention

### **Education Welfare Officer**

The Attendance Welfare Officer will implement policies and procedures for vulnerable students and students below 90% attendance. Also working with the Attendance Manager to start legal proceedings in line with Local Authority procedures. The Education Welfare Officer will also be spotting early signs of poor attendance. Examples of this are:

- Frequent lateness
- Leaving Academy without permission
- Missing odd days
- Patterned absence
- Medical or family concerns
- Deprivation
- Reasons for absence
- Home Visits

### **Senior Leadership Team**

SLT will oversee policy and procedures are implemented and followed by all relevant staff plus spotting early signs of poor attendance. Examples of this are:

- Frequent lateness
- Leaving Academy without permission
- Missing odd days

- Changes in behaviour, appearance or friendship group
- Medical or family concerns
- Deprivation
- Change in levels of effort and achievement

SLT will

- Draft attendance procedures and SIP with attendance focus
- SLT link to attendance support and manage the Attendance team
- Attend relevant meetings
- Support the monitoring of registers and attendance to other centres of provisions (including managed moves)
- Liaise with EWO and meet with parents where progress has not been made
- Explore and support alternative provision and managed moves
- Work with other professionals

### **Principal & Senior Lead for Attendance**

The Principal and Senior Lead for Attendance will ensure that all procedures in relation to Academy attendance are reviewed regularly and are in line with current guidance and legislation. To ensure that such procedures are followed by relevant staff members and to address promptly any failure to do so. Keep up-to-date with Ofsted criteria and judgements associated with Academy attendance and to ensure information is disseminated to appropriate staff. To embed a whole Academy commitment to raising attendance.

The Principal and Senior Lead for Attendance will

- Actively promoting the importance and value of good attendance to pupils and their parents/carers, encouraging pupils to attend regularly and on time;
- Ensuring that staff are aware of the Attendance Policy and that it is implemented effectively.
- Reporting pupil absence information at each Local Governing Committee;
- Reporting to governors on staff training relating to pupil absence;
- Ensuring the accurate completion of admission and attendance registers in accordance with legal requirements.
- Ensuring that there are robust systems to report, record and monitor the attendance of all pupils. Attendance data will be collected and analysed frequently to identify trends, vulnerable pupil groups and individuals and plan subsequent action.
- Ensuring appropriate follow-up occurs for absent pupils in order that they are safeguarded and return to school as quickly as possible.
- Manage and authorise all requests for the Local Authority to consider a prosecution in relation to poor Academy attendance
- Manage and authorise all requests for the local Authority to issue Penalty notices in relation to unauthorised holidays and penalty notice warning requests
- Sign and date the Academy registration certificate in order to confirm that it is a true and accurate record of the pupil's attendance
- Agree and sign off all part-time timetables prior to them being implemented and to ensure that these are reviewed on a regular basis.
- Holds ultimate responsibility for the Academy register

## **The School/Academy:**

At Great Academy Ashton, we will monitor attendance closely so that we can support our students and their parents in maintaining excellent levels of attendance. To do this we will monitor and track attendance in the following ways.

### **Unexplained / Unexpected Absences:**

If we have not had contact from parents / carers to inform us of a student's absence by 8.30am on the first day of absence the following steps will be taken:

**Day 1:** Our Attendance Team will contact parents / carers by **Phone or text message** to follow up this absence. This will take place between 9.00am and 10.00am. Parents / carers should respond with a Phone call to confirm absence immediately if they have sent their child to school that morning.

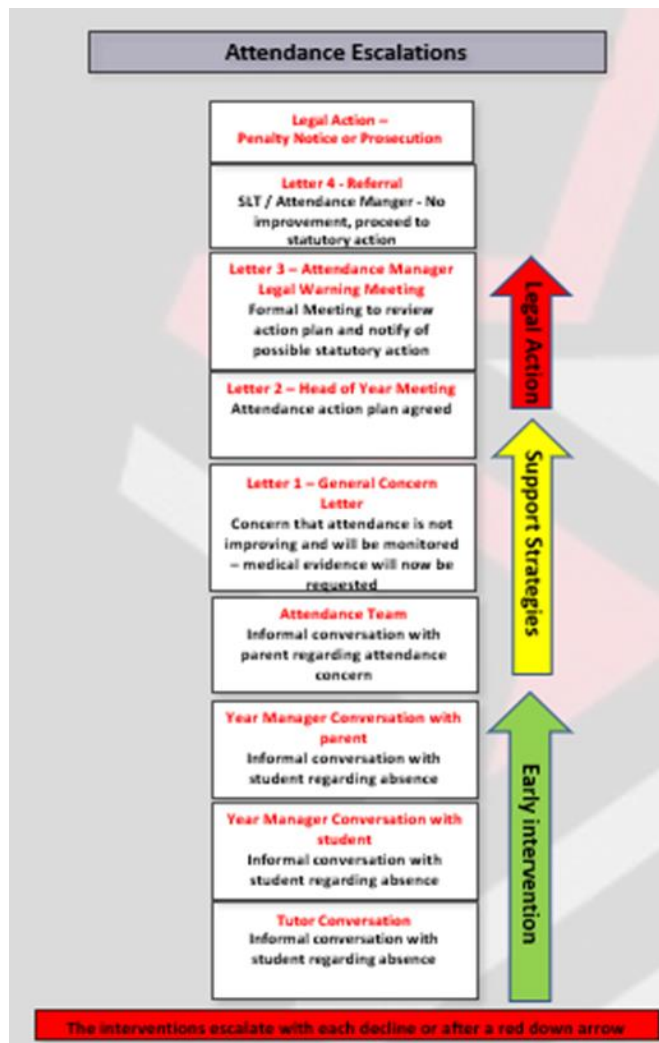
**Day 2:** If a student is still absent, our Attendance Team will contact parents / carers by **phone to follow up this absence**. This will take place between 9.30am and 10.30am.

**Day 3:** If a student's absence has continued, our Attendance Team will contact parents / carers by **phone to follow** up this absence. This will take place between 9.30am and 11.00am.

Our Education Welfare Officer will then conduct a home visit in order to ascertain the nature of the absence. **If there are concerns about a student's welfare at this stage, or any of the stages above, the police will be contacted and a request for a welfare check will be made.**

**At any point during an absence (authorised or unauthorised) the school Education Welfare Officer or any other member of staff may visit in order to satisfy safeguarding regulation and offer support where necessary.**

# Interventions for students with attendance concerns:



In addition to the above the Academy may also implement

- 1) Individual Health Care Plan with relevant professionals.
- 2) Attendance Welfare Officer home visits.
- 3) Alternative provision
- 4) Personalised Academy Provision
- 5) Use of Legal Sanctions

Fixed Penalty Notice for Holidays in Term Time *\*Section 444 (1) or 1 (A) of the Education Act 1996 states that if a parent fails to ensure the regular academy attendance of their child if they are a registered pupil at a academy and are of compulsory academy age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and / or be imprisoned for a period of up to three months. Alternatives to Section 444 (1) or 1 (A) prosecutions are Penalty Notices or an Education Supervision Order.*

Parenting Contracts - *A Parenting contract is a voluntary agreement between academy and the parent. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.*

Penalty Notices (Anti-Social Behaviour Act 2003) - *Penalty Notices will be considered when:*

- *The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).*
- *A pupil is absent from academy due to unauthorised leave during term.*

**The Fine (National Thresholds):**

Your local council can give each parent a fine of £80, rising to £160 if you do not pay within 21 days.

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.



If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

There is no right of appeal against a penalty notice.

*Councils “retain the discretion to issue a penalty notice before the threshold is met”. This could include 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”*

**There are many stories about parents choosing to simply decide to pay the Penalty Notice as a cheaper alternative to an expensive holiday. However, if a parent does this once, the next time they take leave of absence without authorisation it could be seen to be an “aggravated offence” and therefore the escalation process begins which may incur a prosecution, which could result in a higher level of court disposal.**

**Research indicates that fewer than 40% of pupils in secondary schools with an average of 15 days or more absence per year get a 5 good GCSE passes.**

## **Using Attendance Data**

Students’ attendance will be monitored and may be shared with the Local Authority and other agencies if a students’ attendance is a cause for concern. The Attendance Manager will provide teachers with regular attendance for each student within their form group.

The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated in the image:

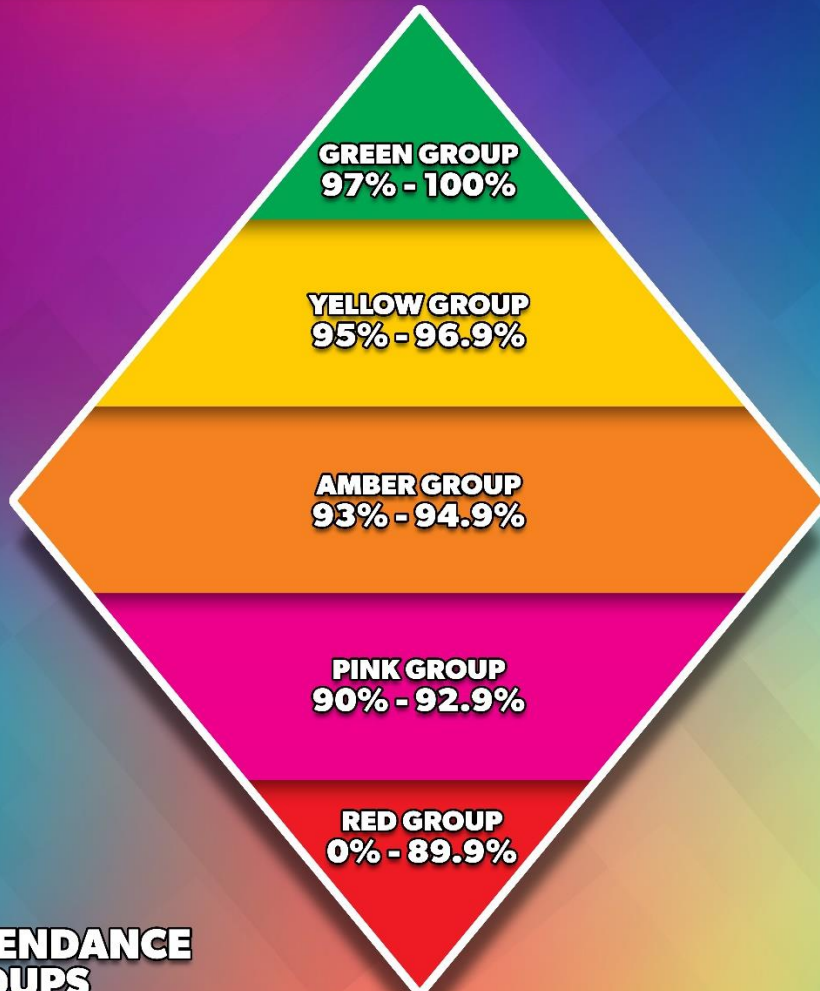
- GREEN students with attendance 97% - 100%
- YELLOW students with attendance 95 – 96.9%
- AMBER students with attendance 93 – 94.9%
- PINK students with attendance 90 - 92.9%
- RED students with attendance 0% - 89.9%

Students will record their attendance weekly in their form activity book and they will also place their name on their Form Attendance Diamond (please see next page)

# Sol Attendance Diamond



Great Academies  
Education Trust



## ATTENDANCE GROUPS

<b>GREEN</b>	<b>BEST CHANCE OF ACADEMIC SUCCESS</b>
<b>YELLOW</b>	<b>RISK OF UNDERACHIEVEMENT</b>
<b>AMBER</b>	<b>SERIOUS RISK OF UNDERACHIEVEMENT</b>
<b>PINK</b>	<b>SEVERE RISK OF UNDERACHIEVEMENT</b>
<b>RED</b>	<b>EXTREME RISK - PERSISTENT ABSENTEE</b>



Sol Attendance  
Sustainable impact

## **Working with Parents where there is an Attendance Concern:**

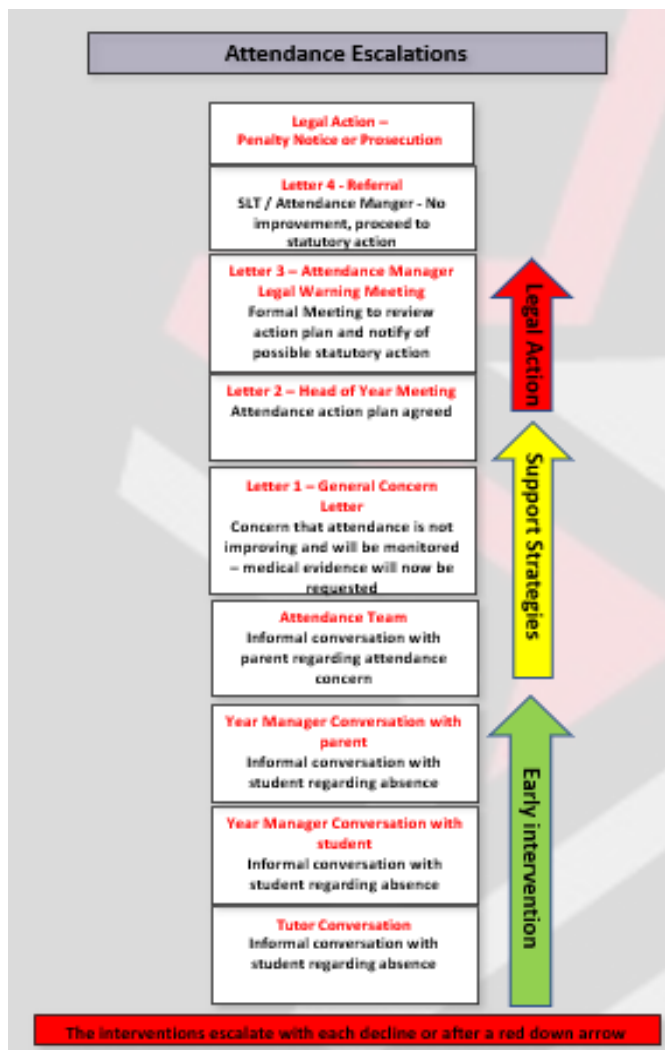
Our Attendance Team & Pastoral Team at Great Academy Ashton track and analyse student attendance regularly. This allows them to identify any attendance concerns quickly and to put appropriate support in place. We use a staged approach to improving attendance as outlined below.

See Appendix 4 for full overview of stages, Appendix 5 for Attendance Improvement Agreement.

Appendix 6 for Stage 1,2,3,4 Letters.

Appendix 7- Attend To Achieve- Impact of poor Attendance on results.

## Improving Attendance: Stages



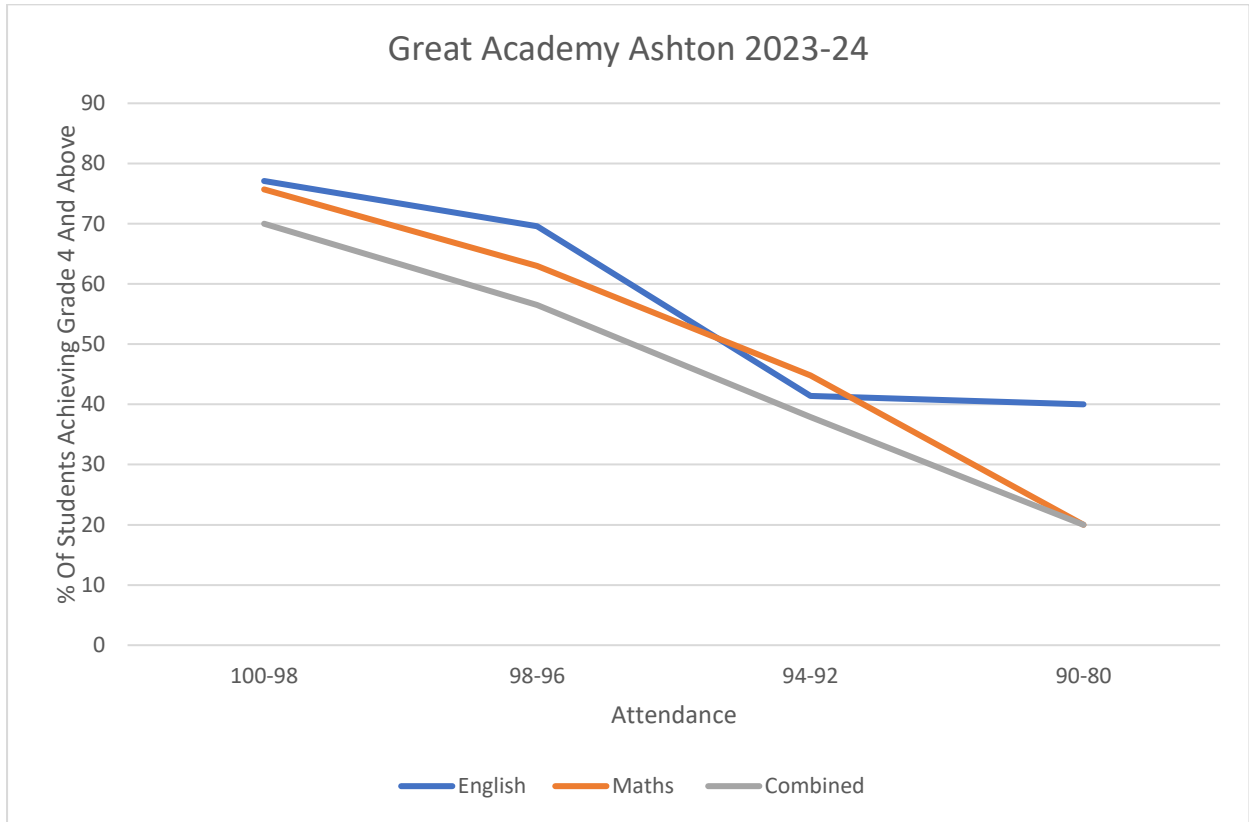
The support this will trigger is: Contact from the Local Education Authority, who will explore legal methods of enforcing attendance at school. Fast Track prosecution Process begins.

A Contract of Attendance to be created (See Appendix 5). **We have also been required to contact the Local Education Authority and at this stage, further absence from school could result in legal action being taken by the Local Education Authority.**

Our system focuses on the weekly change and has an action for each student on a weekly basis. Shifts focus from the worst attenders and looks at patterns of absence and addresses them swiftly in the hope of preventive intervention which stops the trickle down from the top where attendance gradually falls to National Average or below. All staff play a part in this.

# APPENDIX 1

## Impact of Attendance on Attainment



# Appendix 2 Leave of Absence/Holiday Request Form

## GREAT ACADEMY ASHTON

### APPLICATION FORM – LEAVE OF ABSENCE IN TERM TIME

Please complete your child’s attendance percentage \_\_\_\_\_%. 9 days’ absence throughout the year equates to 95% attendance.

The governing body of Great Academy Ashton has a discretionary power to allow pupils to be absent during term time. **This can only be granted in exceptional circumstances. Parents/Carers must contact school with a reason.** Parents are reminded that leave of absence during term time is not a right, and will only be granted with the greatest reluctance, as any absence has a detrimental effect on a pupil’s academic progress and overall attendance level.

Section 444(1) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in a 10-week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice.

For the first offence committed under the new legislation, the rate of a Penalty Notice is now £160 if paid within 28 days, reduced to £80 if paid within 21 days.

For the second offence committed under the new legislation, the rate of a Penalty Notice is now £160 with no option for the second offence to be discharged at the lower rate of £80. Where a fine remains unpaid after 28 days, the matter will be referred to the Borough Solicitor, who will instigate criminal proceedings.

**Where a request for extended leave is made, Parents/Carers must contact school before any leave is booked to discuss the associated implications. If extended leave is unauthorised and still taken, this may lead to pupils being removed from the school roll.**

As the Governing Body must consider the request for absence, please ensure that the application is submitted to school well before the proposed period of absence.

Please complete the following

**Pupils name**-----**Form**-----

**Home Address**-----

-----

**First day of absence**-----

**Returning to school on**-----

**Reason why leave cannot be taken during school holidays**-----

-----

#### Declaration

I confirm that the details given on this form are correct and that it is necessary for the leave of absence to be taken during term time for the reason stated.

**Signed**-----**Date**-----  
Parent/Guardian

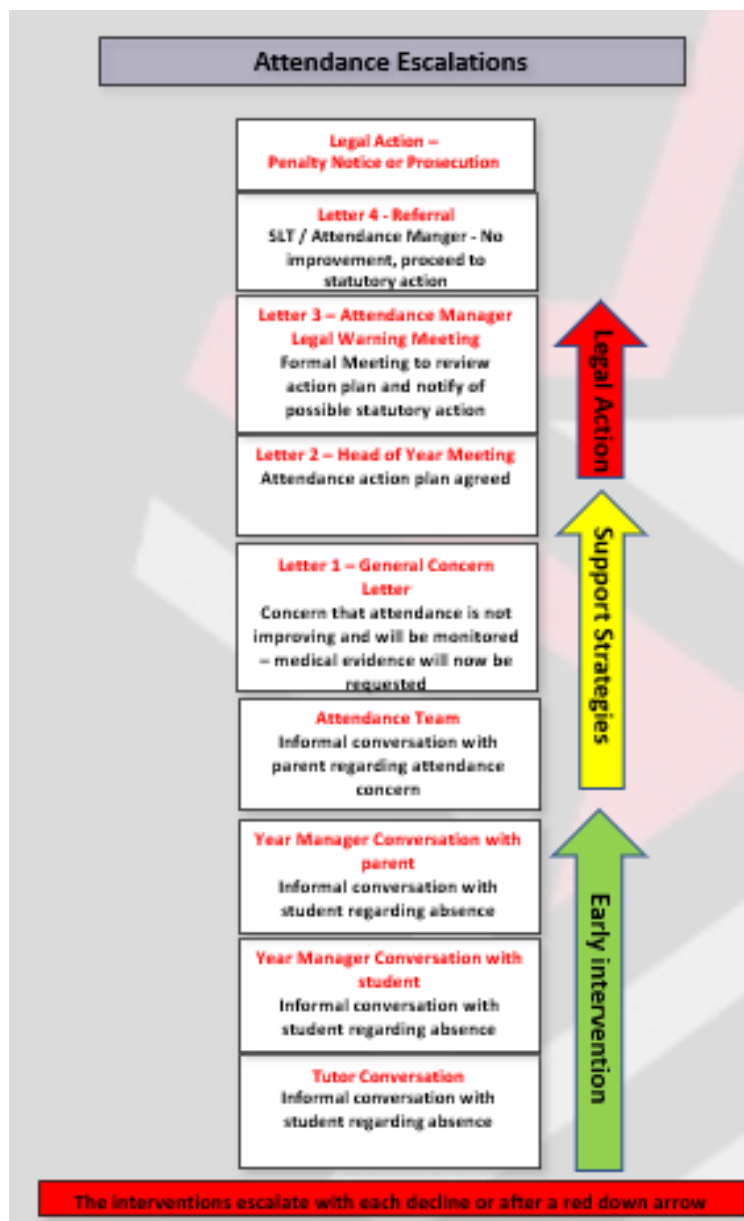
**Surname**-----**First Name**-----  
(Block capitals please)

# Appendix 3- Impact of Poor Punctuality

<i>Minutes Late Per day</i>	<i>Days of Learning Lost</i>
5 Minutes	3.4 Days (98.4% Attendance)
10 Minutes	6.9 Days (97.6% Attendance)
15 Minutes	10.3 Days / 2 Weeks (94.7% Attendance)
20 Minutes	13.8 Days (92.9% Attendance)
30 Minutes	20.7 Days / 4 weeks (89.2% Attendance)



## Appendix 4- Attendance Intervention Thresholds.



# Appendix 5- Attendance Improvement Contract

**Date:**

Pupil:                      D.O.B:                      School:                      Current Attendance

**Review Date:**

Present:

What is working well?	What are we worried about?
What would good look like?	What needs to happen?
<p style="text-align: center;"><b>Why is good attendance so important?</b></p> <p>Without good attendance and punctuality your child will miss out on valuable learning opportunities. We all want the best outcomes for your child ensuring they are safe, learning and increasing their chances of good outcomes and therefore improving their life chances.</p>	

# Appendix 6- Staged Warning Letters

## Stage 1 Letter - Medical Evidence Required



Dear Parent/Carer of «full\_name» «year»

«forename»'s absences from school has resulted in a current attendance level of «percentage\_attendance»%.

**At this stage we will not be authorising any more absences without medical evidence. Without this evidence any further absences will be unauthorised which could lead to an Attendance Panel meeting in school. In addition, please be aware that any further unauthorised absence may result in an Educational Penalty Notice which will include a fine per parent/carer issued by a Local Education Authority.**

Section 444(1) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in a 10-week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice.

For the first offence committed under the new legislation, the rate of a Penalty Notice is now £160 if paid within 28 days, reduced to £80 if paid within 21 days.

For the second offence committed under the new legislation, the rate of a Penalty Notice is now £160 with no option for the second offence to be discharged at the lower rate of £80. Where a fine remains unpaid after 28 days, the matter will be referred to the Borough Solicitor, who will instigate criminal proceedings.

At GREAT Academy Ashton we have a number of strategies and support mechanisms in order to ensure that students' attendance remains high. If you have any concerns or would like to discuss your child's attendance, and ways in which we can work together to increase their percentage attendance at school and more importantly their life chances, please do not hesitate to contact me on 0161 241 9555 Option 1

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours faithfully

*Mr. J.A. Hartley*

Mr. J. Hartley  
Assistant Principal  
Attendance & Engagement

## Stage 2 Letter



Dear Parent/Carer «full\_name» «reg»

**As stated in the previous letter. We have supported your child by monitoring their attendance, reminding (him/her) the importance of attending regularly and being available should she/he wish to discuss any issues which may impact on his/her wellbeing.**

However, «forename»'s attendance has continued to be below expectations.

Your child's current attendance is «percentage\_attendance»%

This is still below the expected attendance for Great Academy Ashton and therefore we are no longer able to authorise «forename»'s absences without supporting medical evidence.

You have reached the next level of our attendance intervention programme.

At this level it is our duty of care to discuss this matter in person. You and your child will be invited to attend our Attendance Panel. At the Attendance Panel you will meet key members of «forename»'s Pastoral Team, where a Contract of Attendance will be formulated and agreed by all parties in order to improve «forename»'s attendance.

A Home Visit may also take place to establish ways in which we can assist in helping «forename» raise their attendance.

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours faithfully

*Mr. J.A. Hartley*

Mr. J. Hartley  
Assistant Principal  
Attendance & Engagement

## Stage 3- Attendance Panel Intervention



Dear Parent/Carer

Great Academy Ashton have concerns about «chosen\_forename»'s attendance, they are currently «percentage\_attendance»%.

You are now expected to attend an Attendance Panel meeting with the Head of Year.

This meeting will take place on \_\_\_\_\_ at Great Academy Ashton. Both parent and child will need to attend.

This is not an optional meeting. Should you fail to attend this meeting we will automatically refer your case to the Local Authority. We will also use the failure to attend as evidence towards a prosecution case. The Local Authority have the powers to enforce the following:

Section 444(1) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in a 10-week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice.

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We look forward to seeing you and offering any support possible to improve the attendance of «forename».

**The information in this letter should be shared with any other person(s) with parental responsibility for your child.**

Yours faithfully

*Mr. J.A. Hartley*

Mr. J. Hartley  
Assistant Principal  
Attendance & Engagement

## Stage 4- Legal Warning, Notice to Fast track Prosecution

Dear Parent/Carer of «salutation» «reg»

### **Warning –Education Act 1996, SECTION 444 – Attendance at Great Academy Ashton**

**Re:**

I am writing to you to express the concern of Tameside Metropolitan Borough Council over the poor school attendance of your child «forename».

At the date of writing, «forename» has attended school on only xxx occasions out of a «total\_possible» when the school was open for instruction.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Failure to do so may result in Tameside Metropolitan Borough Council taking legal action against you in the Magistrates Court.

Should your child fail to attend school regularly and punctually we will refer the matter to the Borough Solicitor for consideration in relation to prosecuting you for an offence under the Education Act 1996.

The Borough Solicitor may consider an offence under section 444(1) of the Education Act 1996 which carries a maximum fine of £1000.

If the Borough Solicitor determines that there is sufficient evidence to prosecute you for an offence under section 444(1a) of the Education Act 1996 for knowingly allowing your child to fail to regularly attend school, this would carry a sentence of a maximum 3 months imprisonment and or a fine of £2,500.

Education Welfare Officers are available to offer support and advice about your responsibilities regarding school attendance and may be contacted by telephone on the number printed above.

I trust you will give this matter your urgent attention.

Yours faithfully

J.Hartley

Mr J Hartley

Assistant Principal

Great Academy Ashton



# Attend to Achieve! - A 2 A



## Attendance Percentages As Missed Days And Lessons From School

Children are required to attend school for 190 days each year

Attendance During One School Year -	Equals Days Absent -	Which is Approximately Weeks Absent	Which Means This Number of Lessons Missed	Absence Over 5 Years
95%	9 Days	2 Weeks	45 Lessons	1/4 Year
90%	19 Days	4 Weeks	45 Lessons	1/2 Year
80%	38 Days	8 Weeks	190 Lessons	1 Year
70%	57 Days	11.5 Weeks	285 Lessons	1 1/2 Years
60%	80 Days	16 Weeks	400 Lessons	2 Years
50%	100 Days	20 Weeks	500 Lessons	2 1/2 Years

**Government (DFE) research suggests that 16 days absence or 92% attendance in any one year equals a full G.C.S.E. Grade Drop In Attainment**

**How does your child's attendance compare with this target?**

