



Clifford Holroyde Attendance Policy (2023-24)

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Introduction

Clifford Holroyde School recognises the clear link between the attendance and attainment of students and is committed to the improvement of attendance for all our students. Improving attendance is in everyone's interests to ensure safe, healthy and successful children.

The aim of this policy is to work together as parents/carers, students and staff to encourage the highest possible levels of attendance and punctuality for each student, to support their learning and achievement. To gain the greatest benefit from their education, it is vital that students attend every day their school is open and are on time.

1/ Attendance Expectations & Routines

Every student should aim for 100% attendance with the expectation that students achieve at least 97%. Any less than 97% attendance in a school year would not be considered 'good attendance'; this equates to no more than 6 days of absence in any one school year.

Due to the importance of being a good attender, parents/carers and students will regularly hear attendance messages through form time, assemblies, parent's evenings, termly progress reports and meetings when required.

Daily Routine for Students:

8.20am: Start of school day

8.20 – 8.40am: Form / Registration

8.40am: Lesson 1 begins

8.50am: Registers close / first day response



Reporting the absence of a student:

Parents/carers should call the school by 8.20am on 0151 228 9500 and speak to admin staff to report an absence. A reason for the absence and expected return date should be given.

Non-emergency medical or dental appointments should always be made outside of Clifford Holroyde's School hours.

For a personal conversation relating to attendance, the following staff can be contacted:

- Class 1 – Ms Dowling-Johnson
- Class 2 – Mr Taylor
- Class 3 – Mr Tagoe
- Class 4 – Ms Hughes / Mr McGilton
- Class 5 – Mr Leadbetter
- Class 6 – Mr Rose
- Engagement Programme – Mrs Pover
- Senior Lead for Attendance (DAL) – Mrs Garrett

School Routine for Absence:

8.00- 8.40am: Admin Officer and DAL check the register and start to make calls to parents / carers to check the reason for absence and safety of students. For some students it may be necessary to contact external agencies such as a social worker, where appropriate.

10.00am: Home visits are made to students of concern including pupils with 3 days of absence and families where there is a safeguarding concern. We may make a referral to the Educational Welfare Officer.

The school will code the absence as Authorised or Unauthorised.

Authorised Absence is when the school has accepted the reason for absence as satisfactory. If no explanation has been received, absences cannot be authorised.

Unauthorised Absence is when either a reason has not been received or has not been approved and includes unnecessary absences such as birthdays, looking after siblings, shopping, arriving after the register session has closed or truancy.

Requests for Leave of Absence in Exceptional Circumstances:

Requests for a leave of absence must be made in writing to the Headteacher and will only be authorised in exceptional circumstances. Unacceptable reasons include general holidays, weddings, shopping, concerts and birthdays.



The law does not give any entitlement to parents/carers to take their child on holiday during term time so these requests would not be granted and parents/carers can expect to receive a Penalty Notice fine.

2/ Attendance Data & Monitoring

The number of absentees is monitored daily using the school data systems alongside the number of children who would be considered as **Persistently Absent**. The leadership team receive daily absence information and this is routinely discussed with the Headteacher at a weekly leadership meeting to identify any particular cohorts of pupils who are not attending school and what support might be needed. All pupils are monitored rigorously to ensure they receive appropriate support.

(See Appendix 1, 2 & 3)

The governing body of the school will receive a half termly report detailing absence by year group and cohort; persistent absence and will also highlight any pupil who has an attendance of 50% or below.

Persistent Absence (P.A.):

Students are defined as persistent absentees by the Department for Education (DfE) if their attendance is 90% or below, regardless of whether the absence is authorised or unauthorised. This equates to 19 days of absence and 95 hours missed learning.

We will meet and work with parents/carers to implement strategies to support any student at risk of this and recognise the strong link between P.A. and low achievement and/or safeguarding concerns.

Strategies to Support Pupils with Persistent Absence can include:

- Opening an EHAT for early help and support
- Linking the family with a Family Support Worker
- Referrals to targeted services
- Parenting Contract
- Personalised adjustments for the student

Communication to Parents/Carers:

Effective partnerships with parents/carers are encouraged through regular contact and support. Parents/carers can expect regular communication relating to their child's attendance including termly letters, parent's evening conversations and meetings. The table below shows the relationship between the number of days a child is absent, the number of hours of lessons they will miss and their percentage attendance at the end of the school year.



0 - 2 Days off	0 – 10 Lessons missed	99 - 100%	<ul style="list-style-type: none"> • Excellent Attendance – student is accessing all learning opportunities • Qualify for rewards including trips • Praise communications & certificates
3 - 6 Days off	15 – 30 Lessons missed	97 - 98%	<ul style="list-style-type: none"> • Good – very few learning opportunities missed • Likely to qualify for rewards including trips • Praise communications & certificates
7 - 10 Days off	35 – 50 Lessons missed	95 - 96%	<ul style="list-style-type: none"> • Risk of underachievement • Attendance monitoring • Home visits • Data is closely monitored & patterns investigated
11 - 18 Days off	55 – 90 Lessons missed	91 - 94 %	<ul style="list-style-type: none"> • Severe risk of underachievement • At risk of being classed as having Persistent Absence • Attendance panel with parents/carers • Referral to Educational Welfare Service • Head of Year involvement to develop a plan to improve attendance
19 or more Days off	95 or more Lessons missed	90% or less	<ul style="list-style-type: none"> • Extreme risk of underachievement • Persistent Absence • Formal support from Educational Welfare Service • Parenting Contract may be needed • Family Support Services referral for identified issues • Senior Leadership involvement to develop plan to address absence



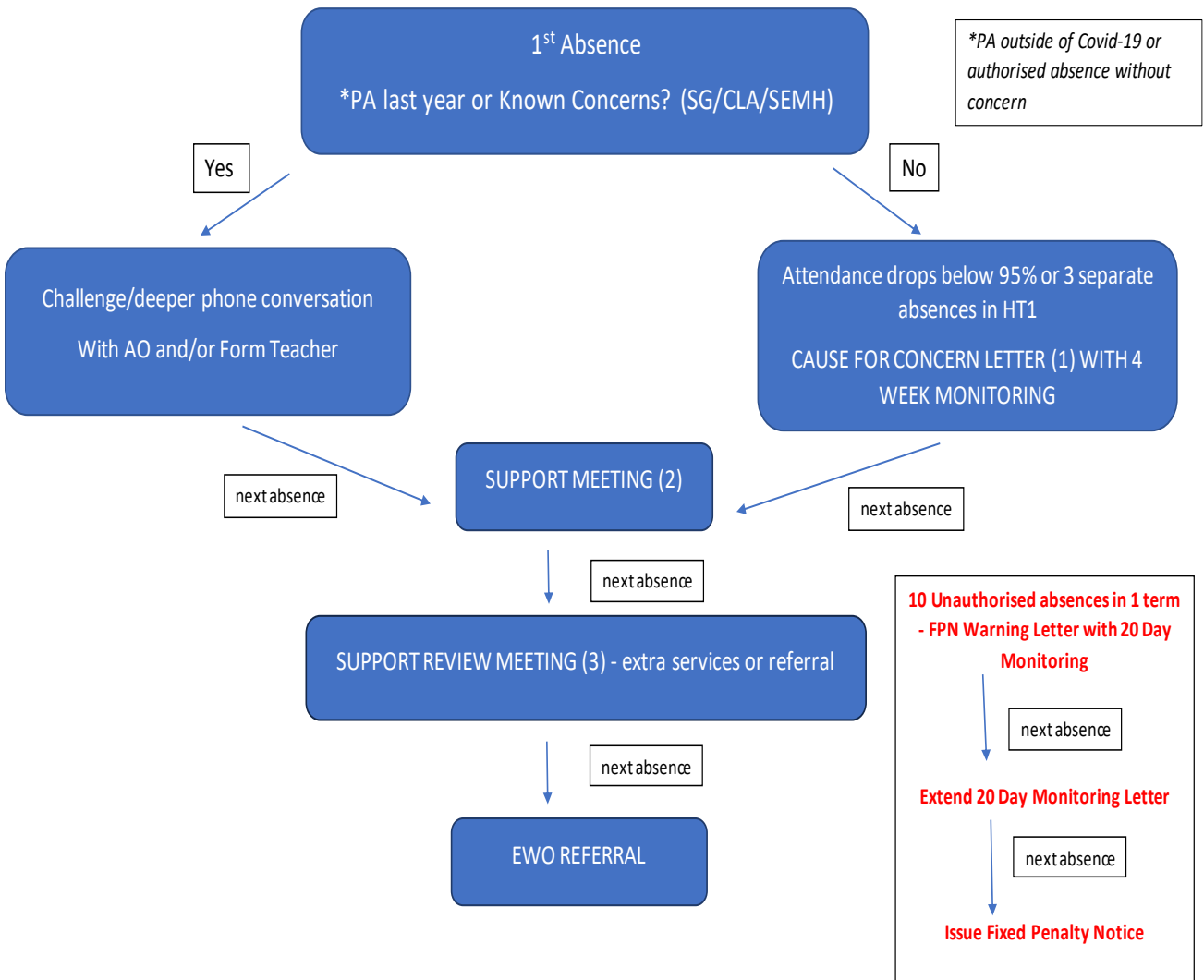
Rewards and Incentives:

We aim to promote and reward good attendance at Clifford Holroyde. Students and parents/carers will be made aware of the latest incentives, which may include a trip at the end of term, a one-off daily treat, prize or certificate. These will be linked to the number of days of absence and are designed to encourage students to improve their own attendance.

The need for high quality teaching and learning throughout Clifford Holroyde School is recognised as being essential to the promotion of attendance and curriculum links will be highlighted regularly.

3/ Escalation Procedures

The flowchart below shows our graduated response system to a child’s absence:



- It should be noted that exception to the above process may occur if a pupil has been previously open to Education Welfare Service and absence has become a concern. Referral to Education Welfare will be carried out earlier than above.



4/ Roles & Responsibilities

Attendance is everyone's business; students, parents/carers, all school staff and agencies linked to the individual student. Our aim is to foster a culture of positive attendance where systems are consistently applied to support the student in achieving their full potential.

Students will:

- arrive on time to be registered at 8.20am
- arrive at lessons on time
- never leave site without permission
- complete any missed work that is provided
- make their form teacher / DAL aware of any issues that may affect their attendance

Parents / Carers will:

- ensure your child leaves on time in the morning
- telephone the school before 8.30 am if your child is going to be late or absent
- respond to any messages sent to ensure your child is safeguarded
- contact the form teacher or DAL if there are any issues that may affect attendance
- ensure the school has up to date contact numbers for a minimum of 2 emergency contacts
- arrange non-urgent medical or dental appointments for outside of school hours
- avoid term time holidays
- work with us to improve your child's attendance and access any support agreed

Ensuring your child's regular attendance is a parent / carer's legal responsibility.

Form Tutors & Teaching Staff will:

- ensure students are aware of how many absence days they may have had
- support the culture of positive attendance by promoting this and punctuality within the school community
- welcome students returning after an absence
- praise and reward students in line with school incentives
- communicate good news or improvement to students and parents/carers relating to whole school life
- challenge students whose attendance or punctuality is a concern
- contribute to support for individual students
- raise serious concerns with an appropriate member of staff
- promote curriculum links
- conduct home visits

The Attendance Lead will:

- conduct first day response calls to parents/carers
- conduct home visits



- meet students and parents/carers where attendance and punctuality concerns arise and devise appropriate support
- challenge lateness with students and implement sanctions according to the school systems
- Contact parents daily to have conversations with those whose attendance is a concern.
- promote good attendance and punctuality on a daily basis in form and assemblies
- maintain the accuracy of attendance coding, including ensuring registers are checked by the end of each day and 'N' codes (no reason for absence given) are converted within 5 days of the absence
- provide data for, and attend, weekly attendance/welfare team meetings
- complete referral forms and penalty notices

The Headteacher and Senior Leadership Team will:

- work with all members of the school community to promote and enforce high expectations of attendance and punctuality at all times including the implementation of the policy and development strategy
- consult the school community about the principles of the Attendance & Punctuality Policy
- contact families where concerns are raised including meetings to devise a plan of support
- ensure staff model good attendance and punctuality to lessons
- take all reasonable measures to protect the safety and wellbeing of students and staff
- work with external agencies to promote attendance and punctuality
- respond to trends in attendance data and apply intervention strategies to support identified cohorts
- support parents/carers to meet their parental responsibilities regarding attendance and punctuality
- support, praise and reward students
- ensure the whole school staff are clear about the strategies for promoting excellent attendance and punctuality
- apply an escalated system for lateness
- promote regular attendance as part of school assemblies
- apply sanctions fairly, consistently, proportionately and reasonably; offering support where appropriate
- ensure the Attendance & Punctuality Policy does not discriminate against any pupil on the grounds of race, disability, sexual orientation or gender assignment
- make alternative provision for students who are unable to regularly attend Clifford Holroyde in order to minimise disruption to their education

5/ Tailored Support



We will listen to all concerns raised by students or parents/carers and have an open dialogue on the telephone or in person to identify any support a student may need to attend regularly. We will work together to resolve issues, make necessary adjustments and signpost services for the family.

The following can be integral to supporting good attendance:

- Social care
- Early Help Hub
- School Police Officer
- Youth Offending Team
- Educational Psychologist
- Targeted services

6/ Punctuality

The majority of pupils are transported to and from school via taxi provided by the Local Authority SEN Transport team. For those pupils that are not L codes and U codes are applied in accordance with government guidance.

Attendance monitoring procedures are in place for both school-based pupils and Engagement programme pupils as per Appendix 1 & 2

7/ Legal Sanctions

Where supportive intervention has failed to improve a student's attendance it may become necessary for the academy to employ formal actions.

Penalty Notice:

A Penalty Notice of up to £120 will be considered when:

- A student is absent from school and the absence has not been authorised by the school
- A student has accrued unauthorised absence following written warning to improve

Failure to pay may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Liverpool City Council's Penalty Notice Protocol.

Prosecution:

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrate's Court may be taken. The school will provide evidence for prosecution under Section 444 of the Education Act 1996. This states that if a parent fails to ensure the regular attendance of their child, if he/she is a registered pupil at a school and is of compulsory school 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 up to 3 months.

Alternatives to prosecution include Parenting Contracts or an Education Supervision Order.

8/ Legislation & Guidance

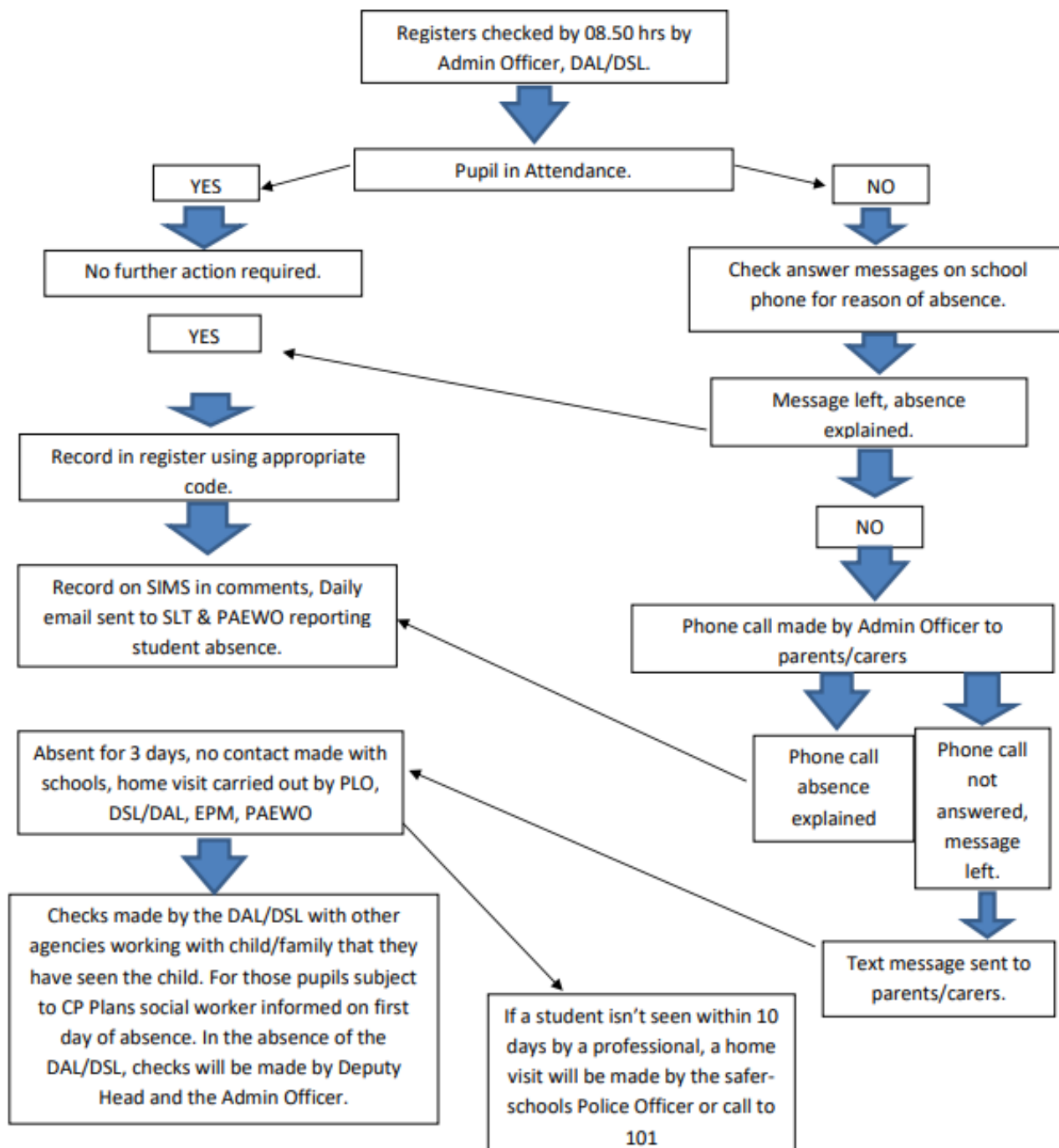
This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers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

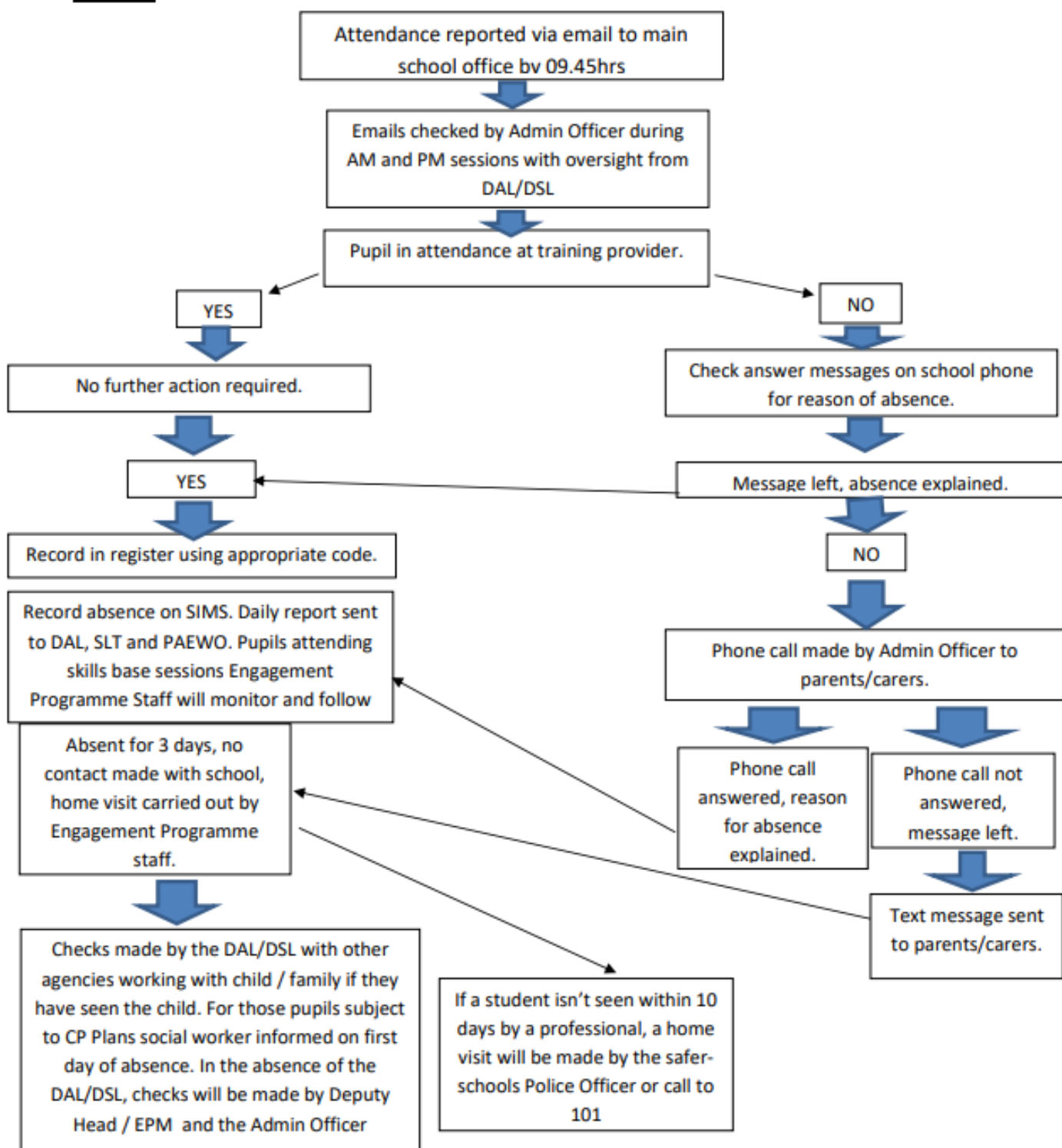


Appendix 1:

CLIFFORD HOLROYDE ATTENDANCE PROCEDURE FOR SCHOOL BASED PUPILS



CIFFORD HOLROYDE ATTENDANCE PROCEDURE FOR ENGAGEMENT PROGRAMME PUPILS.



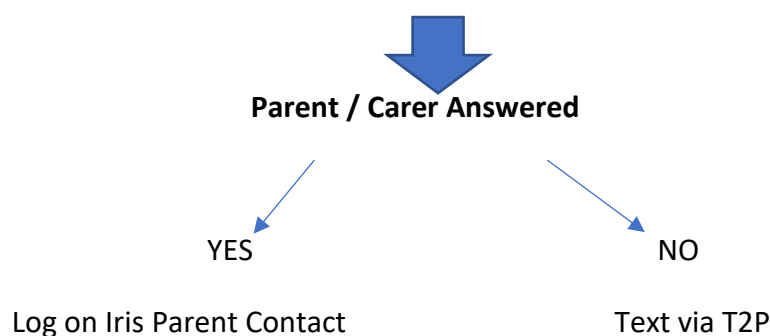
NB: If email not received Admin Officer to ring training providers to clarify attendance. Should Admin officer not be in school it is the responsibility of DAL and Engagement Programme Manager to check attendance. For those pupils attending skills base sessions is it the responsibility of Engagement Programme Staff to monitor attendance initially on that day.

CLIFFORD HOLROYDE AT PROCEDURE FOR SCHOOL BASED PUPILS

Appendix 3 - PARENT CONTACT FOR SCHOOL BASED PUPILS AND MONITORING PERSISTENT ABSENTEES

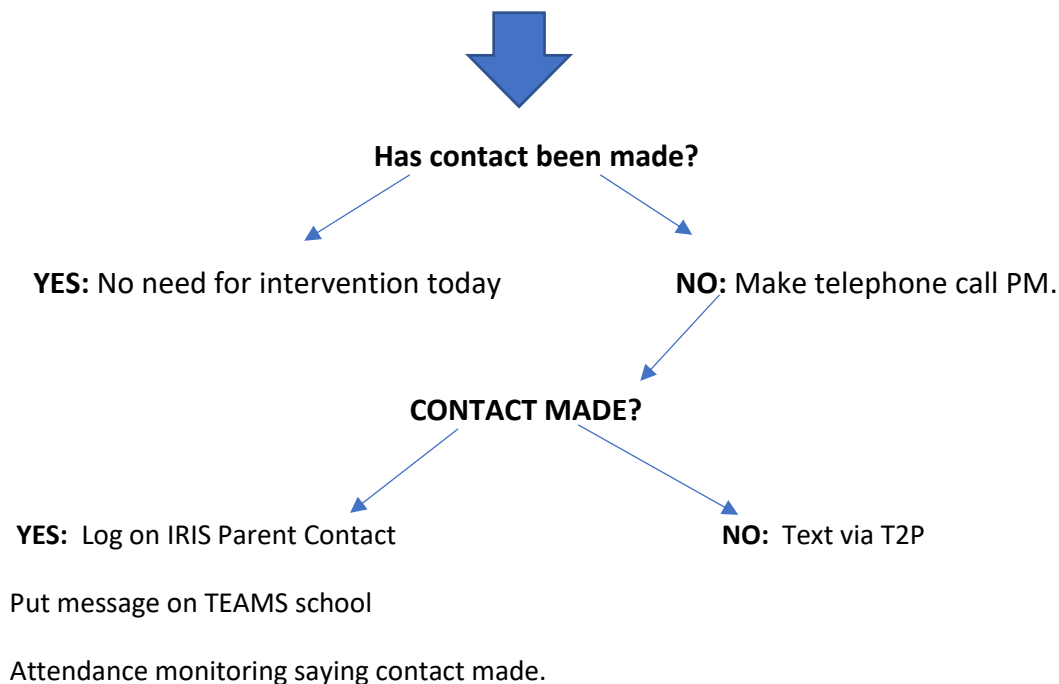
Daily Phone calls home

Phone calls home are to be made daily by teaching and support staff for pupils in their forms Monday to Thursday. Monitored weekly by SLT



Monitoring of Persistent Absentees

Check daily email reporting reason for absence of pupils in your form.



Further Discussions can be had re: pupils attendance / timetables etc with SLT.

