



‘Here Today, Here Tomorrow’

Attendance Policy Document

Produced in consultation with parents/carers, staff and students

**Updated May 2024
Next review: July 2027**

ATTENDANCE POLICY STATEMENT

At Cheadle Hulme High School we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost to education can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We are therefore fully committed to promoting school attendance by providing an environment and ethos where all students feel safe and can build positive relationships with their peers.

Cheadle Hulme High School recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs and disabilities, those with physical or mental health needs, migrant refugee pupils and looked after children.

We expect that in return parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff, parents and carers and this must be evident in our interactions with students.

We expect students to attend school every day and arrive on time. Students should be in school at least 5 minutes before registration time is due to begin.

Students may receive late marks for individual lateness to lessons.

Registration closes at 09:30.

1. Aims

- To promote good attendance and punctuality
- To deal promptly with the causes of poor attendance and lateness
- To reward good attendance and punctuality – This will include raising the profile of good attendance through specific rewards. We intend to reward students whose attendance is 98% and above
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

2. Attendance Targets up to 2024/35

After the nationwide impact of the pandemic, we feel that it is important to return to the highest of expectations in terms of attendance but acknowledge that we may experience increased challenges in doing so.

Attendance	2022/2023 Target	2023/2024 Target	2024/25 Target
Whole school	98%	98%	98%
Year 7	98%	98%	98%

Year 8	98%	98%	98%
Year 9	98%	98%	98%
Year 10	98%	98%	98%
Year 11	98%	98%	98%
Persistent Absence <90%	4%	4%	4%

Additional Targets – Identifiable groups

GROUP	2022/23 Target	2023/24 Target	2024/25 Target
BOYS	98%	98%	98%
GIRLS	98%	98%	98%
SEN SUPPORT	98%	98%	98%
EHCP	98%	98%	98%
PUPIL PREMIUM	98%	98%	98%

3. Roles and Responsibilities

Staff, parents and carers must make attendance a high priority and convey to the students, by their behaviour and attitude, the importance of good attendance.

Specific responsibilities - Staff

3.1 Deputy Headteacher and Assistant Headteacher Pastoral will:

- Have overall responsibility for attendance and punctuality
- Raise profile of importance of good attendance and punctuality throughout the school community
- Build attendance rewards into the House system
- Complete a termly report to governors
- Report attendance figures monthly to SLT (Senior Leadership Team)
- Authorise Education Penalty Notices (EPN)
- Liaise with EWS (Education Welfare Service)
- Discuss attendance issues with Heads of Year and Head of House monthly.
- Set whole school targets and targets for year groups
- Oversee the prompt collation of attendance statistics
- Monitor attendance patterns, inclusive of year group and sub group
- Support and conduct home visits where appropriate

- Monitor and review the Attendance Policy
- Monitor the completion of registers
- Produce the attendance profile for the whole school
- Monitor the attendance of pupil premium students on a monthly basis. Plan appropriate intervention strategies

3.2 Heads of Year will:

- Check the accuracy of registers, addressing unexplained absences
- Coordinate attendance-related rewards events, including assemblies
- Review attendance for the year group, with the Head of House monthly. Take appropriate action.
- Reinforce good practice at year team meetings
- Meet with students, where absence or punctuality is a concern and take appropriate action to support improved attendance.
- Work with the parents/carers of students to address barriers to attendance
- Work with relevant support agencies
- For students who are late three times in a week - organise for them to receive an after school detention of one hour
- Ensure that Form Tutors set individual attendance targets with students.
- Provide form tutors with up to date attendance records
- Support with and arrange a break time detention if students arrive late to school.
- Inform parents/carers of any attendance concerns at the start of the academic year
- Conduct formal meetings, when appropriate, for students whose attendance is below expected levels
- Ring the parents/carers of absent pupil premium students before 9.15am in the morning

3.3 Form Tutors will:

- Complete accurate registers
- Follow up on absences when students return to school. Liaise with the Head of Year if any patterns of absence occur
- Intervene with individual students whose attendance and punctuality is giving cause for concern
- Liaise with parents/carers to support improved attendance to school
- Encourage good attendance within the tutor group
- Display attendance information on the form board
- Liaise with Heads of Year regarding attendance and punctuality issues

3.4 Subject staff will:

- Complete and send accurate and prompt registers in all lessons
- Openly value good attendance of all students
- Welcome back students who have been absent and provide a means for them to catch up
- Praise and reward good and improved attendance

- Contact home regarding attendance and punctuality issues within the specific subject
- Liaise with form tutors regarding attendance and punctuality issues
- Inform Attendance and Student Data Administrator if there is a planned activity which will result in students being absent from specific lessons

3.5 Attendance and Student Data Administrator:

- Provide accurate data for form tutors and Heads of Year etc.
- Complete Census
- Provide termly attendance returns to the LA
- Liaise with BROMCOM
- Contact parents/carers of absent students on a daily basis
- Make changes to the registers as authorised by Heads of Year, Assistant Headteacher, Care and Guidance and Deputy Headteacher
- Produce relevant attendance statistics

3.6 Education Welfare Service will:

- Take legal action
- Process Education Penalty Notices

Specific Responsibilities- Parents/carers

3.7 Parents/carers will:

- Provide up to date contact numbers and changes of address
- Notify the school when their child is unable to attend, with a reason, **on the first day of the absence**
- Telephone the school after the first day of absence to advise the school if the absence is continuing
- Keep the school well informed, in cases of lengthy absence, so that work can be sent home in certain cases and in order for the school to be prepared for the child's return
- Provide a note indicating attendance at the dentist, doctor or optician **before** the arranged appointment unless an emergency situation has arisen. Students will not be allowed to sign out of school if they do not have a note from parent/carer
- Ensure that their child arrives at school on time each day
- Let the school know if their child is going to be late
- Promote the importance of good attendance and punctuality
- Not take their child/children on holiday in term time
- Inform the school of the reason for absence. Absences can only be authorised by the school

4. Strategies / procedures to improve attendance

4.1 Daily response / management of absence

- Accurate registers taken promptly every lesson
- Reminders to staff, during lesson, regarding registers not taken
- Monitoring of staff re registers taken
- First day contact to parents/carers of non-attenders
- Encourage parents/carers to contact school first thing in the morning if their child is absent
- Inform Attendance and Student Data Administrator and the relevant Head of Year regarding any activity resulting in students being absent from lessons. Ensure up to date registers from these events are sent to the Attendance and Student Data Administrator
- Implement rewards policy, to promote and encourage good attendance and to reward improved attendance
- Have a dedicated attendance email address and phone number for parents/carers to contact school.

4.2 Medium term strategies

- Strategies to address attenders below 95%
- Regular information to be sent to parents/carers regarding attendance, specifically lessons missed
- Individual intervention for students with low attendance
- Intervention for groups of students with low attendance
- Involvement of parents/carers
- Issue of fixed penalty notices via EWS
- Monthly recognition to the form with the best attendance and most improved form
- Termly House attendance competition
- Daily and weekly lates detentions for persistent latecomers
- Effective KS2/3 transition re attendance issues
- Attendance data to be included on KASH reports
- Mentoring with targeted students
- Planned reintegration strategies to support students who have had prolonged absence
- Issue reward points for good attendance via the form tutor weekly reward points.

4.3 Long term strategies

- Continue to improve the positive climate within the school
- Continue to improve curricular provision
- Continue to improve the quality of Teaching and Learning
- Continually analyse attendance patterns and act on the findings
- Reduce holidays in term time.
- *To continue to work with the SEND department in order to support all students in being able to attend school. To ensure that school are able to support students and families to attend school and to overcome barriers which may impact attendance.*

5.0 Penalty Notices

- Parents/carers have a legal responsibility to ensure their child(ren) attend school on a regular basis. Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. Penalty Notices will be considered when:
- A pupil is absent from school for the purpose of a holiday during term time when the leave of absence has not been authorised by the school
- Under the new national framework (August 2024), all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.
- A pupil has accumulated at least 5 sessions of unauthorised absence (including unauthorised lates) and further unauthorised absence have occurred following a penalty notice warning being issued to improve attendance
- Each such Penalty Notice incurs a fine of £160 to be paid within 28 days, which is reduced to £80 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in prosecution.
- In the case of repeated fines, if a parent/carer receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.
- Fines per parent/carer will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

6.0 Monitoring and Evaluation

- Whole school attendance statistics will be produced on a monthly basis
- At the end of each academic year progress towards targets will be reviewed
- At the end of each academic year a group will be convened to review the effectiveness of the strategies within the policy.

Following a period of absence due to prolonged or complex mental health issues, the school may insist upon confirmation that the student is fit to attend school before re-admittance. This assurance will be sought from a medical health practitioner or their own GP.

It is not Trust practice to allow students to repeat an academic year due to a period of extended absence.

This policy will be reviewed and revised at least every three years.

Review Date June 2027

Senior Members of Staff Responsible

Head of School

Deputy Headteacher – Pastoral and Safeguarding

Deputy Headteacher – Standards and Outcomes

Assistant Headteacher – KS3 Standards and Outcomes

Senior Head of Year

Equality Impact Statement

<p>Names and titles of people involved with this assessment</p> <p>Title of Policy – Attendance</p>	<p>Rachel Robinson Assistant Trust Director of Inclusion</p>
<p>Impact assessment carried out with regard to identified characteristics</p>	<p>Race <input checked="" type="checkbox"/></p> <p>Disability <input checked="" type="checkbox"/></p> <p>Gender <input checked="" type="checkbox"/></p> <p>Age <input checked="" type="checkbox"/></p> <p>Religion & belief <input checked="" type="checkbox"/></p> <p>Sexual orientation <input checked="" type="checkbox"/></p>
<p>Summary of any issues/proposed changes</p>	<p>N/A</p>
<p>Date</p>	<p>May 2024</p>
<p>Date of next review</p>	<p>June 2027</p>