



Achieving Excellence - Loving God - Caring for Each Other

ATTENDANCE AND ABSENCE POLICY

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.

Safeguarding:

KCSIE 2023: Para 175

Children who are absent from education

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future.

The guidance in this policy links to the guidance from DfE, Oldham LA and its schools 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 same 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:

- Wendy Taala- Andrews: Attendance and Welfare Officer.
W.Taala-Andrews@cromptonhouse.org
- Kayley Ashton Smith Attendance & Admin Officer
K.Ashton-Smith@cromptonhouse.org
- Danyel Dunkley: Deputy Headteacher



D.Dunkley@cromptonhouse.org

- Cat O'Gara: Named Governor responsible for Attendance
C.O'Gara@cromptonhouse.org

When a pupil is absent for a reason known in advance

1. A letter must be brought in to explain to the attendance officer in the hub the reason for and the duration of the absence. 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 07537416907 (please do not telephone this number), via email attendance@cromptonhouse.org, via the absence line – please dial 01706 847451 option1.
 - Year 12 & 13 via text 07537416825 (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. When the pupil returns to school he/she must bring a note explaining the reason for and the duration of the absence.
4. Point 3 still applies if Matron has sent the pupil home at the beginning of the period of absence.
5. If no note is presented within this time a letter / text / call asking for an explanation will be sent.



6. 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
7. After 3 consecutive days of ill health, where school has not received official notification from a practitioner or other health professional, then the school will request medical evidence before any further absence will be authorised. This will also be the case for students whom have less than 93% attendance. Failure to supply information from a health professional will result in the absence being making as unauthorised.

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)

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

'Only exceptional circumstances warrant a leave of absence. Schools should 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 headteacher to determine the length of the time the pupil can be away from school.

As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purpose of a family holiday.'

Working Together to Improve School Attendance Sept 2022 page 13

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.

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

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. Students will be given a half hour detention at lunchtime on the same day they are registered as late. 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. *When a pupil is in receipt of 3 lates he/she will be expected to attend detention.*
4. *Unaccounted for lates will receive a lunchtime detention (30mins) that school day.*
5. *Persistent offenders will be supplemented by half hour lunchtime detentions.*

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 pupil involved will usually be placed in school detention.
4. The pupil will be monitored and if he/she fails to attend school parents will be contacted immediately.

This may eventually result in a Fixed Penalty Notice: see Appendix A

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 90% 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>

Document APS-A&A2016/ December 2023 adopted by Curriculum Committee

Date 19th December 2023

Signed (Chair).....R Lait.....

Print NameRichard Lait.....

Date of next review: December 2024



Appendix A

Poor Attendance at School - Penalty Notices

Miss School - Miss Out

Oldham Council believe that any absence from school, for whatever reason, is detrimental to a child's long-term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

For these reasons, the powers given under Section 23 of the Anti-Social Behaviour Act, 2003, have been adopted by Oldham. This gives an additional strategy to be used as a sanction when parents do not fulfil their responsibility to ensure their children attend school regularly.

Section 444(A) 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 any term (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 or carers may receive a Penalty Notice of £60 per parent per pupil if paid within 21 days rising to £120 if paid within 28 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

Your Questions Answered

What does the Anti-Social Behaviour Act 2003 do?

Section 23 of the Act gives powers to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carers is considered capable but unwilling to secure an improvement in their child's attendance at school. These powers came into force on 27 February 2004

What is a Penalty Notice?

Under existing legislation, parents/carers commit an offence if their child fails to attend school regularly, and the absences are classed as unauthorised. Such cases may result in a prosecution under Section 444 of the Education Act, 1996.



A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, whilst still securing an improvement in the pupil's attendance.

What are the costs?

If payment is made within 21 days of receipt of a Notice the fine is £60 per parent per pupil, rising to £120 if paid after 21 days but before 28 days.

How are they issued?

By post to your home.

Is a Warning given?

You will receive a written warning of the possibility of a Notice being issued, which will tell you the extent of your child's absences and give you 15 school days to effect an improvement. There is no limit to the number of formal warnings which can be issued.

Parents may also receive a Penalty Notice without a warning letter for the offence of failing to secure regular school attendance under the following circumstances:

- Their child is stopped on a truancy sweep more than once
- They go on holiday in term time without school's permission
- The child fails to return to school following a fixed term exclusion

Is there an appeal process?

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish to.

How do I pay?

Details of payment arrangements will be included on the Penalty Notice. Payment in part, or in instalments is not an option.

What happens if I do not pay?

CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL



You have up to 28 days from receipt of the Penalty Notice to pay in full. After this time, the Authority is required under the Act to commence proceedings in the Magistrates Court for the original offence, which is the poor attendance at school of your child. If proven, this can attract a fine of up to £2,500, or a range of disposals such as Parenting Orders or Community Sentences, depending on circumstances.

Can I be prosecuted if I pay the Penalty Notice but my child still does not attend school?

At the present time, the payment of the Penalty Notice means this period cannot be used in a future prosecution. However, a prosecution could be considered for further periods of absence not covered by the Notice.

Can I get help if my child is not attending regularly?

Yes. The School Attendance Team and your child's school will give you help and support if you are experiencing difficulty in ensuring your child attends school regularly.

Contact Information :

Education Attendance Service

Access & Inclusion

Oldham Council

Civic Centre

West Street

Oldham OL1 1LJ

Send us an email : sais@oldham.gov.uk

Phone: 0161 770 6620/21



Appendix: B

School register time

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



	<ul style="list-style-type: none"> <i>P.A. is also monitored by the attendance team.</i>
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"> <i>Regular meetings in school are organised to breakdown barriers and open communication between school staff, parents/carers and pupils.</i>
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"> <i>School would make referrals to on site School Counsellors/TOG Mind/CAMHS/Early Help.</i>
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"> <i>Attendance Team/HOY/AHOY/Attendance</i> <i>Improvement Service working together with any involved agencies to improve attendance.</i>
Continued support as for pupils at risk of becoming persistently absent and: 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"> <i>A phased return over a 2 week period can be offered with a view to return to a full time timetable thereafter.</i> <i>Alternative Provision can be sought ie; Laticzone / College placement/Saddleworth Environmental Education alongside a school timetable.</i>
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"> <i>Attendance Officer to give full details of the legal process in regard to children's unauthorised absences from school. (Penalty Notices)</i>
Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.	<ul style="list-style-type: none"> <i>Involvement from The Attendance Improvement Service L.A. (Home visits, meetings in school and Penalty Notices issued.)</i>
Where there are safeguarding concerns, intensify support through statutory children's social care.	<ul style="list-style-type: none"> <i>Referrals to MASH.</i>
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"> <i>Contact primary/other secondary schools to discuss previous history/family concerns.</i>
Continued support as for persistently absent pupils and:	<ul style="list-style-type: none"> <i>Involvement from The Attendance Improvement Service L.A. (Home</i>



Agree a joint approach for all severely absent pupils with the local authority.	<i>visits, meetings in school and Penalty Notices issued.)</i>
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"> • <i>Working with the Inclusion Team and producing P.A. reports to identify pupils with low attendance ie LAC/PP/SEND to use strategies such as working with parents/carers/other agencies and L.A. to improve attendance.</i> • <i>Use of punctuality/attendance cards to monitor pupil's progress. Rewarding improved attendance/punctuality.</i>
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"> • <i>Attend regular Network meetings and share common practices.</i>
Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.	<ul style="list-style-type: none"> • <i>Working with parents/carers to reward good/excellent attendance and identifying and working to improve pupils with low attendance.</i>
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"> • <i>Continually working with SENCo and the Inclusion Team, The School Matron/HOY & AHOY.</i>
Consider additional support from wider services and external partners, making timely referrals.	<ul style="list-style-type: none"> • <i>Quickly identifying pupils with urgent needs, ensuring referrals are completed promptly to onsite School Counsellors/CAMHS/TOG Mind/Early Help etc.</i>
Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	<ul style="list-style-type: none"> • <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>
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"> • <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>
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"> • <i>Attendance Team working with-SLT/Governors/L.A.</i> • <i>Deputy Headteacher – Mr D Dunkley d.dunkley@cromptonhouse.org</i>



	<ul style="list-style-type: none"> • <i>Governing Lead for Attendance – C. O’Gara</i> <i>C.O’Gara@cromptonhouse.org</i> • <i>Family Liaison/Attendance Officer</i> – • <i>Mrs W Taala-Andrews.</i> <i>W.Taala-Andrews@cromptonhuse.org</i> • <i>Admin Support Assistant -Mrs K Ashton-Smith.</i> <i>K.Ashton@cromptonhouse.org</i> • <i>Local Authority Attendance Officer</i> – <i>Mr T. Ali</i>
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