



LAURUS
CHEADLE
HULME

Attendance Policy

'Here Today, Here Tomorrow'

Date of Review: June 2026

Date of Next Review: July 2027

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Attendance Policy Statement

At Laurus Cheadle Hulme 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' attainment, well-being 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.

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 the school day is due to begin.

Registration closes at 9.05am

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 97% and above.
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

Attendance Targets

We have a legal obligation to monitor attendance and encourage all students to maintain excellent attendance throughout the year.

School Leaders will pay particular attention to the Inspection Data Summary Report (IDSR), Comparable Schools Report, local and national data when tracking overall attendance.

For your information, the table below outlines the guidance set by local authorities with which schools monitor student attendance:

Academic year attendance (%)

99 – 100% OUTSTANDING

97 – 98.9% Excellent

95 – 96.9% Good / Average

92 – 94.9% Poor

90 – 91.9% A cause for concern

Below 90% A major cause for concern

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: School Staff

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 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

The Attendance Team, (Attendance Officer, Student Administration Support Officer, Heads of Year and Assistant Heads of year) will:

- Carry out attendance protocol by the end of Unit 1 every day to identify absentees and patterns of attendance behaviour with students
- Check the accuracy of registers, addressing unexplained absences
- Coordinate attendance-related rewards events, including assemblies
- Continually review the attendance of year groups and take appropriate action.
- Reinforce good practice with pastoral teams.
- Interview students, where absence or punctuality is a concern and take appropriate action
- Liaise with student reception regarding punctuality and communication with parents and carers.
- 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
- Communicate to form tutors individual attendance targets with students.
- Provide Form Tutors with up to date attendance records
- Organise a detention for students who arrive late to school
- Inform parents/carers of any attendance concerns throughout the academic year
- Conduct formal interviews, when appropriate, for students whose attendance is below expected levels
- Liaise with staff to develop individualised support for students with low attendance.
- Ring the parents/carers of absent pupil premium students before 9.15am in the morning
- Conduct home visits where appropriate
- Termly attendance meetings with Education Welfare Officer
- Provide termly attendance returns to the LA
- Liaise with SLT
- Contact parents/carers of absent students on a daily basis
- Make changes to the registers as authorised by Heads of Year & Assistant Headteachers

- Produce relevant attendance statistics
- Produce daily absence reports to stakeholders

Form Tutors will:

- Complete accurate registers
- Follow up on absences
- Intervene with individual students whose attendance and punctuality are giving cause for concern
- Liaise with parents/carers
- Encourage good attendance within the tutor group
- Display attendance information in class
- Liaise with The Attendance Team regarding attendance and punctuality issues

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 the Attendance Officer of any planned activity which will result in students being absent from class

Education Welfare Service will:

- Take legal action
- Process EPN requests

Specific Responsibilities: Parents/carers

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
- Contact the school on each day of absence
- 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

- Communicate to school any dentist, doctor or optician appointment before the arranged date unless an emergency situation has arisen. Students will not be allowed to sign out of school if we have not had communication from a student's parent/carer or someone recorded as a contact on MCAS
- 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
- Provide the school with medical evidence for medical-related absences

Strategies/procedures to improve attendance

Daily response / management of absence

- Accurate registers taken promptly every lesson
- Reminders to staff, during lesson, regarding registers not taken
- Monitoring of staff regarding 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 Head of Year regarding any activity resulting in students being absent from lessons
- Head of Year or Assistant Head of Year to phone home and discuss attendance when appropriate.
- Implement rewards policy
- Have an absence procedure for parents/carers to contact school
- Detentions and communication to parents/ carers for persistent latecomers

Medium term strategies

- Strategies to address attenders below 95%
- Regular information to parents/carers regarding attendance

- Individual intervention for students with low attendance
- Intervention for groups of students with low attendance
- Involvement of parents/carers
- Issue of EPNs via EWS
- Weekly recognition of best attended forms
- Weekly recognition of best attended House
- House attendance competitions
- Daily and weekly lates detentions for persistent latecomers
- Effective KS2/3 transition regarding 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

Long term strategies

- Continue to improve the positive climate within the school
- Continue to reward students with excellent/ outstanding attendance
- Continue to reward students with most improved attendance
- Continue to improve curricular provision
- Continue to monitor attendance policy and strategies to promote good attendance
- Continue to improve the quality of Teaching and Learning
- Continually analyse attendance patterns and act on the findings
- Reduce holidays in term time.

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

- 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.

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.

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	N/A
Date	03.05.26
Date of next review	July 2027



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