



LAURUS  
RYECROFT

# Attendance Policy

'Here today, Here Tomorrow'

**Date of Review:** March 2026

**Date of Next Review:** July 2027

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# Attendance Policy Statement

At Laurus Ryecroft 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.

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. Students may receive late marks for individual lateness to lessons. Registration closes at 9.15am.

## 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 95% and above.
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

## 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 half-termly report to governors
- Report half-termly to SLT (Senior Leadership Team)
- Authorise EPNs (Education Penalty Notices – see below)
- Liaise with EWS (Education Welfare Service – see below)
- 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

#### **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 Personal Tutors set individual attendance targets with students.
- Provide Personal Tutors with up-to-date attendance records
- Detain any students who arrive late to school at lunchtime the same day
- Inform parents/carers of any attendance concerns at the start of the academic year
- Conduct formal interviews, three times a year, for students whose attendance is below expected levels
- Ring the parents/carers of absent pupil premium students before 9.15am in the morning
- Conduct home visits where appropriate
- Liaise with outside agencies in cases of students reported as missing

**Personal 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
- Display attendance information in class
- Liaise with Heads of Year regarding attendance and punctuality issues
- Conduct termly attendance reviews with students in the form

**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 Personal Tutors regarding attendance and punctuality issues
- Inform the Attendance Officer of any planned activity which will result in students being absent from class

**The Attendance Officer will:**

- Provide accurate data for Personal Tutors and Heads of Year etc.
- Complete Forvus return
- 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
- Where appropriate, to support students and families with home visits
- Liaise with outside agencies in cases of students reported as missing

### **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
- 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
- Provide a note or sign the student planner when the child returns from an absence due to sickness. This should be on the first day of the child's return to school
- 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
- Work alongside and support school staff to ensure that their children are receiving the same message from home as well as school on the importance of good attendance.
- Parents to understand that appropriate sanctions will be issued to students who arrive late to school without a valid reason.

## **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 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 attendance email address and phone number for parents/carers to contact school.

### **Medium term strategies**

- Strategies to address attenders below 95%
- Rewards to staff who have good attendance
- 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
- Termly House attendance competition
- 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
- Issue reward points for good attendance.

### **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.

### **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.

## Penalty Notices – Holidays During Term Time

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.

- All requests for time off during school term time are to be put in writing addressed to the headteacher.
- **First offence** - A fine will be issued 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. 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 will incur more charges and may result in prosecution
- **Second offence** (within 3 years) – A fine of £160 will be issued with no reduced rate if paid within 21 days.
- **Third offence and more** (within 3 years) – The third time a holiday is taken during term time a penalty notice will not be issued. Instead, the case will be presented straight to the Magistrate's Court. Magistrate's fines can be up to £2500 per parent, per child. Cases found guilty at the Magistrates Court can show on a parents future DBS check, due to failure to safeguard a child's education.

### **Penalty Notice Warnings**

- A penalty notice warning is issued when a pupil has accumulated at least 10 sessions (5 days) of unauthorised absences (including unauthorised lates) within a 10-week period.
- Once issued by the local authority, students will be placed on a monitoring period for a minimum of 3 weeks whereby any unauthorised absences in this period will cause a fine to be issued.
- 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 will incur more charges and may result in prosecution.
- Contacting school by phone/text/email will not automatically authorise an absence. Any

student with attendance under 93% will require medical evidence in order for an absence to be authorised.

## Other links

This document has been written in conjunction with the Education Act of 1996 and the Tameside school attendance Code of Conduct. Further information can be found at the Tameside Council website:

<http://www.legislation.gov.uk/ukpga/1996/56/contents>

<https://www.tameside.gov.uk/TamesideMBC/media/education/codeofconduct.pdf>

<https://www.tameside.gov.uk/fixedenalty/schoolattendance>

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

Senior members of staff responsible:

Mr R Carling – Head of School  
Mr Davidson – Deputy Headteacher  
Miss Evans – Assistant Headteacher  
Mr J Lancaster – Assistant Headteacher  
Mr Herring – Assistant Headteacher  
Miss Pryce – Head of Pastoral Care  
Miss Pinguey – Head of Year 11  
Miss Baxter – Head of Year 10  
Mrs Schofield – Head of Year 9  
Miss Walton – Head of Year 8  
Miss Van Loon – Head of Year 7  
Mrs Ellis – Attendance Officer

# 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	Names/job titled changed Removed attendance target tables
Date	24.04.26
Date of next review	July 2027



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