



**Loving God - Caring for Each Other - Achieving Excellence**

# **Attendance and Absence Policy**

<b>Approved Date:</b>	September 2025
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<b>Next review due by:</b>	July 2026
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# Crompton House Church of England School



It is the belief of the Staff & Governors at Crompton House School that the regular attendance of students in school ensures that they can achieve to their full potential.

It is the responsibility of parents/guardians to ensure that their children receive full-time education, and the local education authority may take action against parents who fail to carry out their responsibility. Irregular attendance undermines the educational process, reduces inclusion, and leads to educational disadvantage.

The guidance in this policy links to the guidance from DfE, Oldham LA and its school's attendance service.

We appreciate that there will be occasions when a child will not be able to attend school, e.g. because of illness or an unavoidable medical appointment. However, the following are examples of unacceptable reasons for absence from school at any time during term time:

- Holidays
- Getting up late
- Shopping
- Looking after family or house
- Birthdays
- Looking after brothers or sisters

Note, that late's that do not have valid excuse, will be issued a detention the next day. Unless we are notified in advance that a student will be late.

To support students, parents & guardians in ensuring maximum attendance the school uses the following systems to ensure maximum attendance by all pupils.

## **Named Staff Responsible for Attendance:**

- Marie Law: Attendance and Welfare Officer.  
[M.Law@cromptonhouse.org](mailto:M.Law@cromptonhouse.org)
- Kayley Ashton Smith Attendance & Admin Clerk  
[K.Ashton-Smith@cromptonhouse.org](mailto:K.Ashton-Smith@cromptonhouse.org)
- S.Borg Attendance & Admin Clerk  
[S.Borg@cromptonhouse.org](mailto:S.Borg@cromptonhouse.org)
- Danyel Dunkley: Senior Deputy Headteacher  
[D.Dunkley@cromptonhouse.org](mailto:D.Dunkley@cromptonhouse.org)
- Cat O'Gara: Named Governor responsible for Attendance  
[C.O'Gara@cromptonhouse.org](mailto:C.O'Gara@cromptonhouse.org)

## **When a pupil is absent for a reason known in advance**

1. Parents / carers must report absences daily, via txt or email. This will be amended centrally.



2. Where an absence is for only part of a session the pupil must sign out at the hub, before leaving school and/or sign in when returning. In each case a letter explaining the whereabouts of the pupil is required.
  - I. Students who attend a medical appointment (with proof) before the register closes will be recorded in the register as Late, when they arrive.
  - II. Afternoon appointments, after the registration mark has been taken.
3. We ask parents to make non-urgent appointments such as dental check-ups outside school hours or in the holidays where possible. Early morning appointments or after 2.40pm are preferable.
4. Pupils attending rehearsals and practices during registration must register in the group that they attend.

Due to the new school day, and split breaks registers are taken at differing times as noted in Appendix B

## **When a pupil is absent for a reason not known in advance**

1. A parent or guardian must ring school before 9-30 am to inform the school of the absence on the first morning and every day after that if a return date cannot be given.
  - Years 7-11 via text 07908662618 (please do not telephone this number), via email [attendance@cromptonhouse.org](mailto:attendance@cromptonhouse.org), via the absence line – please dial 01706 847451 option 1.
  - Year 12 & 13 via text 07908662618 (please do not telephone this number). If you would prefer to call the absence line instead please dial 01706 847451, extension 279 for year 12 and extension 269 for year 13.
2. If school is not informed the Attendance/ Welfare Officer will ring/text the parent or guardian to establish the reason for non-attendance.
3. Point 2 still applies if Matron has sent the pupil home at the beginning of the period of absence.
4. If an explanation is still not forthcoming the Attendance / Welfare Officer will contact parents to elicit an explanation and take follow up action as appropriate to maintain the safeguarding duties as laid down by page 6: Summary table of responsibilities for school attendance Sept 2023
5. Medical evidence may be requested in cases of persistent or prolonged absence, 93% days or more, or where there are concerns about authenticity. However, the absence may still be authorised if parents can demonstrate their child was too unwell to attend, even without medical proof.'



Examples of medical evidence eg Pharmacy Copy of prescription or photograph of medication showing child's name and date)

***Parents please note that the DofE guidance states.***

**<https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf>**

***My child has a short term illness. Do they have to go to school, and will I be penalised if they don't?***

*If your child is ill, read the NHS's 'Is my child too ill for school?' advice to help you decide whether they can go to school.*

*If they are too ill to attend, you are not breaking the law and will not be penalised.*

*You should let the school know as soon as possible on the first day of absence and schools must record such absences as authorised.*

*If the absence due to illness is ongoing or frequent you should speak to your child's school to see what support can be put in place.*

***Do I need to provide medical evidence to support my child's illness related absence?***

*If your child is too ill to attend school, schools must record these absences as authorised.*

*In the majority of cases medical evidence is not needed, **but schools may ask you for evidence where:** - Your child is regularly absent because of illness, to assess how they can help your child by putting the right support in place. –*

***In a small number of cases where they have reason to believe your child was not too ill to attend and a conversation cannot resolve the issue.***

***A lack of written evidence must not prevent the right support being put in place or the absence being authorised if you can demonstrate your child was, or is, unable to attend.***

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are categorised as unauthorised (the school viewing reasons provided as



unacceptable or no explanations received or 'truancy'). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996.

A penalty notice may be issued in accordance with **Appendix A** (Penalty Notices for unauthorised absence from school)

**Absence before and or after a school holiday will not be authorised until medical evidence is provided as stated above.**

## Holiday absence requests

It is our firm belief that, apart from under exceptional circumstances, holidays should not be taken in school time.

Granting leaves of absence.

All schools can grant a leave of absence when a pupil needs to be absent from school with permission.

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the



pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable)

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances **at their discretion**.

In the case of schools maintained by local authorities and special schools not maintained by local authorities, **it must be requested in advance by a parent who the pupil normally lives with**.

Schools are then expected to **consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request**.

If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

***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.

Children in the Main school and hence of 'school-age' who are registered at a school must attend that school every day.

Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that your child makes the most of the educational opportunities in order to achieve well.

There may be occasions when a child has to miss school, e.g. because of illness. Parents must avoid taking their children out of school during term-time in order to go on holiday.

'Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities' Aug 2024

**Requests for holiday absence must be made via the official school form, requests made by phone/ email will not be actioned.**

## ***Issues parents need to be aware of***

- If a parent takes their child on holiday/extended leave without the school's permission, this will be counted as unauthorized absence.
- Parents of pupils whose absence is unauthorized are open to legal action and can be guilty of an offence and may be liable to either a Penalty Notice or Prosecution in the Magistrate's Court.
- For those children whose absence is agreed but remain absent for longer this extra time will also be recorded as unauthorized absence.
- The school may remove the child's name from the register if they do not return to school as expected or total absence amounts to 20 school days.



*[Suggested Update] Add reference to Regulation 8 of the School Attendance (Pupil Registration) (England) Regulations 2024, which sets out statutory removal from roll triggers.*

## ***When a pupil is late for registration (lesson 1 on a Monday)***

1. *When a pupil misses registration, for whatever reason, he/she must report to the hub to sign in.*
2. *Registration takes place at 8.40 a.m. pupils must be in their form room at this time, if they are not present when the register is taken they are deemed as late (at 08.45). Students will be given a half hour detention at lunchtime. When a pupil is not recorded as being present or late in school after the register closes, then this will be recorded as unauthorised. In all circumstances an explanation must be made. This means that this will be counted as a session lost. **10 Unauthorised sessions lost per term will result in a fixed penalty notice.***
3. *Persistent offenders will be supplemented by further sanctions  
'persistent absence' is defined nationally as missing 10% or more of possible sessions.*

## **When a pupil has truanted**

1. The Pastoral Team and the Attendance / Welfare Officer will keep each other informed.
2. Parents will be contacted and may be invited into school to discuss the problem.
3. The school will follow the Behaviour Policy regarding sanctions

## **Requests for absence. Professional Work**

Requests for absence to participate in professional work: eg TV filming, modelling, pantomimes etc

Pupils will need to get the schools permission and liaise with child entertainment licensing  
://www.oldham.gov.uk/info/200204/licensing/397/child\_entertainment

Please note that if the child's attendance is below 93% then permission to attend professional work will not be granted.

## **Incentivising Attendance:**

This is listed in Appendix C



## Review

This policy will be reviewed by the Attendance and Welfare Officer, link SLT member and named governor annually.

This Policy and its operational listing is based on

## Working together to improve school attendance:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Operational Change:

When a child reports to be sick in school:

**We will use this script:**

### Example wording:

"If a child reports vomiting but staff have not observed it, the child will be monitored closely. If they continue to appear unwell or report ongoing nausea, parents/carers will be contacted to determine the best course of action."

Date: Sept 2025

Date of next review.....July 2026.....





## Appendix A

# Poor Attendance at School - Penalty Notices

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## Changes to Penalty Notices for School

### Absence from 19 August 2024 – Quick Guide

The new National Framework introduces consistency in the use of Penalty Notices across England by introducing a new national threshold at which they are considered. The framework increases the amount of the Penalty Notice and introduces a new national limit of 2 Penalty Notices within a 3-year rolling period to break cycles of repeat offending.

In line with the guidance, Oldham Council will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate. However, Penalty Notices can be issued without a Notice to Improve in cases where support is not appropriate (such as leave of absence in term time) or when support has not been engaged with.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the

/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

- First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.



## Leave of Absence (Holidays)

Penalty Notices can be requested by schools for leave of absence in term time for 5 or more days. This can be consecutive absence, or non- consecutive. In line with the National Framework, the Local Authority retains the discretion to issue a Penalty Notice before the threshold is met.

For example, when parents/carers are deliberately avoiding the national threshold by taking multiple term time holidays below threshold, or for repeated absence for birthdays or other family events, or a combination of non-attendance due to leave of absence and unauthorised absence.

## Unauthorised Absence

Penalty Notices can be requested by schools when there have been 10 sessions of unauthorised absence in a 10-week period. In these circumstances a Notice to Improve may be sent by the Local Authority on behalf of the school, this will stipulate the support that has already been implemented and the ongoing support that is available to the parent and child to improve school attendance. The Notice to Improve will also detail the expected improvements that must be made over a set time frame to prevent the Penalty Notice being issued.

Further information on the National Framework can be found within Working Together to Improve

Attendance 2024.

The National Framework comes into effect from 19 August 2024

## Contact Information :

Send us an email : [sais@oldham.gov.uk](mailto:sais@oldham.gov.uk)

Phone: 0161 770 6620/21

# Crompton House Church of England School



## Appendix: B

School register time:

The Register closes 5 minutes after the end of Registration (08:45): PM registration occurs in Period 4, and closes 5 minutes after the end period:

School Attendance Regulations 2024

### 5-Period School Day Timings with staggered break

#### Red and Green Mondays

	Start	End
Registration	8.40	8.50
Period 1	8.50	9.50
Period 2	9.50	11.05
Break Y7-8, 11 & 12	9.50	10.05
Break Y9-10 & 13	10.50	11.05
Period 3	11.05	12.00
Period 4	12.00	12.55
Lunch	12.55	13.45
Period 5 + Grace	13.45	14.40
Bus Club	14.40	15.20

#### Red Tuesday + Wednesday to Friday

	Start	End
Registration	8.40	9.05
Period 1	9.05	10.10
Period 2	10.10	11.25
Break Y7-8, 11 & 12	10.10	10.25
Break Y9-10 & 13	11.10	11.25
Period 3	11.25	12.25
Lunch	12.25	13.15
Period 4	13.15	14.15
Period 5 + Grace	14.15	15.20

#### Green Tuesday (PSHE day)

	Start	End
Form PSHE	8.40	9.30
Period 1	9.30	10.25
Period 2	10.25	11.40
Break Y7-8, 11 & 12	10.25	10.40
Break Y9-10 & 13	11.25	11.40
Period 3	11.40	12.35
Lunch	12.35	13.25
Period 4	13.25	14.20
Period 5 + Grace	14.20	15.20

## Appendix C: Operational Working

### Responsibilities for School Attendance

Schools are expected to:	Crompton House School Policy:
Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	<ul style="list-style-type: none"> <li>• <i>See website for current Attendance Policy</i></li> </ul>
Develop and maintain a whole school culture that promotes the benefits of good attendance.	<ul style="list-style-type: none"> <li>• <i>Attendance is available for parents on a day by day basis via Classcharts.</i></li> <li>• <i>Ice-cream van on site for excellent/improved attendance prize winners.</i></li> <li>• <i>Highest form attendance per year and improved attendance receives chocolate treats.</i></li> </ul>
Accurately complete admission and attendance registers.	<ul style="list-style-type: none"> <li>• <i>Register reminders are sent out each period for any outstanding registers.</i></li> <li>• <i>All 'N' codes are chased up each period.</i></li> <li>• <i>Pupils who arrive after the register is taken (at the beginning of the lesson) will be marked as 'L' late.</i></li> <li>• <i>Emails to staff re non recording</i></li> </ul>
Have robust daily processes to follow up absence.	<ul style="list-style-type: none"> <li>• <i>Parents/carers are contacted verbally if an absence has not been reported/ there are absent marks in the register.</i></li> <li>• <i>If school does not receive a response after the first contact, a second, urgent text and email is then sent.</i></li> </ul>
Have a dedicated senior leader with overall responsibility for championing and improving attendance.	<ul style="list-style-type: none"> <li>• <i>Senior Deputy Headteacher Mr D. Dunkley</i></li> </ul>
Proactively use data to identify pupils at risk of poor attendance.	<ul style="list-style-type: none"> <li>• <i>A persistent absence tracker is available 'live' for the AH/OY/HOY who will monitor and make welfare calls to parents/carers accordingly.</i></li> <li>• <i>P.A. is also monitored by the attendance team.</i></li> </ul>

Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.	<ul style="list-style-type: none"> <li><i>Regular meetings in school are organised to breakdown barriers and open communication between school staff, parents/carers and pupils.</i></li> </ul>
Where out of school barriers are identified, signpost and support access to any required services in the first instance	<ul style="list-style-type: none"> <li><i>School would make referrals to on site School Counsellors/TOG Mind/CAMHS/Early Help.</i></li> </ul>
If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	<ul style="list-style-type: none"> <li><i>Attendance Team/HOY/AHOY/Attendance</i></li> <li><i>Improvement Service working together with any involved agencies to improve attendance.</i></li> </ul>
<b>Continued support as for pupils at risk of becoming persistently absent and:</b>  Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.	<ul style="list-style-type: none"> <li><i>A phased return over a 2 week period can be offered with a view to return to a full time timetable thereafter.</i></li> <li><i>Alternative Provision can be sought.</i></li> </ul>
Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.	<ul style="list-style-type: none"> <li><i>Attendance Officer to give full details of the legal process in regard to children's unauthorised absences from school. (Penalty Notices)</i></li> </ul>
Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.	<ul style="list-style-type: none"> <li><i>Involvement from The Attendance Improvement Service L.A. (Home visits, meetings in school and Penalty Notices issued.)</i></li> </ul>
Where there are safeguarding concerns, intensify support through statutory children's social care. <a href="https://www.olscb.org/cms-data/depot/hipwig/OSCP-Educational-Neglect-Protocol-2020-FINAL.pdf">https://www.olscb.org/cms-data/depot/hipwig/OSCP-Educational-Neglect-Protocol-2020-FINAL.pdf</a>	<ul style="list-style-type: none"> <li><i>Referrals to MASH.</i></li> </ul>
Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	<ul style="list-style-type: none"> <li><i>Contact primary/other secondary schools to discuss previous history/family concerns.</i></li> </ul>
<b>Continued support as for persistently absent pupils and:</b>  Agree a joint approach for all severely absent pupils with the local authority.	<ul style="list-style-type: none"> <li><i>Involvement from The Attendance Improvement Service L.A. (Home visits, meetings in school and Penalty Notices issued.)</i></li> </ul>

Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.	<ul style="list-style-type: none"> <li>• <i>Working with the Inclusion Team and producing P.A. reports to identify pupils with low attendance ie CLA/PP/SEND to use strategies such as working with parents/carers/other agencies and L.A. to improve attendance.</i></li> <li>• <i>Use of punctuality/attendance cards to monitor pupil's progress. Rewarding improved attendance/punctuality.</i></li> </ul>
Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.	<ul style="list-style-type: none"> <li>• <i>Attend regular Network meetings and share common practices.</i></li> </ul>
Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.	<ul style="list-style-type: none"> <li>• <i>Working with parents/carers to reward good/excellent attendance and identifying and working to improve pupils with low attendance.</i></li> </ul>
Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.	<ul style="list-style-type: none"> <li>• <i>Continually working with SENCo and the Inclusion Team, The School Matron/HOY &amp; AHOY.</i></li> </ul>
Consider additional support from wider services and external partners, making timely referrals.	<ul style="list-style-type: none"> <li>• <i>Quickly identifying pupils with urgent needs, ensuring referrals are completed promptly to onsite School Counsellors/CAMHS/TOG Mind/Early Help etc.</i></li> </ul>
Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	<ul style="list-style-type: none"> <li>• <i>Attendance data is provided for School Governing Body/designated Governing Lead for Attendance and SLT, also data is available at source for the Local Authority to obtain.</i></li> </ul>
Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	<ul style="list-style-type: none"> <li>• <i>Attendance Team to work with HOY/AHOY/Pupil Admin Officer to contact and inform Social Worker and Local Authority if pupils are to be taken off the school roll.</i></li> </ul>
Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.	<ul style="list-style-type: none"> <li>• <i>Attendance Team working with-SLT/Governors/L.A.</i></li> <li>• <i>Deputy Headteacher – Mr D Dunkley d.dunkley@cromptonhouse.org</i></li> <li>• <i>Governing Lead for Attendance – C. O'Gara</i></li> </ul>



	<p><i>C.O'Gara@cromptonhouse.org</i></p> <ul style="list-style-type: none"><li>• <i>Family Liaison/Attendance Officer</i></li><li>• <i>Mrs Marie Law</i></li></ul> <p><i>M.Law@cromptonhouse.org</i></p> <ul style="list-style-type: none"><li>• <i>Admin Support Assistant -Mrs K Ashton-Smith &amp; Suzzane Borg</i></li><li>• <i>S.Borg@cromptonhouse.org</i></li><li>• <i>K.Ashton@cromptonhouse.org</i></li><li>• <i>Local Authority Attendance Officer</i></li></ul> <p><i>Deana.Davenport@oldham.gov.uk</i></p>
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