



Clifford Holroyde Attendance Policy (2024-2025)

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1, Introduction

This policy has been written in accordance with School Improvement Liverpool’s model policy. Clifford Holroyde School recognises the link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within Clifford Holroyde School to support learning and achievement. Improving attendance is in everyone’s interests to ensure safe, healthy and successful children.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day when the school is open. As a school we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

As a school we define regular attendance as 97% or above.

As a school we recognise that attendance is a matter for the whole school community. Our Attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies and procedures on admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance “Working Together to Improve School Attendance” (Statutory Guidance from August 19, 2024).



2, Aims

- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school.
- Raise the profile of attendance and punctuality amongst the school community
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration of all pupils
- Ensure a systemic approach to gathering analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice
- Continue to promote effective partnerships with the Local Authority, Children’s Services, School Health and other partner agencies

3, Legal Framework

This policy is based on the Department for Education statutory guidance ‘Working Together to improve School Attendance’

The guidance is based on the following legislation

- The Education Act 1996
- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil registration) Regulations 2023

4, Roles and Responsibilities

4.1 Governance:

The governing body is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring that the school has high aspirations
- Regularly analysing attendance data and reviewing the school’s performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for implementation of the attendance policy

The link governor for attendance is Carolyn Harkness



4.2 The Headteacher – Mr I Griffiths

The headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with ***parents** for all pupils where there are barriers to attendance

576 of the Educ Act 1996. The definition of a parent under education law defines “parent” as:

(A) All natural (biological) parents whether they are married or not;

(B) Any person who although not a natural parent, has parental responsibility for a child or young person;

(C) Any person who, although not a natural parent, has care of a child or young person.

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- Ensure staff model good attendance and punctuality to lessons
- Take all reasonable measures to protect the safety and wellbeing of students and staff
- Respond to trends in attendance data and apply intervention strategies to support identified cohorts
- Support, praise and reward students
- Make alternative provision for students who are unable to regularly attend Clifford Holroyde in order to minimise disruption to their education

4.2 The Role of the Designated Attendance Lead – Mrs K Garrett

The designated attendance lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting attendance
- Evaluating the effectiveness of the school’s process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeting intervention and support to pupils and families
- Provide data for, and attend, weekly attendance/welfare team meetings



5, Promoting regular Attendance at Clifford Holroyde School:

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 students in achieving their full potential.

To help us all focus on this, Clifford Holroyde School will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance
- Effective strategies are in place to support all pupils to arrive on time for school
- An engaging curriculum is provided
- High quality teaching and learning is delivered throughout the school
- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parents are encouraged through regular contact and communication
- Parents are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- Good attendance and punctuality is rewarded through regular individual pupil incentives
- Attendance and punctuality is regularly discussed with children in assemblies
- Attendance roles and responsibilities are clearly defined and all staff should ensure that these are followed

6, Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents provide the school with their current contact details and provide additional contact number in case of an emergency.

More information on safeguarding and the protection of children can be found in the schools Child Protection Policy.



7, Expectations of Parents

- Ensuring your child's regular attendance at school is a parent's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorized by the school creates an offence by law.
- Ensure your child arrives for school on time.
- Telephone school if your child is going to be late.
- Routine non-emergency medical and dental appointments should be made whenever possible outside of school hours, Confirmation of the appointment should be provided.
- Contact school by 8.20am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school.
- If a phone call / text message is made by the school due to your child's absence it is important that you respond to ensure your child is appropriately safeguarded.
- Contact the DAL if the reason for absence requires a more personal discussion.
- In case of emergency, school must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided).
- Requests for exceptional circumstances leave of absence must be in writing to the headteacher and can only be authorized by the headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences, Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.
- Work with the school to improve your child's attendance and access any support agreed.

7.1, If a pupil is absent, we will:

- Phone and text parents on first day of absence if we have not heard from them by 8.20am
- If no response is received, a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet the Designated Attendance Lead and any barriers to the child attending school can be discussed and support put in place. This may include:
 - Reintegration support packages
 - Early Help assessment or referral to appropriate support services
 - Attendance contracts
 - Attendance report cards
 - Time limited reduced timetable
- If the parent does not attend the meeting or engage in any support the school has offered and the pupil has accrued 10 sessions of unauthorized absence in a 10-week rolling period, the parents may be issued with a Notice to Improve, in accordance with the Liverpool City Council's Penalty Notice Local Code of Conduct and in agreement with the Education Welfare Service.
- If unauthorised absences persist the Designated Attendance Lead will discuss actions with the schools Education Welfare Officer.



8, Understanding types of Absence

Clifford Holroyde School must legally record the reason for all individual pupil absence. Therefore, it is important for parents to directly inform school of the reason for absence, on the first day of absence.

8.1, Authorised Absence

Authorised Absence – the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorized. It is the headteacher, not parents who make the decision to authorize absence from school.

Unauthorised absence – when the school has not received a reason for absence or has not approved a child's leave of absence following parental request.

This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.
- Pupils who arrive late after the close of registration.

This type of absence may lead to the use of penalty notices or other legal interventions from the Local Authority. Clifford Holroyde School, in agreement with the Education Welfare Service, may issue a Notice to Improve to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10 week period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time, the school will refer the case to the Local Authority requesting a penalty notice be issued.

8.3, Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early to prevent pupils becoming persistent absentees (PA).

Whilst we understand pupils can be absent from school because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parents has concerns, it is important that contact is made with the school at the earliest opportunity to gain support and to work together to gain a resolution.

Parents are asked to contact the form teacher in the first instance.



8.4, Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department of Education (DfE). This cohort of pupils are a priority group for Clifford Holroyde School and additional support may be required from the Local Authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.



9, Why regular attendance is important

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have regular time off often find it difficult to catch up and do well.

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



Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

10, The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers to attending school, the EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider the instigation of legal proceedings.

Penalty Notices:

- Liverpool City Council (LA) on receipt of request from Clifford Holroyde School will issue a Penalty Notice to parents for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met. 10 sessions of unauthorised absence in a rolling 10-week period.
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil.
- If appropriate support has been put in place.
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate.
- Each parent who is liable can be issued with a penalty notice, but this will usually be the parent that has allowed the absence.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

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

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website.



11, Leave of Absence in Term Time

The Law does not give any entitlement to parents to take their child on holiday during term time.

Parents can receive a penalty notice for taking unauthorized leave in term time without prior consent from school. Consent cannot be given retrospectively.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted.

12, Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil to arrive late and can encourage future absence.

12.1, How we manage lateness

The school day starts and registers are taken between 8.20am – 8.40am during registration by the admin officer. (Please refer to appendices 1 for school-based absence processes and appendices 2 for Engagement Programme absences). School recommends that all pupils should be in school by the start of the school day.

- Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official closure of the register and there are no barriers preventing the child from arriving on time, the school may request the Local Authority issue a penalty notice.
- The official close of Registration for Clifford Holroyde School is 8.50am.

If a parent has any problem getting their child to attend school on time, they should contact the DAL who will offer support to resolve the problem.

13, People Responsible for Attendance at Clifford Holroyde School

All school staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

Please see attached Appendices



14, Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves school before completing the school's final year.

As a school we are now required to: Inform the LA in **every** circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. All schools must complete an Exit form and submit to CME@liverpool.gov.uk inbox.

All pupils must provide information to the LA when registering new pupils, including the pupil's address and previous school.

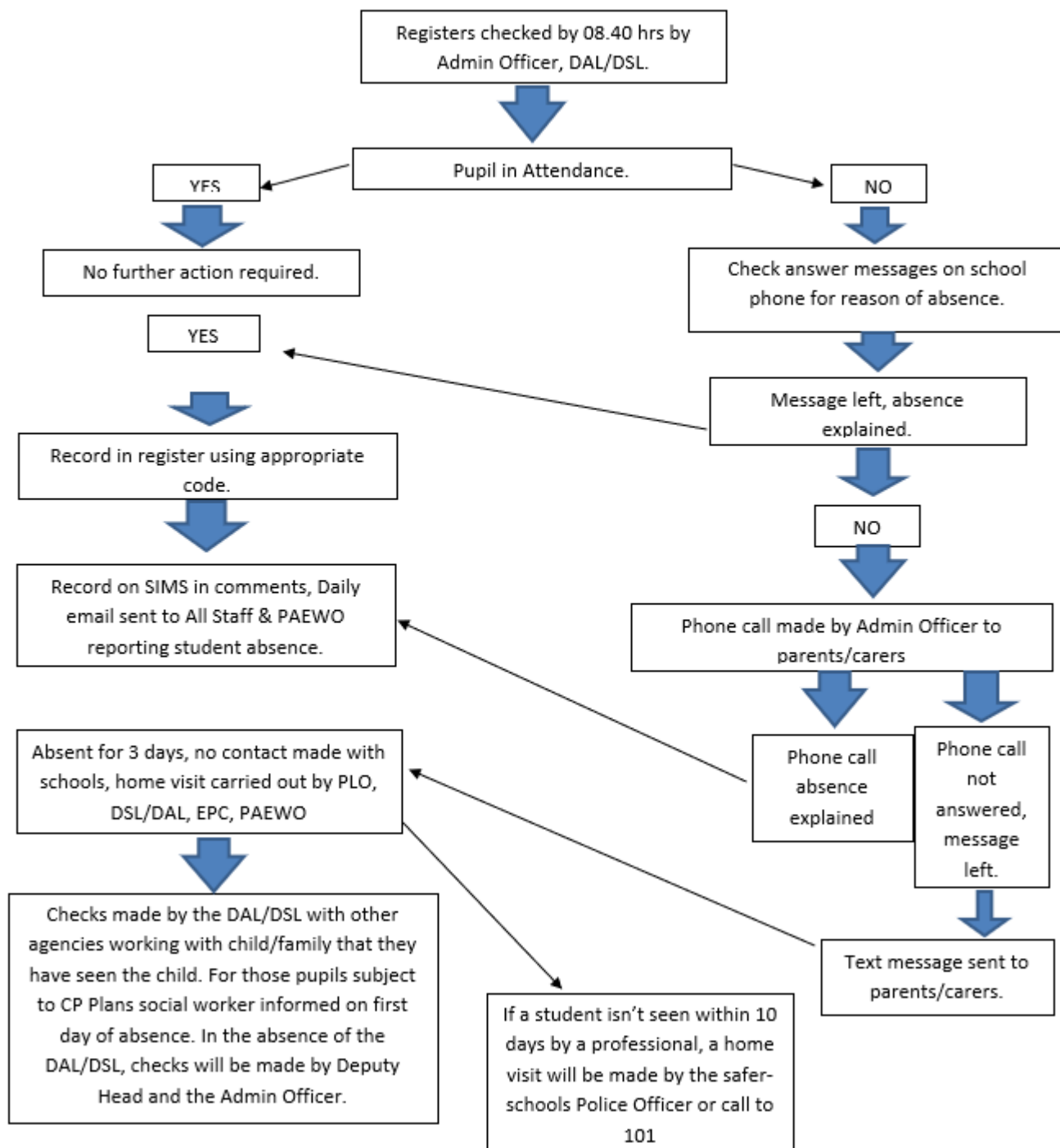
If your child is leaving our school parents are asked to:

- Provide the attendance officer with comprehensive information about their plans, including any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to the school in writing.
- If a pupil leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try and locate your child, which may include liaising with Children's Services, the police and other agencies. By giving us the above information, these investigations can be avoided.



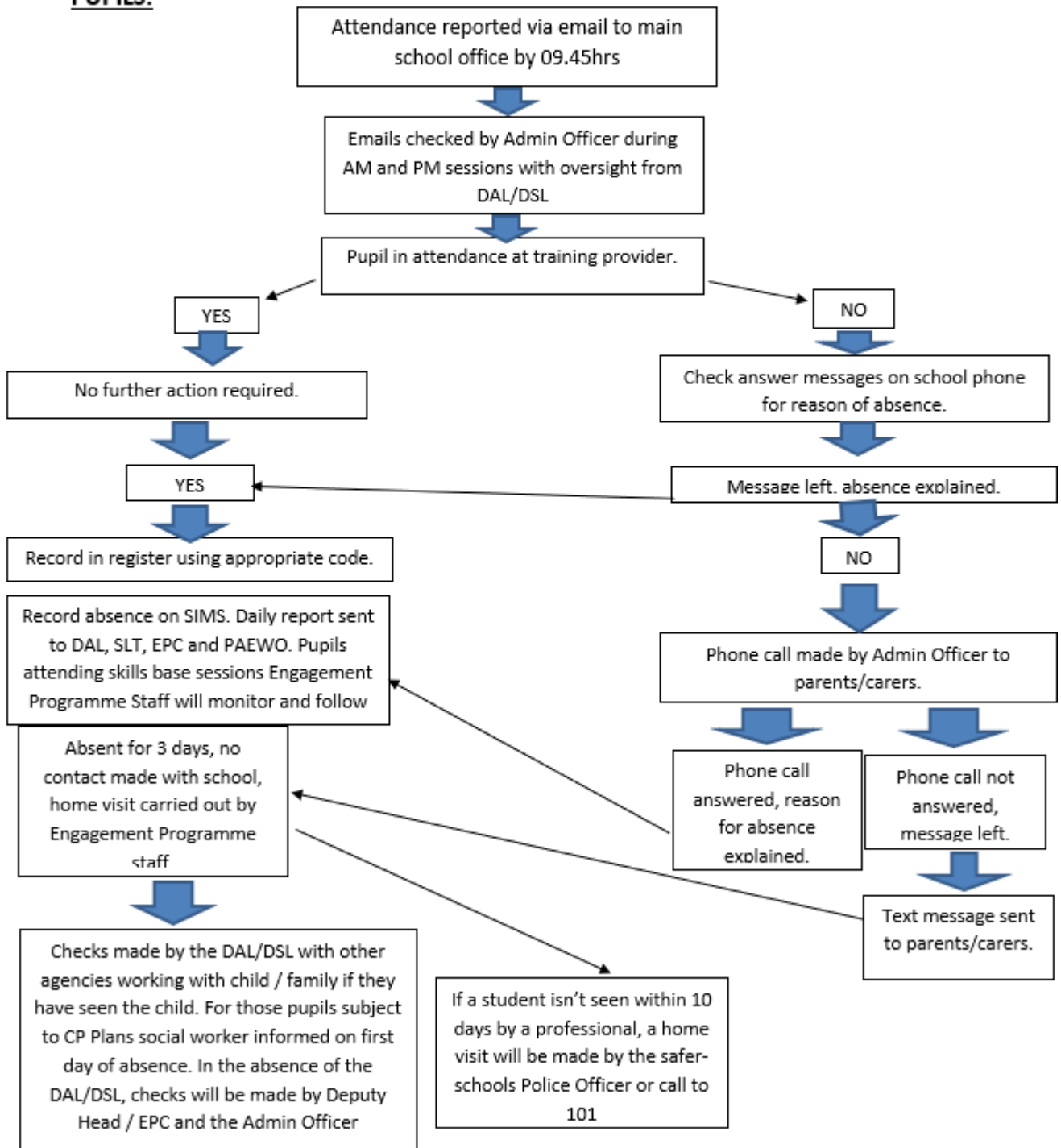
Appendix 1:

CLIFFORD HOLROYDE ATTENDANCE PROCEDURE FOR SCHOOL BASED PUPILS



CLIFFORD HOLROYDE ATTENDANCE PROCEDURE FOR ENGAGEMENT PROGRAMME

PUPILS.



NB: If email not received Admin Officer to ring training provider 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, it is the responsibility of Engagement Programme staff to monitor attendance on that day.



Appendix 3:

Attendance and Punctuality Daily Roles and Responsibilities Guidance

WHOM	Actions Expected
PUPILS	<ul style="list-style-type: none"> • Arrive on school site by 8.20am (as soon as LA taxi drops off if transported). • Be in class on time for Registration at 8.20am.
CLASS TEACHER	<ul style="list-style-type: none"> • Ensure attendance has a high profile in class. • Discuss absence with pupils returning to school through informal discussion. • Discuss with DAL when identified pupils of concern regarding specific attendance queries and necessary follow ups. Agree any necessary action required.
ADMIN STAFF/SUPPORT STAFF	<ul style="list-style-type: none"> • Process completed as per Appendix 1 and 2 for both school based and Engagement Programme pupils. • Logging attendance of all pupils going out/in school for medical, dental or visits.
EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with SA/PA pupils and families. • Phone call contact with pupils/parents. • Home Visits. • Instigation of legal proceedings. • Tracking of actions and interventions and feedback to DAL
DESIGNATED ATTENDANCE LEAD	<ul style="list-style-type: none"> • Monitoring and tracking of completion of registers in line with safeguarding requirements. • Liaison with EWO, Pastoral staff and Teachers regarding support work with identified pupils.



Appendix 4:

Attendance and Punctuality Weekly Roles and Responsibilities Guidance

WHOM	ACTIONS EXPECTED
CLASS TEACHER/LSA	<ul style="list-style-type: none">• Ensure all members of the class know the school target and their current attendance.• Update information on attendance displays.
DESIGNATED ATTENDANCE LEAD	<ul style="list-style-type: none">• Monitoring of recording and tracking of pupil absence in line with safeguarding requirements.• Liase with EWO, Pastoral Staff, form teachers and Engagement Programme staff regarding support work with identified pupils.• Liase with SLT and inform them of Attendance.• Determine priority actions for the following week.

