



PRIESTNALL
SCHOOL

Attendance Policy

Produced in consultation with parent/carers, staff and students

Date of Review: May 2025

Date of Next Review: July 2026

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ATTENDANCE POLICY STATEMENT

At Priestnall School we believe that all children and young people have a right to an education as enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling all children and young people to reach their potential and lead happy and rewarding lives.

Evidence shows that there are clear links between good attendance and high achievement in school. Pupils who attend school regularly are more likely to feel settled in school, maintain friendships, make progress and gain the greatest benefit from their education as well as develop a strong sense of belonging. For the most vulnerable pupils, regular attendance is also an important protective factor and being in school gives the pupil the best opportunity for needs to be identified and support provided.

At Priestnall School we know that **attendance is everyone's business**. We recognise that the foundation of securing good attendance is to develop good patterns of attendance and ensuring that it is integral part of the school ethos and culture. We will work with pupils and parents to remove any barriers by building strong and trusting relationships and work together to put the right support in place.

Priestnall 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 refugees and looked after children.

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.

Throughout this document, 'parents' should be taken to include all those with parental responsibility, as defined in law and may include guardians and legal carers.

We expect parents/carers to 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.

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*
- *To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.*

Attendance Targets up to 2027

Attendance	2025/26 Target	2026/27 Target
Whole school	97%	98%
Year 7	97%	98%
Year 8	97%	98%

Year 9	97%	98%
Year 10	97%	98%
Year 11	97%	98%
Persistent Absence <90%	4%	3%

1. 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

1.1 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 College System*
- *Complete a termly report to governors*
- *Report monthly to SLT (Senior Leadership Team)*
- *Authorise EPNs (Education Penalty Notices)*
- *Liaise with EWS (Education Welfare Service)*
- *Discuss attendance issues with Heads of Year in line management meetings*
- *Set whole school targets and targets for year groups*
- *Oversee the prompt collation of attendance statistics*
- *Monitor attendance patterns*
- *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*

1.2 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 every half term. Take appropriate action.*
- *Reinforce good practice at year team meetings*
- *Interview students, where absence or punctuality is a concern and take appropriate action*
- *Work with the parents/carers of students to address the issues*
- *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*
- *Arrange for students who arrive late to school to attend a breaktime detention on the same day*
- *Inform parents/carers of any attendance concerns at the start of the academic year*
- *Conduct formal Attendance Meetings, when appropriate, for students whose attendance is below expected levels*

1.3 Form Tutors will:

- *Complete accurate registers*
- *Follow up on absences*
- *Intervene with individual students whose attendance and punctuality is giving cause for concern*
- *Liaise with parents/carers*
- *Encourage good attendance within the tutor group*
- *Liaise with Heads of Year regarding attendance and punctuality issues*

1.4 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 attendance*
- *Contact home regarding attendance and punctuality issues*
- *Liaise with form tutors regarding attendance and punctuality issues*
- *Inform Attendance Officer of any planned activity which will result in students being absent from class*

1.5 Attendance Officer will:

- *Provide accurate data as requested by staff*
- *Provide termly attendance returns to the LA*
- *Liaise with Bromcom*
- *Contact parents/carers of absent students on a daily basis, when no notification of absence has been received.*
- *Make changes to the registers as authorised by Heads of Year, or SLT.*

Specific Responsibilities - Parents/carers

1.6 Parents/carers will:

- *Provide up to date contact numbers and changes of address*
- *Notify the school via the MCAS app when their child is unable to attend, with a reason, on the first day of the absence*
- *Message the school via the MCAS app 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*
- *Message the school via the MCAS app to inform of an appointment at the dentist, doctor or optician before the arranged time, unless an emergency situation has arisen. Students will not be allowed to sign out of school without notification from parents/carers*
- *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*

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 at 8.30am. Students may receive late marks for individual lateness to lessons.

Specific Responsibilities – Education Welfare Service

1.7 Education Welfare Service will:

- *Take legal action*
- *Process EPN requests*

2. Strategies / procedures to improve attendance

2.1 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 Officer and Head of Year regarding any activity resulting in students being absent from lessons*
- *Implement rewards policy*
- *Have a dedicated phone number for parents to text the school for child absence*

2.2 Medium term strategies

- *Strategies to address attenders below 95%*
- *Regular information 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 EPNs via EWS*
- *Monthly recognition to the form with the best attendance and most improved form*
- *Daily and weekly lates detentions for persistent latecomers*
- *Effective KS2/3 transition re attendance issues*
- *Attendance and punctuality data on every progress report and full report*
- *Mentoring with targeted students*
- *Planned reintegration strategies to support students who have had prolonged absence*

2.3 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.*

3. Penalty Notices

Parents/carers have a legal responsibility to ensure their child(ren) attend school on a regular basis. School will work with the Education Welfare Service to issue Penalty Notices in certain cases.

SCHOOL ATTENDANCE AND THE LAW

Parents

- 1. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational needs they may have.*
- 2. Parents have a legal responsibility to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*
- 3. For children receiving full time education at a school, parents have an additional legal duty to ensure their child attends that school regularly. Regular attendance means their child must attend every day that they are expected to attend, except in a small number of allowable circumstances.*
- 4. If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence and can be prosecuted by the local authority.*

Schools

- 5. Schools are required by law to:*
 - Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school.*
 - Maintain and preserve accurate attendance registers as required under regulations 10 within the. School Attendance (Pupil Registration) (England) Regulations 2024 and make them available for inspection by the local authority.*
 - Comply with legal requirements regarding adding or removing pupils' names to or from the admissions register, ensuring that:*
 - Pupils' names are added to the school roll on the expected date of attendance.*
 - Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.*
 - All removals from roll are reported to the local authority.*

- *Information is shared and enquiries made jointly with the local authority to locate missing pupils.*
- *Complete Attendance and Sickness returns to the local authority.*

Legal Sanctions

6. *Regular school attendance is a legal duty on parents and carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) of the Education Act 1996.*
7. *A parent who commits this offence may be liable to prosecution in the Magistrates' Court and, depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.*
8. *Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve due to non-engagement of the parent, or who take leave of absence from school without agreement, to the Education Welfare Service within Stockport Council. This can take several routes:*

Education Penalty Notice:

9. *Education Penalty Notices are fixed penalty notices issued by Stockport Council. The amount of the fine depends on whether any previous Education Penalty Notices have been issued to the parent for the same child for unauthorised absences which took place after 19/08/2024 but within a period of three years from the current fine. For the first such Education Penalty Notice, the fine is £80 if paid within 21 days or £160 if paid between 22 and 28 days. For the second such Education Penalty Notice, the fine is at a single rate of £160 payable within 28 days. If third or subsequent offences occur within a rolling three year period which would otherwise result in a fine, the Local Authority is not allowed to issue a further fine, and instead the parent is likely to be prosecuted in the Magistrates' Court.*

Education Penalty Notices for Irregular Attendance

10. *Before being issued with an Education Penalty Notice, parents will receive a written warning from Stockport Council. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including late after the close registration marks – are recorded against their child during the next 15 school days. The minimum criteria for sending such a warning is - 10 sessions of unauthorised absence in a 10 week period.*

Education Penalty Notices for unauthorised leave of absence

11. *Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.*

Attendance Contracts

12. A Parent Contract is an agreement which usually involves the school, parents, members of Stockport Council's Education Welfare Service and, in some cases, the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. If a parent fails to participate and/or fails to ensure that attendance improves, they may be prosecuted in the Magistrates' Court.

Education Supervision Order

13. An Education Supervision Order (ESO) is an order granted in the Family Proceedings Court requiring a parent and child to follow directions made in the Order and work alongside a Supervising Officer to improve the child's school attendance. The Supervising Officer will be put in place by Stockport Council and may be a Social Worker, Education Welfare Officer or other Family Help professional. Where parents persistently fail to comply with the directions given under an ESO, they may be prosecuted in the Magistrates' Court. ESOs usually last for a year, but can be extended to up to three years.

4. 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 July 2026

Senior Members of Staff Responsible:

- *Deputy Head of School*
- *Assistant Head of School*
- *Head of Pastoral Care*

Attendance enquiries can be sent

to:

enquiries@priestnallschool.org.uk

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religious Belief <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Gender Reassignment
Summary of any issue/proposed changes	As cited on Page 2
Date	23.05.25
Date of next review	July 2026



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