

# **St. John Chrysostom Federation**



## **Pupil Attendance Policy**

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## **1. Introduction**

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 SJC Federation believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

1.3 SJC Federation values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance

1.4 SJC Federation 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 admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes-into-account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## **2. Legal Framework**

2.1 This policy is based on the Department for Education's (DfE's) statutory guidance 'Working together to improve school attendance (effective from 19th August 2024) and school attendance parental responsibility measures. The guidance is based on the following legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

## The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School Census Guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

### **3. Safeguarding**

3.1 Every pupil should be able 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/carers. 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 within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a 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.

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

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

3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

### **4. Categorising absence**

4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

**4.2** Absence can only be authorised by the headteacher/principal/principal/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

**4.3** Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

#### **4.4** Absence will be categorised as follows:

4.4.1 Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

4.4.2 Medical/Dental Appointments 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. Parents must show the appointment card to school.

4.4.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

4.4.4 Suspended or Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

4.4.5 Religious Observance SJC Federation acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

4.4.6 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

SJC Federation will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at SJC Federation will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

SJC Federation can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

SJC Federation will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

The child is on roll and attending another visited school

Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service

The child is undertaking computer-based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

4.4.7 Late Arrival The school gates are open between 8.40am and 9.00am. Registration takes place at 9.00am. Pupils arriving between 9.00am and 9.20am will enter school via the front door and will be marked as late (L). The register will close at 9.20am and pupils arriving after the close of register will be recorded as late, (code U) this is not authorized and will count as an absence for that school session and statutory action may be taken where appropriate.

The school gates will close at 9.00am, pupils arriving after this time will enter through the school office.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

4.4.10 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

A full list of the Department for Education (DfE) Registration Codes can be found in Appendix 1.

4.5 All requests for leave of absence in term, including holidays, will be responded to in writing.

If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.5.1 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may

request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the Magistrates court. This will follow Manchester Statutory Action Escalation Pathway.

## **5. Deletions from the Register**

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

5.2.1 SJC Federation will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## **6. Roles and Responsibilities**

6.1 The governing board

- The governing board is responsible for:
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data

- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Executive Headteacher to account for the implementation of this policy
- Making sure that the schools attendance management system is delivered effectively
- Making sure the school has high aspirations for all pupils but adapts processes to pupils individual needs

## 6.2 The Executive Headteacher

The executive headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting statutory action in line with Manchester's Statutory Action Escalation Pathway
- Ensuring effective communication between school, the Local Authority and parents/carers of pupils with Special Educational Needs (SEND) where there are barriers to attendance which relates to the pupils needs
- Following Manchester City Council's Children Missing Education (CME) Protocol when a pupil's whereabouts is unknown

## 6.3 The Designated Senior Leader responsible for School Attendance

The Designated Senior Leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff

The designated senior leader responsible for attendance is the Head of School and can be contacted via the school office.



## 6.4 Head of School

The Head of School is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence

The Senior Mental Health Lead is responsible for:

- Strategic oversight for setting a whole school approach to mental health and wellbeing
- Promoting the health and wellbeing of children and young people in school
- Action taken aligned

## 6.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office 5 minutes after registration time.

## 6.5 Admin team

The admin team will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Head of School in order to provide them with more detailed support on attendance if needed.
- Advising the executive headteacher when to issue fixed-penalty notices

The admin team and can be contacted the school office or email.

## 6.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence add if your school expects this and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

## 6.7 Pupils

Pupils are expected to:

- Attend school every day on time

## 7. Using Attendance Data

### 7.1 The School will:

Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level

Identify whether there are groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases.

The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families

### 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

The governors are provided termly attendance data via the Executive Headteacher report.

## **8. Support Systems**

8.1 School recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 SJC Federation also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance for all pupils. Please see appendix A - I for further information.

Strategies used will include:

- Celebrating good attendance in assemblies or on displays
- Escalation of attendance approach / graduated approach
- Parenting meetings
- Attendance updates to parents via the school app.
- Referrals to support agencies such as early help or Thrive Hubs
- Pupil Voice Activities
- Anxiety-based attendance avoidance materials
- Trauma-informed approaches
- Time limited part time time-tables
- Inclusion resources
- Reintegration support packages

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, SJC Federation may consider the use of legal sanctions following Manchester City Councils Code of Conduct.

## **9. Legal Sanctions**

9.1 SJC Federation will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Penalty notices**

9.2 Manchester City Council, upon a request from school, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice

9.3 Before requesting a legal sanction, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether appropriate support has been put in place
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

9.4 Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence

9.5 The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice

9.6 If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days

9.7 If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days

9.8 A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notice to Improve**

9.9 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out in by Manchester City Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve

within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

Date Approved:	11 <sup>th</sup> September 2024
Date of review:	11 <sup>th</sup> September 2025
Approval : Governing Body	

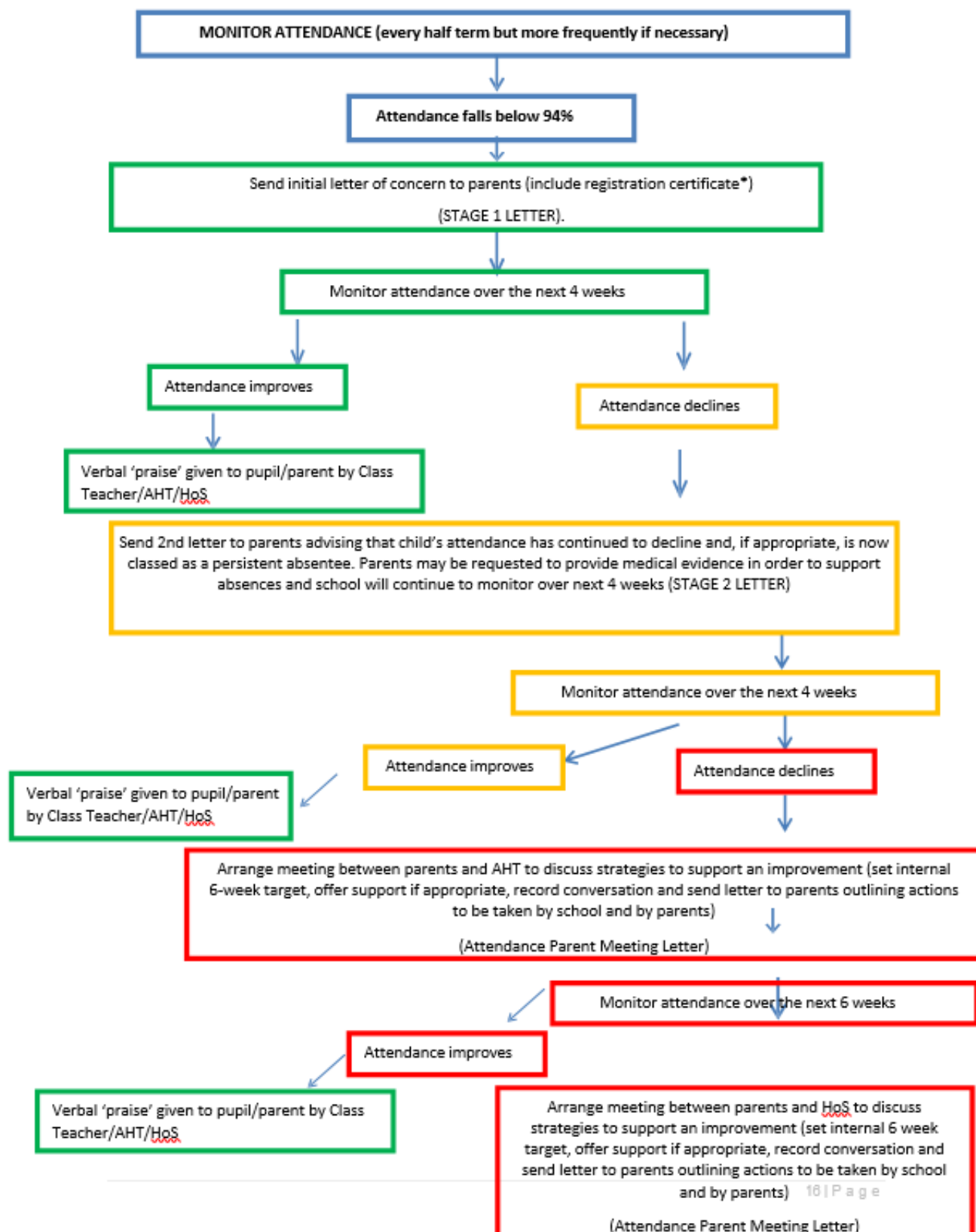
## Appendix 1 – Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending at a place other than at school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registration	Pupil is attending a session at another setting where they are also registered
<b>Absent – approved leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)

E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: - In police detention - Remanded to youth detention, awaiting trial or sentencing, or - Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (must be cleared at least weekly)
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2 - Attendance Flowchart





### Appendix 3 - Stage 1 Attendance Letter

100-96%	0-8 Days off	Good
95-94%	9-13 Days off	Requires Improvement
93-90%	14-20 Days off	At Risk of Persistent Absence
Below 90% Absence	20+ Days off	Child in Persistent

**Your child's attendance has fallen below 94%.** This can have an impact on their academic achievement.

Your child's attendance will be closely monitored over the next term. Further time off school could lead to attendance remaining below 90% which would result in '**persistent absence**'.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Please phone the school office if you have any questions.

Yours sincerely,

## Appendix 4 - Stage 2 Attendance Letter

100-96%	0-8 Days off	Good
95-94%	9-13 Days off	Requires Improvement
93-90%	14-20 Days off	At Risk of Persistent Absence
<b>Below 90% Absence</b>	<b>20+ Days off</b>	<b>Child in Persistent</b>

Your child's attendance has fallen **below 91%**. This means they are now a **'persistent absentee'**. Your child's attendance will be closely monitored over the next 4 weeks and without improvement, a meeting in school will take place.

Parents and carers have a legal duty to ensure your child gets a full time-education. Being in school is important to your child's achievement, wellbeing, and wider development. Evidence shows that the pupils with the highest attendance throughout their time in school gain the best academic results.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Please phone the school office if you have any questions.

Yours sincerely,

## Appendix 5 - Attendance Management Plan Proforma

### SJC Federation Attendance Plan

DfE research shows that there is a clear link between good attendance at school and good long-term educational outcomes for children and young people. Persistent absence is recorded when children miss 10% or more of the educational sessions available to them. Poor attendance, that doesn't improve with positive intervention, can result in legal action being taken against parents. This meeting provides an opportunity for parents/carers, school leaders and teachers to work together to improve education for children by creating a positive and supportive action plan.

<b>Date/time of meeting:</b>	
<b>School:</b>	

<b>Parent Name:</b>	
<b>Pupil name:</b>	
<b>Year Group &amp; Class:</b>	
<b>Current Attendance:</b>	

<b>Present at meeting:</b>	
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**Barriers to good attendance:**

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**Targets agreed:**

*Include information on what the target is, timescale, how it will be met and who is responsible.*

- 1.
  
- 2.
  
- 3.

**Consent – Parent/Carer**

I/We also understand and agree that our information has been and will continue to be collected for the purpose of assessing and providing an appropriate service. This information may also be shared with external agencies including Manchester City Council and providers of relevant services in order to ensure that I/ we are provided with the most appropriate services.

I/We understand that this information will be stored either electronically or in the manual records held by school for case management purposes for the length of the programme and for (x) months following, to monitor and evaluate the effectiveness of the contract. The school will keep the information updated and notify all recipients of any changes to ensure corrections are made.

I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carers

..... Pupil (Y5 and 6 only)

..... School Representative

..... Other Agency

## Appendix 6- Unauthorised holiday letter – (proof of flight details received)

Dear XXXXX

Re: Childs name & year group XXXXXXXX

Thank you for informing the school of your intention to take leave for XXXXX. Whilst we sympathise with your situation, unfortunately we cannot grant your leave request.

This letter is to inform you that your child's absences will be recorded as unauthorised. If children have 20 days or more of unauthorised absence from school, they could lose their school place.

As per our Attendance Policy, once a child reaches the age of five we have a duty to contact the Local Authority with your children's absence. All Manchester schools share the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

The City Council has the power to issue each parent/carer a penalty notice for each of their children. A penalty notice is intended to prevent more extended periods of unauthorised absence developing.

Each such penalty notice incurs a fine of £160 per parent per child, which is reduced to £80 if paid within 21 days of the noticed being served. Failure to pay a penalty notice may result in prosecution.

Support and guidance on attendance is always available from our school, if you have any specific queries in relation to this letter, please contact the school office.

You are requested to take future leave during the school holidays. A copy of this letter will be placed in your children's school file.

Yours sincerely

**Appendix 7- 2 day unauthorised absence letter – (no proof provided or ad-hoc days)**

Unauthorised absence

Dear.....

Your child ..... Has/have now had 4 sessions (2 days) of unauthorised absence from school.

All Manchester schools share the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

As part our attendance policy, we have a duty to contact the Local Authority regarding your child's unauthorised absence when the absence exceeds 10 sessions (5 days).

The City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is intended as an early intervention to prevent more extended periods of unauthorised absence developing.

*A penalty notice may be served in the event of unauthorised absence. Each Penalty Notice incurs a fine of £160 per child per parent/carer. For example, a family of 3 children with two parents: each parent would receive £480 of fines (3 x £160). Each fine is reduced to £80 if paid within 21 days of the notice being served. Failure to pay a Notice may result in Prosecution, which if proven could result in a criminal record.*

A copy of this letter will be placed in your children's school file.

Yours sincerely,

**Appendix 8- 4 day unauthorized absence letter (no proof provided or ad-hoc days)**

Unauthorised absence

Dear .....

Your child ..... have/has now had 8 sessions (4 days) of unauthorised absence from school.

As stated in our attendance policy, we have a duty to contact the Local Authority regarding your child's unauthorised absence when their absence exceeds 10 sessions (5 days).

The City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is intended as an early intervention to prevent more extended periods of unauthorised absence developing.

*A penalty notice may be served in the event of unauthorised absence. Each Penalty Notice incurs a fine of £160 per child per parent/carer. For example, a family of 3 children with two parents: each parent would receive £480 of fines (3 x £160). Each fine is reduced to £80 if paid within 21 days of the notice being served. Failure to pay a Notice may result in Prosecution, which if proven could result in a criminal record.*

Support and guidance on attendance is always available from our school, if you have any specific queries in relation to this letter, please contact me on the number below.

A copy of this letter will be placed in your children's school file.

Yours sincerely,

## Appendix 9- 5 day unauthorised absence letter (no proof provided or ad-hoc days)

### Unauthorised absence

Dear .....

Your child ..... has now had 10 sessions (5 days) of unauthorised absence from school.

As part of our attendance policy, we have a duty to contact the Local Authority regarding your child's unauthorised absence when the absence exceeds 10 sessions (5 days). As your child's level of unauthorised absence has now reached this level, we will now inform the Local Authority.

All authorised absences the City Council now has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is intended as an early intervention to prevent more extended periods of unauthorised absence developing.

*A penalty notice may be served in the event of unauthorised absence. Each Penalty Notice incurs a fine of £160 per child per parent/carer. For example, a family of 3 children with two parents: each parent would receive £480 of fines (3 x £160). Each fine is reduced to £80 if paid within 21 days of the notice being served. Failure to pay a Notice may result in Prosecution, which if proven could result in a criminal record.*

Support and guidance on attendance is always available from our school, if you have any specific queries in relation to this letter, please contact me on the number below.

Yours sincerely,



## Appendix 10- Home visit letter

Date

Dear Parent/Carer,

We called today to check on your child ----- was is not in school today and we were unable to contact you.

If we do not hear from you this absence will be recorded as unauthorised.

Please note the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly.

Please call the office 0161 xxx xxxx urgently.

Yours faithfully

## Appendix 11- Escalation Pathway



# Statutory Action Escalation Pathway

1. Support First	2. Notice to Improve	3. First Action (£80)	4. Second Action (£160)	5. Final Action
<p>Manchester adopts a 'support first' principle.</p> <p>All families should be offered good support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p>	<p><b>Sporadic Absence:</b> Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered up to 6-weeks to improve their attendance and engage with support. A family can move onto the next stage before 6-weeks if they do not engage with support or there is no clear sign of improvement.</p> <p><b>Holidays</b> Not used for unauthorised holidays taken in term time</p>	<p><b>Sporadic Absence:</b> Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><b>Holidays</b> Issued for a first unauthorised holiday taken in term time.</p> <p><b>PENALTY:</b> £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court</p>	<p><b>Sporadic Absence:</b> Issued for a second period of 10 sessions missed over a 10-week period <i>within a 3-year rolling time frame</i></p> <p><b>Holidays</b> Issued for a second unauthorised holiday taken in term time over a 3-year period</p> <p><b>PENALTY:</b> £160 per pupil, per parent. If unpaid within 28 days will proceed to court</p>	<p>A weekly panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway. Options include:</p> <p>PACE Face to Face PACE by Post Direct Prosecution Section 1 Direct Prosecution Section 1a Formal Caution No Further Action</p> <p>Pupils coming into this stage of the pathway for further offences will be taken to multi-agency panels such as Early Help Allocations or Advice &amp; Guidance (social care)</p>

For more detail, please refer to Manchester's Code of Conduct for the issuing of Penalty Notices. For general school attendance enquiries please use the contact details below

0161 234 5255 [schoolattendance@manchester.gov.uk](mailto:schoolattendance@manchester.gov.uk)

