

Greater Manchester Education Trust

ATTENDANCE AND PUNCTUALITY POLICY

V2.0

Levenshulme High School

Approval History

Approved By:	Date of Approval	Version Approved	Comments
Performance Board	17.11.22	1	Revisions from initial draft 10.22
Trust Board	16.10.24	2	Revisions to incorporate changes made to Working Together to Improve Attendance (February 2024)

Revision History

Revision Date	Previous Revision Date	Summary of Changes	Owner/Editor

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1 AIMS

Regular attendance at school is essential if students are to achieve their full potential. Greater Manchester Education Trust is committed to ensuring that every student achieves in line with their potential and our academies recognise the value of regular attendance and its contribution to success. Our academies will adopt a systematic approach to ensuring good attendance for all individuals and groups of pupils and use a range of information to swiftly identify and act on causes for concern, supporting our students and their families in improving attendance and removing barriers to achievement.

As set out in our policy, we will work with our families in a variety of ways to identify the reasons for attendance issues and address and resolve any difficulties. The approach taken is aligned with the 'Support First' strategies outlined in Working Together to Improve Attendance.

The attendance champion for the school is Mr A Millington (Assistant Headteacher). If you have any concerns / questions, please email amillington@levenshulmehigh.co.uk.

2 LEGISLATION AND GUIDANCE

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance and parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Working Together to Improve attendance (February 2024)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3 ATTENDANCE REGISTER

By law, all schools are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session (*see paragraph 5*). It will mark whether every student is:

- Present
- Attending an approved off-site educational activity

- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

Each school within the trust will have a localised attendance procedure that includes

- Students' expected arrival time in the Academy
- The time that the register for the first session will be taken and until what time it will be kept open.
- The time that the register for the second session will be taken after the lunch break

4 WHY REGULAR ATTENDANCE IS SO IMPORTANT

When students are not present in school their absence disrupts the pattern of their education, disrupts teaching routines and will have an adverse effect on the learning of others and also presents safeguarding risks.

Students who attend for the full number of published student days will achieve 100% attendance for the academic year and are highly likely to achieve the greatest progress for their ability, enabling them to continue their studies and raise their future and earning potential in the world of work. We know that the students with the highest progress and attainment at the end of key stage 4 have higher rates of attendance compared to those with the lowest attainment and progress. The lower a student's attendance, the greater the impact is on their achievement at school.

Attendance percentage relating to learning days lost per academic year

Percentage Attendance	Days Lost
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

We know that some students find achieving high levels of attendance difficult and therefore we will work in partnership with families at all stages to try to remove any barriers and to put in place the right support at the right time.

5 PROMOTING REGULAR ATTENDANCE

At Greater Manchester Education Trust, our aim is for all students to achieve at least 98% attendance as we recognise that attendance below this will impact on a student's achievement.

Helping to create a pattern of regular attendance is everyone's responsibility. To help us all to focus on this we will:

- give details of whole academy attendance in our messages to families and the community.
- report to families on their child's performance at the academy, giving their attendance percentage and punctuality details, and how this relates to their attainment.
- celebrate good attendance.
- reward good or improving attendance.
- work with families and partner agencies to provide advice, challenge and support where attendance is a concern.

We will:

EXPECT High standards of attendance from all students and parents and maintain an academy culture where all can, and want to, be in school and ready to learn.
MONITOR Using attendance data to identify patterns of poor attendance as soon as possible.
LISTEN AND UNDERSTAND Talk with students and families to understand barriers to attendance and agree how we can all work together to resolve them through a support first based approach.
FORMALISE SUPPORT Where absence persists and support is not working or not being engaged with, we will work with other agencies and advise families of the possible consequences if absence remains a concern. This may include formalising support through a parenting contract or education supervision order.
ENFORCE Where all options have been exhausted and support is not working or not being engaged with, we will enforce attendance through statutory intervention or prosecution to protect a student's right to an education.

Punctuality

Prompt arrival to school and for individual activities during the school day supports effective safeguarding of students and prepares them for the expectations of life outside of school. To that end students are expected to arrive promptly to lessons and lateness will be recorded as such and will be sanctioned where there is no suitable reason for lateness.

Morning registration begins at 08.30am and closes at 09.00am. Afternoon registers open at 14.00. Arrival outside of these times will be marked as lateness/unauthorised absence and sanctioned as such where there is no justifiable cause.

5.1 Strategies for Promoting Attendance

Every academy within the trust will have localised strategies to promote good attendance which will include; rewards, sanctions, assemblies, meetings with parents and other levels of support. Low levels of attendance mean lost learning time which has a negative effect on student progress. Please refer to appendix 3 for levels of attendance and associated responses.

As standard our academies will:

- View and respond to daily attendance and punctuality information
- Monitor weekly patterns of attendance and identify actions through leadership and attendance teams
- Share this information with pastoral and classroom colleagues for discussion with students.
- Examine half-termly data reports against previous patterns and local and national data benchmarks
- Maintain a risk-register approach to the assessment of emerging concerns regarding students and how those concerns will be addressed, tracking the impact of interventions
- Examine attendance information alongside analysis of information relating to other areas of a student's education

6 TYPES OF ABSENCE

Every half-day absence will be classified by the academy (not by families), as either **authorised** or **unauthorised** in accordance with the categories as set out in 'Chapter 8: Contents of the attendance register' of [Working Together to Improve Attendance](#) (February 2024 - see Appendix 7).

6.1 Authorised absences

Authorised absences include mornings or afternoons absent for a valid reason such as illness, urgent medical/dental appointments or other emergencies. All non-urgent medical or routine dental appointments should be arranged outside of the academy day or during the holiday periods. Where this is not possible, **students should attend the academy before and after the appointment**. Families should provide the appointment letter, prescription or medication to enable the absence to be authorised as appropriate. If students are required to leave early or be absent from lessons for an urgent appointment, parents should telephone or email with this information.

If a student is absent for 5 days consecutive days due to illness, contact will always be made with families and medical evidence will be required in order to authorise the absence. Additionally, if a student has 5 separate occasions of illness, then we will request medical evidence to authorise any further absence.

Students who have permission to leave during the day should report to the attendance office where they will receive a permit slip with the time and date they will be leaving. Students should present this to their teachers to leave lesson. The student will then report back to the

attendance office where the permit slip will be stamped as a record of being signed out. The student should then immediately leave the site via reception.

6.1.1 Religious Observance

The Trust acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. The authorisation of absence, or special leave for religious observance, will be considered in these instances, but families are requested to give advance notice if they intend for their child to be absent. Greater Manchester Education Trust feels that it is reasonable that **no more than one day be designated for any individual occasion of religious observance or festival and no more than three days in total in any academic year**. Any further absence will be categorised as unauthorised.

6.1.2 Traveller Absence

Our aim for children within travelling families, in common with all other children, to attend school as regularly and as frequently as possible. To protect traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

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

- The child is on roll and attending another visited school.
- The child is 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.

6.2 Unauthorised absences and Penalty Notices

Unauthorised absences are those which the academy does not consider reasonable and may result in the Local Authority issuing a School Attendance: Notice To Improve Letter and a Penalty Notice being issued by the Local Authority. Each academy may request that the LA take statutory action if a student has 10 sessions of unauthorised absence over a 10-week period. A penalty notice may then be issued to each parent for each child where attendance is a concern. A 'First Action' Penalty Notice will incur a fine of £160, which is reduced to £80 if paid within the first 21 days.

Failure to pay the Penalty Notice may result in legal proceedings being taken against you in accordance with the Education Act 1996. This will involve being summoned to the Magistrates Court and if you are found guilty you will receive a criminal record and may receive a fine of up to £2,500 and/or 3 months imprisonment. Please refer to appendix 5 for further information on the statutory action escalation pathway.

Unauthorised absences include:

- truancy during the academy day.
- absences which have no proper explanation.
- persistent absence due to illness that has no supporting medical evidence.
- students who arrive late to the academy after the registers have closed.
- absence for the purposes of shopping, to look after other children or celebrate birthdays.
- families keeping children away from the academy unnecessarily.

- day trips or holidays taken during term time.
- excessive absence due to medical/dental appointments without good reason or evidence.

Families will be asked to provide medical evidence where there are repeated absences due to reported illness. Families may also be asked to provide medical evidence where their child is absent for 5 consecutive days or more, or where there are repeated instances of absence.

6.3 Granting approval for term-time absence (See Appendix 1)

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. Each academy will have their own list of exceptional circumstances due to the needs of the community. However, exceptional circumstances may include the following:

- acute family trauma
- terminal illness or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional
- out of school programmes such as music, arts or sport operating at a high standard of achievement

6.4 Persistent Absence

Students are classified as persistently absent when they miss 10% or more school sessions in an academic year. Students are, therefore, classed as persistently absent irrespective of whether absence is authorised or unauthorised.

We monitor all absence thoroughly and support and intervention will be provided by each school for students who are persistently absent or at risk of becoming persistently absent.

All our persistently absent students are subject to weekly review and actions are agreed in accordance with local academy policy. Mentoring is offered and support for learning where absence affects attainment. This may include support from partner agencies such as Early Help or School Health in addition to enforcement where interventions do not improve attendance.

6.5 Severe Absence

A student is severely absent when they miss 50% or more schooling across the academic year, for whatever reason. Students are, therefore, classed as severely absent irrespective of whether absence is authorised or unauthorised. Schools and local authorities are specifically expected to have agreed a joint approach for all severely absent students.

All severely absent students across GMET are subject to weekly review and actions are agreed in accordance with academy-level procedure. Help and support will be offered from partner agencies such as Early Help or School Health. Where interventions do not improve attendance, a range of legal actions will be explored with the local authority.

6.6 Long-term Absence due to Medical Conditions

Where a student is absent from the academy due to a long-term medical condition, a care plan will be developed in accordance with the individual academy's Supporting Students with Medical Conditions policy. Where possible, the academy will support the student to continue his or her access to education by providing specialised provision or by engaging the Home/School Teaching Service. A reintegration plan will be agreed with families to enable a successful return to the academy.

Where an assessment of a student's illness or well-being concludes that their achievement will be significantly impaired unless alternative arrangements for education are made, a referral can be submitted to the Hospital School in Manchester under Section 19 of the Education Act 1996. This includes students who display Emotional Barriers to School Attendance. Referrals will be made in partnership with families and will require the support of a medical professional, such as a paediatrician or Child & Adolescent Mental Health Services, in order to be accepted.

7 ABSENCE PROCEDURES

The Trust is committed to promoting the safety, health and welfare of all students and endeavours to manage absences fairly and consistently, with the aim of supporting students and their families.

Each academy in the Trust has a clear set of procedures for families to report and address absence in a timely and accurate way. These are outlined in Appendix 3.

8 CONTACT DETAILS FOR STUDENTS

To comply with Health and Safety guidelines and Keeping Children Safe in Education it is important that we have more than one set of up-to-date contact details for all students. There are a variety of reasons that staff from the academy may need to contact parents or carers, including ill health when at the academy, emergencies, to discuss unexplained absences and to ensure students are safe. To confirm the reason for a student's absence with families, the academy will generally telephone the first contact number listed on the student's record. If contact information changes, please telephone or email the academy so that contact details are correct and up to date.

9 MONITORING OF ATTENDANCE

Each academy will monitor attendance to school and to all lessons closely throughout the year on a daily basis. Each academy will have a detailed set of procedures to provide support and challenge as appropriate to secure good attendance for all students. This may include utilising safeguarding procedures and working with external agencies.

An overview of those procedures against related levels of attendance is provided in Appendix 3.

9.1 Children at risk of missing education

All academies will inform the local authority (LA) of any student who fails to attend regularly or has been absent without the academy's permission for a continuous period of 10 days or more. As this could be a safeguarding issue leaders will ensure that regular follow up contact is made with the LA if the whereabouts of the student are not known or communicated to the academy. Leaders will follow the guidance issued by the Department for Education: <https://www.gov.uk/government/publications/children-missing-education>

Regardless of reason for absence and whether contact has been made by parent/carers to explain the reason for absence, home visits will take place on day one of absence for vulnerable students, a non-vulnerable student by the third day of absence.

9.2 Attendance Contracts

An attendance contract is a formal written agreement between a parent and the academy to address irregular attendance. In the past, these were known as parenting contracts. This is not legally binding but allows a more formal conversation to take place with clear outcomes and expectations where a voluntary Early Help plan has not worked or is not appropriate. An attendance contract is intended to provide support and offer an alternative to legal action. A separate leaflet is available from the academy which offers more information about attendance contracts and this will be shared with families if this process is deemed to be appropriate. It is also available on the academy's website.

9.3 Support from Early Help

Where barriers to attendance are complex, the academy will offer to work with students and families to complete an Early Help Assessment. This will enable more intensive support to be provided either at academy level or through the Early Help Hub and will establish a Lead Practitioner for the family. The Lead Practitioner will be from the team or service best placed to support the family and their needs, and may be from the academy, the local authority or another partner such as a health professional.

10 ENFORCING ATTENDANCE

10.1 Parenting Orders

Parenting orders are imposed by the Court following conviction for non-attendance alongside a fine and/or a community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance.

The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to a parenting class. A responsible officer will be named on the order to work with the family as the lead practitioner. If parents do not comply with the order, it can be seen as an offence and a fine can be imposed by the Court.

10.2 Education Supervision Orders

Where an early help plan or a parenting contract has not been successful, an application for an [Education Supervision Order](#) (ESO) can be made to provide legal intervention to improve attendance without families being prosecuted. In deciding whether to progress to an ESO, the academy will consult with the local authority and they will agree that support has not been successful and that making the order would be beneficial for the student and the family. Where safeguarding concerns exist, the lead practitioner will agree with academy's safeguarding lead and children's social care that an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. If it is decided to apply for an ESO, a meeting will be arranged with the family to notify them and a final decision made.

ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the student and their family to ensure that the student receives an efficient, full-time, suitable education. For the duration of the ESO, the family's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given under the ESO.

The order initially lasts for one year, but extensions can be applied for within the last 3 months for a period of up to 3 years at a time.

Where families persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000. The lead officer should also raise this with children's social care.

10.3 Notice to Improve Letters and Penalty Notices

After 10 sessions of unauthorised absence over a 10-week period each academy will make a referral to the Local Authority for statutory action. **The Local Authority may issue a School Attendance: Notice To Improve Letter.** Families would be offered a 6-week period to improve their attendance and engage with support before the LA progress to issuing a penalty notice.

A Notice to Improve Letter does not need to be issued where support is not appropriate or where parents are deliberately avoiding the above threshold being met.

Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended.

A penalty notice is a fine which can be issued to each person with parental responsibility for every school-aged child or young person with irregular attendance. **A 'First Action' Penalty Notice will incur a fine of £160, which is reduced to £80 if paid within the first 21 days.** Penalty notice fines are issued by Manchester City Council in accordance with their Penalty Notice Protocol. Failure to pay the penalty in full by the end of the 28-day period may result in prosecution by the Local Authority for failure to ensure regular attendance, according to s444, Education Act 1996.

Further details of the Statutory Action Escalation Pathway can be found in Appendix 5.

Each academy will also request that the LA issue a penalty notice for taking leave of absence in term time without authorisation.

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued. A template letter is provided in Appendix 4. These should be sent to families at the end of each week so that families are provided with sufficient notification of the direction of travel in relation to the balance between support and challenge.

10.4 Legal proceedings for failing to ensure regular attendance

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their family may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate. In

all cases, local authorities must fully consider using an ESO before moving forward to prosecution. Where it is decided to pursue prosecution, only local authorities can prosecute families.

Failing to ensure regular school attendance is an offence punishable in the Magistrates' Court with a fine of up to £1000 or in the case of 'aggravated' offences up to £2500 or a term of imprisonment of up to 3 months.

The local authority will make the decision to prosecute but in deciding, the following will be considered:

- The level of engagement from the family and whether prosecution is needed to demonstrate how serious the absence is and to ensure parental engagement with support.
- Whether all other legal interventions have been considered and are not appropriate or have been tried and have not worked.
- Whether statutory children's social care intervention would be more appropriate including a Child in Need or Child Protection Plan.
- The family's response to formal warnings and information provided relating to the absence.

11 SUMMARY

Greater Manchester Education Trust will regularly share data and information on attendance to promote high standards amongst its academies. Equally, parents and carers have a duty to ensure that their child attends regularly. The trust is committed to working with families and partner agencies to ensure the highest possible levels of attendance are achieved and to offer help and support to students and their families in order for them to achieve the best possible outcomes from their education.

Each academy within the trust will have guidance procedures which outline the following:

- Local procedures and graduated response to attendance support and challenge
- Scale of escalation
- Correspondence and templates
- Removal from roll procedures

The Trust and its Local Academy Committees will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Regularly review Attendance and Punctuality Policy and ensure the required resources are available to implement the policy
- Identify a member of the Trust Board to maintain oversight of attendance matters
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree academy attendance targets annually
- Monitor the academy's attendance through termly reporting at Local Academy Committee Meetings
- Ensure that the official attendance data is reported to external bodies as required and on time
- Ensure that there is a named senior leader for attendance designated as Senior Attendance Champion in each academy who is fully aware of absence procedures and

ensures their implementation. The Senior Attendance Champion is also expected to set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school. It is an ongoing responsibility, and the Senior Attendance Champion is also expected to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.

- Ensure that the academy has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are implemented procedures for collecting and analysing attendance data and to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions ensuring that there are aspirational targets for each individual pupil.
- Consider attendance information as part of wider scrutiny relating to other aspects of children's education and associated risks

Senior Leaders will:

- Actively promote the importance and value of good attendance to pupils and parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole academy approach which reinforces good attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance and Punctuality Policy
- Ensure that all staff are aware of the Attendance and Punctuality Policy and adequately trained to address attendance issues
- Ensure that systems to report, record and monitor the attendance and punctuality of all pupils, including those who are educated off-site, are implemented
- Ensure that attendance and punctuality data is collected and analysed frequently to identify causes and patterns
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

In order to support good attendance parents and carers should:

- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the academy if their child is absent to let them know the reason why and the expected date of return.
- Avoid unnecessary absences. Wherever possible make appointments outside of school hours
- Ask for help if their child is experiencing difficulties
- Inform the academy of any change in circumstances that may impact on attendance
- Encourage routines and good preparation habits at home
- Avoid taking their child out of school during term-time

Appendix 1: LEAVE OF ABSENCE REQUEST FORM

Guidance:

This form should be completed and submitted to the Attendance Team within four weeks of the start of the proposed leave of absence. Separate forms should be completed for each student if there is more than one request.

Please be aware that leave of absence for holidays taken during term time will **not** be authorised unless the school considers there to be exceptional circumstances supporting the application. We recognise that many of our students have strong links abroad - there are fourteen weeks holiday which we feel is ample time for family visits. Parents and carers are reminded that term time holidays taken without permission will result in unauthorised absence and may lead to a Penalty Notice being issued by the Local Authority. This is a fine of £80 which rises to £160 if it is not paid within 21 days, these are issued to each parent for each child. Failure to pay a Penalty Notice may result in prosecution.

If for any reason your child's absence exceeds 20 days in total, their name may be removed from our school roll, in accordance with the Local Authority's Child Missing from Education (CME) procedures.

Name of Student:		Form:	
Parent/carer name(s)	Parent/carer Date of Birth	Relationship to Child	
Start date of proposed leave of absence:			
End date of proposed leave of absence:			
Siblings in other schools			
Names(s)	School(s)	DOB	
Reason(s) for request:			

Declaration: I understand the guidance given above.

Signed: _____ Date: _____

This section to be completed by the Headteacher

Decision: The Headteacher authorises this absence () The Headteacher does not authorise this absence ()
Comment:
Signed: _____ Date: _____

Appendix 2: Reporting Absence:

If a student is absent from the academy, families should:

- Contact the academy by 8.15am on the first day of absence by telephone on 0161 224 4625 or by email to attendance@levenshulmehigh.co.uk and send any supporting medical evidence to the Attendance Team if the absence is likely to continue.
- maintain contact with the academy every day of absence for safeguarding reasons, ensuring that staff are aware of the reason for absence and the likely date of return.

It is a family's responsibility to contact the academy to advise staff of absence to support the safeguarding and welfare of all students.

AM registration will take place at 08.30am. Absent students will be coded as N unless a reason for absence has been received.

If a student is not registered in the academy we will:

- Text or email families.
- Make phone calls to contact numbers on SIMS held by the academy.
- Where students are vulnerable, make home visits and contact Social Workers or Early Help support workers.
- Send letters in accordance with the stages of our policy.

Once reasons for absence have been returned, N codes in the register will be changed to the appropriate authorised code or converted to code O to indicate an unauthorised absence or that no reason has been received.

Registration is taken throughout the academy day and always within 10 minutes of the start of the lesson.

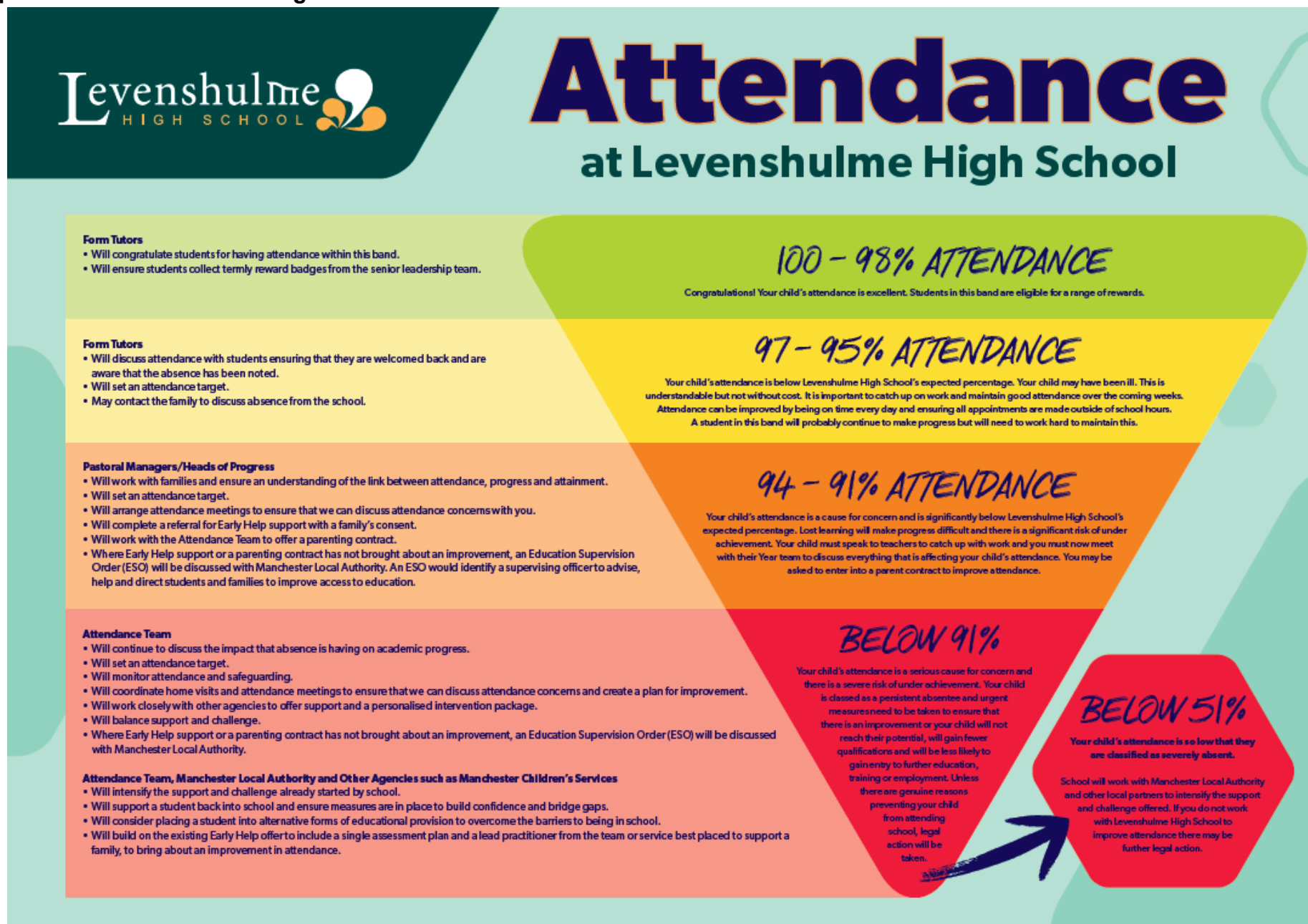
Where absence becomes a concern or no contact is possible with families, interventions will be in accordance with the various stages of our policy and will include:

- Inviting families into the academy for a meeting with Student Services.
- Notifying parents by letter when their child's attendance falls below certain parameters.
- Working closely with families and where consent is given, completing an Early Help Assessment to identify areas for support.
- Completing a parenting contract to agree actions and set targets.
- Make a referral to Manchester City Council for enforcement action.

Links to other Policies and documents:

- Supporting students with medical conditions and administration of medication
- GMET Safeguarding Policy
- [Keeping Children Safe In Education](#)
- [Working Together to Improve Attendance](#)

Appendix 3: Attendance Triangle



Appendix 4: Letters

LH1 - Establishing reason for absence

Dear «salutation»

«chosen_forename» «chosen_surname» «year_reg»

Your child has been absent and we have not received an explanation for this, I would be grateful if you would check the absence/s listed below and return your explanation to the School's Attendance Office within five school days.

Please note: if you have received a letter requesting medical evidence to support your child's absence then this will have to be included in order to authorise the absence.

When «chosen_forename» is unavoidably absent it's important that you communicate with school the reasons for this; on the first day of absence the school should be telephoned/emailed and a reason given for «chosen_forename»'s absence given, subsequent calls should be made for each further day of absence. Failure to provide a reason for absence will result in the absence being unauthorised.

Please note that it is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in the Local Authority issuing a School Attendance: Notice To Improve Letter and a penalty notice being issued by the Local Authority. A penalty notice can be issued to each parent for each child where attendance is a concern. A 'First Action' Penalty Notice will incur a fine of £160, which is reduced to £80 if paid within the first 21 days.

Failure to pay the Penalty Notice may result in legal proceedings being taken against you in accordance with the Education Act 1996. This will involve being summoned to the Magistrates Court and if you are found guilty you will receive a criminal record and may receive a fine of up to £2,500 and/or 3 months imprisonment.

Support and guidance is always available from our attendance team and if you have any specific queries in relation to this letter, please make contact on the above telephone number.

Yours sincerely



Miss D Johnson
Academy Co-Headteacher

LH2a – Concern about attendance

Dear «salutation»

I have reviewed «chosen_forename»'s attendance and note that they have missed ____ sessions of learning this academic year. I understand that there may be a good reason for the absence(s) but I also want you to be aware that this means they have missed _____ lessons. Additional absence will result in them falling even further behind their peers which will have a detrimental impact on their academic progress.

Support and guidance on attendance is always available from Levenshulme High School, if you would like to discuss further, please don't hesitate to contact ring the school and ask for attendance team or alternatively email attendance@levenshulmehigh.co.uk.

I must also advise you that as a Parent/Carer it is your legal responsibility to ensure that your child attends school regularly. Failure to do so could result in legal action being taken against you.

Yours sincerely,



Mr A. Millington
Assistant Headteacher

LH2b – Concern about U codes

Dear «salutation»

I have reviewed «chosen_forename»'s attendance and punctuality and have noted that they have ____ of unauthorised absence this academic year due to their punctuality. It is expected that «chosen_forename» is in their form room by 8.30am, failure to do so will result in a late mark. If they arrive after the register closes at 9.00am then they will receive a U code which is an unauthorised mark for the whole morning session.

It is important that this is rectified immediately as additional absence will result in them falling even further behind their peers which will have a detrimental impact on their academic progress.

Support and guidance on attendance and punctuality is always available from Levenshulme High School, if you would like to discuss further, please don't hesitate to contact ring the school and ask for attendance team or alternatively email attendance@levenshulmehigh.co.uk.

I must also advise you that as a Parent/Carer it is your legal responsibility to ensure that your child attends school regularly and on time. Failure to do so could result in legal action being taken against you.

Yours sincerely,



Mr A. Millington
Assistant Headteacher

LH3 – Medical evidence now required

Dear «salutation»

Re: «forename» «surname» «reg» «date of birth» Attendance at Levenshulme High School

Every student at Levenshulme High School matters. The most important factor contributing to your child's success at the academy is at least 97% attendance. Whilst the school accepts that genuine authorised absences are sometimes unavoidable, they are not without cost. The link between attendance, progress and examination results is firmly established. Those students who attend less achieve fewer qualifications and are less able to access higher education, employment or training. It is your legal responsibility to ensure that your child attends school every day.

«Forename»'s current attendance is «percentage_attendance»% and is now a cause for concern. I am writing to inform you that due to the number of days off that «forename» has had this academic year due to illness that, from the date of this letter, we are no longer able to authorise any absence due to illness/medical unless evidence is provided. This may be in the form of:

- A medical appointment letter/card
- A prescription slip
- A surgery/medical centre compliment slip with establishment stamp/date.
- A receipt and image of medication to treat the illness.

Unless evidence is provided the absences will be recorded unauthorised and this could lead to action being taken by the Local Authority as outlined below:

It is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in the Local Authority issuing a School Attendance: Notice To Improve Letter and a penalty notice being issued by the Local Authority. A penalty notice can be issued to each parent for each child where attendance is a concern. A 'First Action' Penalty Notice will incur a fine of £160, which is reduced to £80 if paid within the first 21 days.

Failure to pay the Penalty Notice may result in legal proceedings being taken against you in accordance with the Education Act 1996. This will involve being summoned to the Magistrates Court and if you are found guilty you will receive a criminal record and may receive a fine of up to £2,500 and/or 3 months imprisonment.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact the school on the above number. **It will also be an opportunity for school to offer you an Early Help Assessment if you feel you need this help.**

Yours sincerely



Miss D Johnson
Academy Co-Headteacher

LH4 – Attendance meeting invitation

Dear «salutation»

Further to our communication earlier this academic year, I am concerned that «forename»'s attendance has not significantly improved. Their attendance is currently xxx% and they are recorded as a persistent absentee/severe absentee.

I would like to invite you to a meeting at the school on (date) at (time). (staff attending and role) will be present. The purpose of the meeting is to make an offer of Early Help support and conduct a parenting contract. Engagement with Early Help support is entirely voluntary but is an important step in further engaging with support. If you are unable to attend the meeting, please contact the attendance team to arrange a time that is suitable for you. Please also bring any medical evidence to cover (student forename)'s absences from school. Please note that no absences will be authorised without medical evidence.

If you need an interpreter present at the meeting, please let the attendance team know as soon as possible so this can be arranged.

It is your legal responsibility as a parent to ensure the regular and punctual attendance of your child. Failure to do so may result in the Local Authority issuing a School Attendance: Notice To Improve Letter and a penalty notice being issued by the Local Authority. A penalty notice can be issued to each parent for each child where attendance is a concern. A 'First Action' Penalty Notice will incur a fine of £160, which is reduced to £80 if paid within the first 21 days.

Failure to pay the Penalty Notice may result in legal proceedings being taken against you in accordance with the Education Act 1996. This will involve being summoned to the Magistrates Court and if you are found guilty you will receive a criminal record and may receive a fine of up to £2,500 and/or 3 months imprisonment.

Support and guidance is always available from the school. Please contact the Attendance Team if you have any specific queries in relation to this letter.

Yours sincerely,



Mr A. Millington
Assistant Headteacher

LH5 – attendance meeting rearranged

Dear Parent / Carer

RE : «chosen_forename» «chosen_surname» «year_reg»

We recently invited you to attend a meeting in school which you failed to attend. A further appointment has been made for

It is really important that you attend this meeting so we can work together to address «chosen_forename»'s poor level of attendance. So far this academic year, «chosen_forename» has accrued «total_unexplained_absence» unauthorised absences.

As this case is now with the local authority legal team it is essential that «chosen_forename»'s attendance improves and that the evidence is provided for every absence «chosen_forename» accrues. If you fail to attend the scheduled meeting or fail to contact us to discuss an alternative time, I will have no option but to log this as non-engagement with the school and refer «chosen_forename» to our safeguarding team.

I look forward to hearing from you.

Yours sincerely



Miss D Johnson
Academy Co-Headteacher

LH8 – request for term time absence declined

To the Parent/Carer of «chosen_forename» «chosen_surname»

Request for Leave of Absence – Name: «chosen_forename»

Thank you for your request for «chosen_forename» to be absent from school between **xxx and xxx**. I have considered your request and I am writing to advise you that on this occasion, **leave of absence will not be authorised**.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 removed all references to holidays and extended leave and made it clear that headteachers should not grant any leave in term-time unless exceptional circumstances prevail, therefore, there is no automatic entitlement in law to time off school to go on holiday. The effect of this guidance is that the government expects it to be extremely unusual for holidays in term time to be permitted. On this occasion the category of exceptional circumstances has not been met.

It is critical to your child's success that they attend school as regularly as possible. Whilst Levenshulme High School accepts that genuine authorised absences are sometimes unavoidable they are not without cost. The link between attendance, progress and examination results is firmly established. Those students who attend less achieve fewer qualifications and are less able to access higher education, employment or training. It is your legal responsibility to send your child to school every day.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where holidays are taken during term time without permission they may be issued with a Penalty Notice. A first action Penalty Notice requires payment of £160 per student, per parent to be made within 28 days, reduced to £80 if paid within the first 21 days. Penalty Notices can increase to £160 per student, per parent if issued for a second authorised holiday taken in term time over a 3-year period.

It is also important to note that after 10 school days of absence your child will be reported as 'Child Missing from Education', If «forename» does not return to school and their unauthorised absence exceeds 20 school days, then their name may be removed from the school roll. If they are removed from the school roll you will have to contact the school admissions team at the Local Authority and apply for another school place. You are not guaranteed to be offered a place at Levenshulme High School.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact the school on the above number. **It will also be an opportunity for school to offer you an Early Help Assessment if you feel you need this help.**

Yours sincerely,



Miss D Johnson
Academy Co-Headteacher

LH8a – concerns regarding absence

Dear «salutation»

Re: «forename» «surname» («year_reg») DoB: «date_of_birth»

I am concerned to see that «forename» is absent from school without authorisation and I have reason to believe this may be due to leave of absence or another unsatisfactory reason.

Absence reporting (and leave of absence) procedures at Levenshulme High School are clearly communicated to all parents via letter, student planners, the website, the school's attendance policy and the parent attendance information leaflet. You have failed to follow the stated procedures in this instance.

I advise you that having taken «forename» out of school without permission, this period of absence will be recorded as unauthorised and the Local Authority may issue a penalty notice on your child's return. Penalty notices incur a fine of £160 which is reduced to £80 if paid within 21 days of the notice being served. Failure to pay may result in prosecution.

It is also important to note that after 10 school days of absence your child will be reported as 'Child Missing from Education'. If «forename» does not return to school and their unauthorised absence exceeds 20 school days, then their name may be removed from the school roll. If they are removed from the school roll you will have to contact the school admissions team at the Local Authority and apply for another school place. You are not guaranteed to be offered a place at Levenshulme High School.

If you have a legitimate reason for taking your child out of school then evidence of this must be supplied to the Attendance office immediately upon return or sooner if possible.

Yours sincerely



Miss D Johnson
Academy Co-Headteacher

LH9 – receipt of penalty notice

Dear «salutation»

«chosen_forename» «chosen_surname» «date_of_birth»

You have recently received a penalty notice from the Local Authority in respect of unauthorised leave of absence recorded for your child.

The Local Authority has informed the school that you have paid the notice and so discharged your liability for the period of absence on the penalty notice.

I must advise you that should you take your child out of school for any further unauthorised leave of absence, you may not be offered the option of a penalty notice and the Local Authority may decide to submit the case for prosecution in the Magistrates' Court. If found guilty, a criminal conviction will be recorded against you and you may receive a fine of up to £2,500 and/or up to three months' imprisonment for each responsible adult.

I must advise you that we are actively monitoring your child's attendance after the date of this letter. The link between attendance, progress and examination results is firmly established. Those students who attend less achieve fewer qualifications and are less able to access higher education, employment or training. It is your legal responsibility to ensure that your child attends school every day.

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

Yours sincerely,



Miss D Johnson

Academy Co-Headteacher

LH10 – council contacted regarding 10 days of continuous absence

Dear «salutation»

RE : «chosen_forename»«chosen_surname» «year» «reg»

I write to advise you of the situation regarding your child's place here at Levenshulme High School.

«chosen_forename» has now been absent without authorisation since «continuously_absent_since», meaning they have recorded «total_continuous_absence» days of continuous absence to date. If this absence reaches 20 consecutive school days «chosen_forename»'s name may be removed from our admission register in accordance with the Local Authority's Children Missing Education procedures.

I advise you that should your child fail to return to school on or before the twentieth day of absence they will be removed from our roll meaning they are no longer a registered student at Levenshulme High School.

If your child's place is withdrawn and you wish them to return to Levenshulme High School in the future, you will be required to apply to the Local Authority for re-admission. However, I would advise you that re-admission to this school cannot be guaranteed.

Yours sincerely



Miss D Johnson

Academy Co-Headteacher

LH12 – 20 days of unauthorised absence has resulted in child being off-rolled

Dear «salutation»

RE :«chosen_forename» «chosen_surname»

I now write to advise you of the situation regarding your child's place in school.

You were advised of the consequences of taking your child out of school without permission, and that all leave would be classed as unauthorised. You were also informed that leave in excess of twenty days may result in your child's place being withdrawn.

I would now advise you that «chosen_forename» «chosen_surname» has failed to return on or before the twentieth day of absence and their place will be withdrawn and their name removed from our school register.

If at a later date you wish your child to return to Levenshulme High School you will be required to apply to the Local Authority.

Yours sincerely,



Miss D Johnson
Academy Co-Headteacher

LH13 – Punctuality Concern

Dear «salutation»,

Re: «chosen_forename» «chosen_surname» «date of birth»

One of the most important factors contributing to your child's success at Levenshulme High School is at least 98% attendance. An important step towards them achieving the school's attendance target is to ensure that they attend on time. Late arrival means:

- Lost learning.
- Missing important information given out in form about the day or week ahead e.g. exams.
- Disrupting other students' education and lessons.
- Establishing bad habits which might transfer into further education and employment.
- Difficulties in applying for post-16 education.

I am writing to advise you that «chosen_forename» has «total_lates_before» L codes and «total_lates_after» U codes recorded during this academic year.

All students are expected to be in their form rooms by 8.30am. Students who arrive late will be issued with a late mark in the register. Any student arriving after 9.00am will receive a U mark in the register which counts as an unauthorised absence. This means that 50% of the day's attendance marks have been lost.

We hope that bringing this issue to your attention will lead to an improvement. If there are any issues affecting «chosen_forename»'s attendance or punctuality, please don't hesitate to contact the Attendance Team to discuss the help and support that can be offered.

I must remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in a referral to the Local Authority for further action, including a penalty notice fine or a prosecution.

Yours sincerely



Miss D Johnson
Academy Co-Headteacher



Statutory Action Escalation Pathway



1	2	3	4	5
Support First	Notice to Improve	First Action (£80)	Second Action (£160)	Final Action
<p>Manchester adopts a 'support first' based approach.</p> <p>All families should be offered support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p> <p>At Levenshulme High School this offer will include Attendance Letters, telephone calls, home visits, attendance meetings, Early Help, Parenting Contracts and other interventions as appropriate.</p> <p>If your child has been experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 0161 224 4625 to discuss the support that can be provided in partnership with you so that we can work together to improve attendance.</p>	<p><u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered a 6-week period to improve their attendance and engage with support.</p> <p>A Notice to Improve does not need to be issued where support is not appropriate or where parents are deliberately avoiding the above threshold being met.</p> <p>Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended.</p> <p><u>Holidays</u> Not used for unauthorised holidays taken in term time.</p>	<p><u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><u>Holidays</u> Issued for a first unauthorised holiday taken in term time.</p> <p><u>PENALTY:</u> £80 per pupil, per parent if paid within 21 days. £160 up to 28 days.</p> <p>If unpaid within 28 days, it will proceed to court.</p>	<p><u>Sporadic Absence:</u> Issued for a second period of 10 sessions missed over a 10-week period within a 3-year rolling time frame.</p> <p><u>Holidays</u> Issued for a second unauthorised holiday taken in term time over a 3-year period.</p> <p><u>PENALTY:</u> £160 per pupil, per parent.</p> <p>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.</p> <p>Options include: PACE Face to Face PACE by Post Direct Prosecution Section 1a Direct Prosecution Section 1a Formal Caution No Further Action</p> <p>Pupils coming into this stage of the pathway for a second or multiple times will be taken to multi-agency panels such as Early Help Allocations or Advice & Guidance</p>



Appendix 6: Attendance Coding

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
Attending at a place other than at school		
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
Absent – approved leave of absence		
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
Absent – other authorised reasons		
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
Absent – unable to attend school because of unavoidable cause		
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 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
Absent – unauthorised absence		
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
Administrative codes		
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