‘Some fell on good earth, and produced a harvest beyond his wildest dreams.'

Matthew 13:8, The Message

'Grow Strong and Bear Fruit'

Whole School Attendance Policy

Draft Model Policy by Trafford : September 24

ACE policy based on Trafford Model: January 2025

Review: September 2025

Developed in accordance with the DfE statutory guidance: DfE Working Together to Improve School Attendance Guidance

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in September 2025. It is due for review September 2026.

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1. Introduction

1.1 At Altrincham CE Primary School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

1.2 Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support every pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

1.3 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 on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Legal Framework

2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.2 In line with the DfE Working Together to Improve School Attendance Guidance

the government expects all schools and local authorities to:

- Promote good attendance and reduce absence, particularly severe and persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

2.3 Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and punctually.

In accordance with the Education Act 1996, we will work with parents and carers and the

Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

3. Safeguarding

3.1 At Altrincham CE Primary School we believe every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents. Safeguarding is about offering early help and support to children and families, and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties in the home environment. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm.

3.3 Safeguarding the interests of each child is everyone’s responsibility and, within the context of this school, safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, Health and Safety, access to the curriculum and anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

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

3.4 In order to allow us to safeguard the children in our care it is important that parents provide the school with their current contact details and provide at least two other contact numbers in case of emergency.

It is also important for parents to let school know of any specific vulnerability in relation to their child or home circumstances. If you are uncertain about what would be considered a vulnerability please speak with our safeguarding lead or headteacher.

4. Roles and Responsibilities

4.1 At Altrincham CE Primary School we believe that improving school attendance is everyone’s business, and that it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead/Sendco	Mrs Victoria Walsh	vwalsh@altrinchamceprimaryschool.co.uk

Head of School	Mrs Sam Thompson	sthompson@altrinchamceprimaryschool.co.uk
Attendance Officer	Miss Helen Dunn	altrinchamce.admin@trafford.gov.uk
Assistant SENDCo	Miss Leighonie Flynn	lflynn@altrinchamceprimaryschool.co.uk
Named Governor for Attendance	Mr James Chillman	jchillman@altrinchamceprimaryschool.gov.uk

4.2 The Governing Body recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Pupil Absence Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

4.3 The Senior Attendance Lead / Champion will:

- Actively promote the importance and value of good attendance to pupils and their parents through regular communication (eg website, newsletters etc)
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to

address attendance issues.

- Ensure that the regulations and other relevant legislation are complied with, that staff understand the attendance register is a legal document and that attendance and absence are coded correctly in accordance with DfE Working Together to Improve School Attendance Guidance .
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance.
- Meet regularly with the Attendance Officer to ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.
- Undertake attendance meetings with the Designated Safeguarding Lead, SENDCO, and other relevant staff members.
- Implement the identified strategies for promoting excellent whole school attendance.
- Implement the identified strategies for tackling unsatisfactory attendance.
- Manage individual pupil casework files.
- Coordinate individual attendance action plans for pupils causing concern including using the Emotionally Based School Non-Attendance (ESBNA) tool kit to identify issues early on, the instigation of a Family Help Assessment and Plan and/ or the implementation of an attendance contract.
- Make referrals to appropriate external agencies.

4.4 All staff will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to ensure a consistent approach to reporting, recording, and monitoring the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.

- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support.

4.5: The Attendance Officer will work to further develop relationships with families to bring about improved attendance. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Rigorously monitoring and analysing pupil attendance data.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in communications regarding absence.
- Form positive relationships with pupils and parents.
- Ensuring that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Implement the identified strategies for promoting excellent whole school attendance.
- Implement the identified strategies for tackling unsatisfactory attendance.

4.6 Parents are expected to:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular and punctual attendance at school.
- Instill the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with an explanation.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours and not taking term time holidays.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

4.7 Pupils will:

Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, school website, parents and through the school timetable.

- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home, which may impact on their attendance.

- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records of the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

5. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

5.1 Medical Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that a parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be signed out of school at the office by a parent or carer. No pupil will be allowed to leave the school site without parental confirmation.

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. If attendance falls below 90% parents will be asked to show evidence of the appointment to school (email / text / appointment card). Where evidence is not provided the absence may not be authorised.

5.2 Absence due to Illness

Parents must advise the school by telephone (01619277288) or email (absence@altrinchamceprimaryschool.co.uk)on the first day of absence and provide the school with an expected date of return and update once confirmed.

In the majority of cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and local authority information: www.trafford.gov.uk/pupilabsence. We will also consider whether an Individual Healthcare Plan is required.

5.3 Absence due to Modelling, Sport and Acting Performances/Activities

The school will ensure that the parents of all pupils engaging in performances/activities which require them to be absent from school understand that they will be required to obtain a licence from the Local Authority which authorises the school's absence(s)

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school.

Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

5.4 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the previous 12 months.

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Trafford, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Altrincham CE Primary School will be regarded as the base school if it is the school where the child normally attends when he or she is not

travelling. However, the pupil must have attended in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place here will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

5.5 Authorised and Unauthorised Absence

The decision to authorise absence is at the discretion of the Headteacher who will decide if the reason given by parents is a satisfactory explanation to authorise the absence.

Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday.
- Shopping for uniforms.
- Appointments for hairdressing.
- Closure of a sibling's school for INSET (or other) purposes.
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend.

We believe that children need to be in school for all sessions that the school is open so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Altrincham CE Primary School leave of absence requests must be put in writing and are only granted at the discretion of the Headteacher, using the Request form in Appendix1

All absences associated with a holiday during term time, whereby the headteacher does not deem there to be an exceptional circumstance for absence, will be marked as unauthorised in the register.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave. Other than in emergency, if a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. Altrincham CE Primary School treats each application individually.

Retrospective requests will not be considered and will result in the absence being categorised as **unauthorised.** In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from Trafford Council. This could result in possible children missing from education procedures being instigated.

5.6 Use of Legal Interventions for Unauthorised Leave of Absence

A penalty notice request or a referral for prosecution may be submitted to Trafford Council should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period than the agreed number of days is taken.

In line with the Trafford Penalty Notice Code of Conduct, available at www.trafford.gov.uk/pupilabsence. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to Trafford Council for the issue of a penalty notice or prosecution if the leave of absence is unauthorised for 10 sessions (5 school days) or more. A penalty notice is issued to **each parent for each child**, the penalty being £160 per parent per child (discounted to £80 if paid within 21 days). Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period will be charged at the higher rate.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

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 which may include considering prosecution but may include other tools such as one of the other attendance legal interventions such as an Education Supervision Order.

6 Our Procedures

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity or
- Unable to attend due to exceptional circumstances.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

"Regular" attendance as:

- Attendance at every session the school is open to pupils

An “authorised absence” as:

- An absence for sickness for which the school has accepted the reasons given.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Recognised days of religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

6.2 Late Arrival at School

At Altrincham CE Primary School all pupils are expected to arrive on time for every day of the school year. The school day begins at **8:50am**. We advise all parents to ensure their child is on site prior to this; **gates open at 8:45am**. The school register will be taken by **9:00am.** All pupils arriving after this time are required to report to the main office with their parents, who will be expected to provide a reason for their lateness. If their arrival is before 9:20am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:20am. The DfE advises that schools should close the register to pupils no more than **30 minutes** after the register was taken. All pupils arriving after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a Notice to Improve leading to the issue of a Penalty Notice (after 10 sessions of recorded unauthorised lateness) as a last resort.

Please note: L or U codes will be used if a pupil arrives in school, after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school by email to absence@altrinchamceprimaryschool.co.uk or by telephone on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:20am and where no reason for absence is known.

- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be contacted.
- If school cannot contact a parent or other emergency contact and are concerned about a pupil, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In cases of ongoing attendance concerns, school may, in line with Trafford's graduated Response for School Attendance:

- Visit the home of the pupil
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance, and advice
- Making a referral to Trafford Council through their education portal for joint enquiries to be made to establish the whereabouts of the child.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing an Early Help Assessment **or consulting with the Children's First Response team or the police, where there are safeguarding concerns.**
- As a last resort, when supportive strategies have not worked and the parent has failed to engage, refer to Trafford council to consider issuing a penalty notice, an Education Supervision Order or to consider prosecution when all other interventions have failed.

6.4 Support to improve attendance

At Altrincham CE Primary School we recognise that poor attendance can be an indication of other difficulties related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Emotionally Based School Non-Attendance (EBSNA) is a term adopted by Trafford Council and a number of authorities to describe children and young people who have significant difficulties in attending school due to a range of factors. Emotionally Based School NonAttendance (EBSNA) Guidance for Parents
There is no single cause of EBSNA. Instead it is thought to be multiple factors unique to your child or young person that can include:

- special educational needs
- social and communication difficulties
- stressors from school
- bullying or perceived threats of bullying
- family and friendship difficulties

- negative thoughts

This can lead to pushing children and young people away from school and pulling them towards home.

Strategies we may use to support families include:

- Pastoral check ins with the pastoral team, pupil voice activities
- Trafford Inclusion Charter & Trafford SEMH Graduated Approach,
- EHC team, school nursing team,
- Educational Psychology, SEND consultants
- parenting contracts,
- Family Help, Early help referral options
- EBSNA toolkit and Anxiety-based attendance avoidance materials
- Referrals to support agencies such as sleep clinic
- Friendship groups, PSHE lessons
- Time limited part time timetables
- Learning and/or behaviour support

To plan the correct support, we will invite parents to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child centred, trauma-informed and inclusive; planned in discussion and agreement with both parents and pupils.

6.5 Supporting regular attendance:

Pupils' attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Every half term the school will monitor attendance data for the previous weeks for each pupil. The admin team monitors attendance on a weekly basis and should any patterns emerge will highlight to the senior leadership team. Pupils at or below 93% will be monitored and parents contacted, with attendance data received each term.

GREEN	**pupils with attendance between 100% and 97%**
GREEN-AMBER	**pupils with attendance between 96% and 94%**
AMBER -RED	**pupils with attendance between 93% and 90%**
RED	**pupils with attendance below 90%**

The Senior team will monitor if pupils' attendance has improved, stayed the same or deteriorated.

This pupil level data will be used to trigger communication with parents and support offered to families (6.4).

Attendance data will also be used to identify emerging patterns and trends to inform whole

school strategies to improve attendance and attainment.

Altrincham CE Primary School will share attendance data with the Department for Education and the local authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

Attendance will be celebrated as a whole school via newsletter as to how we are performing as a school.

At Altrincham CE Primary School we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

6.6 Severe and Persistent Absence

- **Severe absence** is missing 50% or more of schooling across the year for any reason.
- **Persistent absence** is missing 10% or more of schooling across the year for any reason. Over a full academic year this would be 38 sessions (19 days).

The attendance of all pupils at our school is monitored to identify children who are severely absent, persistently absent, or are at risk of becoming persistently absent. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

6.7 Use of Legal Interventions for Severe and Persistent Absence

In line with the Trafford Penalty Notice Code of Conduct, where the parent fails to engage with supportive interventions and the pupil has 10 sessions of unauthorised absence within a rolling 10 week period, a Notice to Improve may be sent to each parent informing them that a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order, or prosecution in the Magistrates' Court. If no improvement in engagement or attendance is made within the stated period, a penalty notice request may be submitted to the local authority.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, or a parenting order/ community order under a Section 444 (1a) offence.

6.8 Reduced timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

Pupils absent from school and receiving remote education still need to be marked as absent in the register.

We will inform Trafford Council through the school portal of any reduced timetable we have put in place.

6.9 Deletions from the Register

At Altrincham CE Primary School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. We will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow Trafford Council's Child Missing Education procedures and ensure the local authority is informed of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities. Where the location of a pupil is unknown we will liaise with Trafford's Pupil Absence Team so that joint reasonable enquiries can be made to ascertain the child's whereabouts and the pupil will remain on roll until those enquiries are exhausted.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Trafford Council will be informed of the removal from roll as outlined above.

7 Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- ACE safeguarding policy including child protection
- Supporting children with medical needs
- Admissions policy
- Anti-bullying policy
- SEND
- Behaviour and relationships policy

These can be found here**:**

ACE Safeguarding

ACE Supporting Children with Medical Needs

ACE Admissions Policy

ACE Anti-Bullying Policy

ACE SEND Offer 2024-25

ACE Positive Behaviour Policy

8 Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- The Education (Pupil Registration) (England) Regulations 2006 (legislation.gov.uk)
- Keeping children safe in education - GOV.UK (www.gov.uk)
- Children missing education - GOV.UK (www.gov.uk)
- Working together to improve school attendance - GOV.UK (www.gov.uk)
- School behaviour and attendance: parental responsibility measures - GOV.UK (www.gov.uk)
- Working together to safeguard children - GOV.UK (www.gov.uk)
- Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)

Appendix 1

Altrincham CE Primary School

REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL

To be completed and returned to the class teacher.

My Child(ren)……

Class(es) ……..

I would like to request permission for my child to be absent from school on the following days:-

Start date …./…./.... Return date …./…./…. No of Days … or AM/PM

Reason:

Signed ……Parent/Guardian

¯ Please note the Holiday Absence policy is shown overleaf ¯

ABSENCE FROM SCHOOL

Permission will/will not be granted for your child/children:-

…….Class(es)……..…….

To be absent from school on …… No of days ……

Signed …… Classteacher

Signed ……. Headteacher

Altrincham CE Primary School

Governors Policy Regarding Holiday requests

The current regulations make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Examples given are absence for funerals, illness, medical appointments and examinations.

All unauthorised absences must now be reported to the Educational Welfare Department, these include incidences where absence for illness has been requested but the school received information that a holiday is being taken instead.

Parents/carers who take their children out of school without authorisation are liable to receive a penalty notice (fine) and in the case of either repeated unauthorised absences or those exceeding five days in total during a term; the child may be removed from the school's register.

Attendance information is requested by secondary schools and independent schools before admission.

Unfortunately, school governors have no flexibility and they must enforce the regulations.