



THE LEARNING TRUST

Attendance Policy

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1 Policy Statement

As a multi-academy trust, The Learning Trust ensures there are high expectations for school attendance and punctuality which are underpinned by transparent guidelines and fair procedures for its family of four schools, comprising three secondary schools - Christleton High School, Queen's Park High School, and Chester International School, and one primary school, Belgrave Primary School.

The Learning Trust promotes excellent attendance and has a focus on celebrating achievement. To be successful, students of the Trust require the highest level of access and engagement with the quality educational opportunities it provides. Full attendance is a critical factor in ensuring positive educational outcomes for our students. Our schools will create a culture in which excellent attendance is the norm. The Trust expects above 97% attendance and punctuality from all students.

Research based evidence strongly links student attendance and student progress. Statistics released in a report from the UK government¹ which analysed the link between absence and attainment at KS2 and KS4 learners, suggest that Primary aged learners with no absences are twice as likely to achieve the expected standard in reading, writing and maths at KS2 compared to those who were persistently absent. For secondary learners, those with no absences in KS4 are over two times as likely to achieve 5+ GCSE grades 9-5.

In September 2023, the Chief Medical Officer and leading health professionals wrote to schools to provide a clinical and public health perspective on mild illnesses and school attendance; there is wide agreement among health professionals and educational professionals that school attendance is vital to the life chances of children and young people. Being in school improves health, wellbeing, and socialisation throughout the life course. The greatest benefits come from children and young people attending school regularly.

When a child is absent from school, whether their absence is authorised or not, it can lead to gaps in understanding, knowledge, and skills and can have an impact upon their attitude and learning habits. We believe that every second a child is in school contributes to giving them the very best possible chances of lifelong success.

The Learning Trust recognises that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised, whenever there is concern about attendance. If there are problems which affect a student's attendance, Trust schools will investigate, identify, and strive in partnership with parents, students, Education Welfare Consultants, and other Agencies to resolve these problems as quickly and efficiently as possible. We will adopt a clearly focused approach, always aimed at returning the student to full attendance. This policy is based on the premise of equal opportunities for all.

This is an over-arching policy, which operates in conjunction with the following Trust and local school policies:

- TLT Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Children with Health Needs who cannot attend School Policy
- TLT Supporting Students with Medical Conditions Policy
- Behaviour Policy

This policy is to be read together with respective local Academy Attendance Policy Appendices, which detail specific academy attendance arrangements.

This policy covers the Attendance arrangements relating to the following Trust Academies:

- Christleton High School, Village Road, Christleton, CH3 7AD
- Queen's Park High School, Queen's Park Road, Handbridge, CH4 7AE
- Chester International School, Queen's Park Road, Handbridge, CH4 7AE
- Belgrave Primary School, Five Ashes Road, Westminster Park, Chester, CH4 7QS

2 Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024.](#)
- [DfE \(2024\) 'Working together to improve school attendance'](#)
- [DfE \(2024\) 'Summary Table of Responsibilities for school attendance'](#)
- [DfE \(2024\) 'Children Missing Education'](#)
- [DfE \(2024\) 'Keeping children safe in education \(KCSIE\) 2024'](#)
- [DfE \(2024\) 'Sharing daily pupil attendance data'](#)
- [DfE \(2023\) 'Education for children with health needs who cannot attend school'](#)
- [DfE Mental health issues affecting a pupil's attendance: guidance for schools \(non-statutory\)](#)
- [DfE \(2024\) 'Providing remote education' \(non-statutory\)](#)

All schools, trusts, governing bodies, and local authorities must have regard to the statutory guidance from the Department for Education (DfE) as part of their efforts to maintain high levels of school attendance.

Under Section 576 of the Education Act 1996 a 'parent' in relation to a child or young person is defined as:

- The natural parent of a child, whether they are married or not
- Anyone who although not a natural parent has Parental Responsibility for a child

- Any person, who although not a natural parent, has care of a child

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child’s regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001, there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

3 Attendance Roles and Responsibilities

<p>The Trust Board is responsible for:</p>	<p>Fulfilling expectations as set out in “DfE’s Summary table of responsibilities for school attendance”</p> <p>Ensuring Academy schools are acting in accordance with the relevant legislation and statutory guidance when carrying out their overall Absence procedures.</p> <p>Ensuring that the practices used are effective, fair, clear, and objective.</p> <p>Ensuring that the Trust’s attendance arrangements are published on the Trust and school websites</p>
<p>Cheshire West and Chester Local Authority:</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Support cases of significant, persistent, or severe absenteeism or case work to issue Fixed Penalty Notices (FPN) or legal action.</p>

<p>Academy Local Governing Body:</p>	<p>Fulfilling expectations as set out in “DfE’s Summary table of responsibilities for school attendance”</p> <p>Annually agreeing the academy local attendance policy and any revisions as required.</p> <p>Reviewing the effectiveness of the implementation of the attendance policy at least annually.</p> <p>Working alongside the senior lead responsible for Attendance at the appropriate LGB meeting, which will include scrutiny of attendance data and relevant actions.</p>
<p>The Headteachers are responsible for:</p>	<p>Ensuring that the school fulfils expectations as set out in “DfE’s Summary table of responsibilities for school attendance”</p> <p>Developing, maintaining, and driving a whole school culture that promotes the benefits of attendance, making attendance a high priority, and communicating those expectations clearly and consistently.</p> <p>Ensuring that staff (teaching, and non-teaching) understand the importance of good attendance, what the barriers to good attendance can be, and understand this policy and their role in it.</p> <p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Ensuring attendance procedures are carried out in line with statutory guidelines and Trust and local policy.</p> <p>Ensuring that attendance staff work closely with families to support improvements in attendance and punctuality.</p> <p>Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance (Senior Attendance Champion).</p> <p>Roles and responsibilities pertaining to attendance procedures within each of the Trust schools can be found in the Academy appendix.</p>

<p>Senior Leader (Senior Attendance Champion) is responsible for:</p>	<p>The strategic approach to school attendance</p> <p>Championing and improving attendance in school and liaising with pupils, parents and external agencies where needed.</p> <p>See Appendix A to D for individual school policies</p>
<p>School Staff are responsible for:</p>	<p>Following this policy and ensuring that students follow it too, and supporting the whole school culture, promoting good attendance and the benefits.</p> <p>Building positive relationships with all students, and between home and school, that can be the foundation of good attendance.</p> <p>Ensuring that this policy is implemented fairly and consistently.</p> <p>Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.</p> <p>Where designated, taking the attendance register at the relevant times during the school day.</p> <p>Fully participating in training provided about attendance</p>
<p>The Attendance Officer is responsible for:</p>	<p>Maintaining a positive attendance and punctuality culture within the school, whilst adhering to the Trust's and local school Policies.</p> <p>Monitoring attendance and communicating with pupils, parents, and relevant staff about attendance.</p> <p>Providing a comprehensive, accurate and efficient administrative service.</p> <p>Effective and timely use and sharing of register data</p> <p>Meet the legal requirements with the use of correct codes for absence, with reference to authorised and unauthorised absence.</p>
<p>Primary Pupils are responsible for:</p>	<p>Attending their lessons and any agreed activities punctually when at school.</p>
<p>Secondary Students are responsible for:</p>	<p>Arriving on time for registration every morning.</p>

	<p>Going to all their registrations and lessons on time.</p> <p>If late arriving at school, or leaving the school site during school hours, signing in/out at Main Reception/Student Reception. (If leaving school during the school day, students will not be allowed to leave without some communication regarding appointments to be provided via email or voicemail before signing out.)</p> <p>Attending their lessons and any agreed activities when at school.</p> <p>Informing Academy staff if they have any problems attending school.</p> <p>Attending restorative/supportive conversations with academy staff where necessary.</p> <p>Copying up/catching up any work missed because of absence once they have returned to school.</p>
<p>All parents are responsible for:</p>	<p>Providing accurate and up-to-date contact details, with more than one emergency contact number, and updating the school if their details change.</p> <p>Ensuring that your child(ren) leaves for school on time every day or establish a home routine to check that children have left home to get to school on time.</p> <p>Ensuring that your child(ren) attends school every day the school is open except when a statutory reason applies.</p> <p>Letting the school know if their child is going to be late e.g. if a car breaks down; if an urgent appointment has been made.</p> <p>Notifying the school as soon as possible when your child must be unexpectedly absent (e.g. sickness) and informing school on the first and every day of the child's absence.</p> <p>Keeping the school well informed in the cases of lengthy absences.</p> <p>Avoiding taking children out of school in term time; applying for leave of absence two weeks in advance of the date of intended leave, and in exceptional circumstances only, providing evidence where possible. Notifying the school as soon as problems arise with their child's attendance.</p>

	<p>Working with the school and local authority to help them understand your child's barriers to attendance.</p> <p>Attending Attendance Meetings to support child's attendance and proactively engage with the formal support offered.</p> <p>Where possible booking any medical appointments around the school day.</p>
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4 Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

5 Equal Opportunities

Every pupil has a right to a full-time education, and high attendance expectations should be set for all pupils

The Trust schools should apply this policy fairly and consistently but in doing so should always consider the individual needs of students who have specific barriers to attendance. In the development and implementation of this and the local policies, the Trust and its schools must consider their obligations under the Equality Act 2010 or considerations under the UN Conventions on the Rights of the Child.

The Trust will not establish attendance and punctuality procedures that exclude individuals with a protected characteristic.

6 Registration Procedures

Students are expected to attend school for the full 190 days of the academic year unless there is good reason for the absence.

Registers provide the daily record of attendance of all students. They are legal documents that must be marked twice daily. The register may be required in a Court of Law, for example as evidence in prosecutions for non-attendance. The register should be marked using the codes as advised by the DfE.

One school day is marked as two sessions - a.m. and p.m. The attendance register is taken at the start of the school day and once in the afternoon. On each occasion school must record whether every student is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

Registration times vary in each of the four schools within The Learning Trust and those times are detailed in the appendix.

The Learning Trust will meet its statutory obligations by reporting data on authorised and unauthorised absence in the school, in accordance with the Department for Education requirements.

We will record student absence in the register in line with the Education (Pupil Registration) (England) Regulations 2006 and attendance guidance, using the most appropriate code. The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used for attendance:

- / = Present in the morning

- \ = Present in the afternoon
- L = Late arrival before the register has closed

New attendance codes for absences have been implemented by the DfE since 19th August 2024 and can be found in Appendix G.

When the school has planned in advance to be fully closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Students who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment. Every entry received into the attendance register will be preserved for **six years**.

The school will share its daily attendance data with the DfE directly from the management information system.

Class teachers in secondary schools will also take informal registers at the start of each lesson period to ensure that students are attending all timetabled lessons. These registers will be analysed alongside formal registers and the appropriate action taken to ensure students are safe. Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

7 Authorised & Unauthorised absences

Absence for any reason that does not have formal approval will always be recorded as unauthorised. Parents/carers should be aware that 10 or more sessions of unauthorised absences over a term may result in them receiving a Fixed Penalty Notice (FPN). (See below)

If a student takes an unauthorised leave of absence for a holiday in term time, this will result in the school following the current statutory legislation, which could result in an FPN being issued against each Parent/Carer of a child.

8 Reporting an Absence

First Day Contact

Schools within The Learning Trust will ensure that all staff are aware of the registration procedures and that they will complete accurate registration processes at the allocated times for the morning and afternoon session.

It is the parent/carer's responsibility to inform school of the reason for a student's absence before the school's daily deadline and via the schools preferred system as outlined in the school's appendix at the end of this policy.

If the school does not receive notification of absence from the parent/carer by the close of the morning register, the school will reach out to parents/carers on the first day of absence, to try to ascertain the reason. This will be carried out as early as possible in the school day, to notify parents whose children may have set off for school, but not arrived, using the school's communication systems.

If no contact is achieved with the parent/carer of an absent student on the first day of absence, school will try to contact the parent via all other contacts listed.

Continuing Absence Procedures

On the third day of absence, where contact has not been made with the school, a letter will be issued, outlining the parent's responsibility and the school's intention to notify the Educational Welfare Officer. Any unexplained absences of 5 days or longer will be considered by the school for further actions. A home visit may be carried out or police informed if there are safeguarding concerns to ascertain the safety and well-being of the child, in addition to the reason for absence from school.

Although it is the parent/carer's responsibility to notify school of any absence, it is at the school's discretion how this absence is coded in relation to authorised or unauthorised absence.

If attendance does not improve then parents/carers will be invited into school for a meeting to discuss the concerning attendance/punctuality with a view to resolving the situation. We will work closely with the Trust's Education Welfare Consultants, other outside agencies, and the Local Authority in an effort to improve attendance without the need for any legal intervention.

Ten days absence

Parents/carers should be aware that schools may contact the Local Authority if a student has 10 sessions of unauthorised absences in a rolling period of 10 school weeks, with a view to issuing an FPN. (There are 2 sessions in a school day morning and afternoon).

A school week means any week in which there is at least one school session.

The threshold can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within

10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

9 Authorising Requests for Absence from Parents/Carers

In line with the amendments made in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

Any parent/carer wishing to request an Absence for their child should complete the **Exceptional Leave of Absence** form on the school's website. This should be submitted at least two weeks in advance of the requested date where possible.

Notifications of the outcomes of any request for absence made will be sent via the school's communication systems at the earliest opportunity.

It should be noted that if any application is declined and a consecutive 5 or more unauthorised days absence occurs, then the school may issue an FPN in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

- **Medical or dental appointments**

Parents will be expected to make non- emergency medical, dental appointments, and other essential appointments, outside of school hours wherever possible. On occasions where this is not possible, e.g. specific hospital clinic hours, parents/carers should make a request for absence using the **Exceptional Leave of Absence** form on the school's website. Each written request for authorised absence should be presented to the school with reasonable notice and will be considered by senior school staff at the earliest opportunity.

Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

- **Performances and activities, including paid and unpaid work**

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall

behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school.

Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day.

The Headteacher at the discretion will not authorise any absences which would mean that a pupil's attendance would fall below **95 percent**.

Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

- **Attending an interview for employment or for admission to another educational institution**

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

- **Study Leave for a public examination**

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into school to revise.

- **Pupils subject to a part-time timetable**

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable. In such

circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

- **Religious Observance**

The Learning Trust recognises that some pupils may need to participate in days of religious observance. The school will define this as a day where an established religious body would expect the student's parents to stay away from their employment to mark the occasion.

Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the student belongs

We ask that parents/carers complete the Exceptional Leave of Absence form providing at least two-week advanced notice indicating the absence is due to a religious observance.

The school may seek advice from the religious body in question where there is doubt over the request.

- **Parent travelling or occupational purposes**

Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name from the register.

Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling for their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.

10 Absence due to illness

We ask that parents/carers only keep a child at home when they are too ill to attend school.

The NHS [‘Is my child too ill for school?’](#) guidance has further information.

On such occasions, their absence should be reported to school in a timely manner (see Reporting an Absence). Once a child in secondary school returns to school they should endeavour to catch up on any missed work, speaking to staff where needed.

Pastoral support staff will informally ‘check-in’ with a child following any period of absence.

11 SEND, EBSNA and health-related absences

The Trust recognises that students with SEND, EBSNA and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending school difficult.

In line with the SEND Policy, the school will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.

Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the Designated Safeguarding Lead and the Child Protection and Safeguarding Policy will be followed. All students will be supported with their mental health in accordance with the school's relevant policies.

If a student is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a student is likely to be away from the school for more than 15 school days.
- Make a referral to the Medical Needs Team at the LA
- Provide the LA with information about the student's needs, capabilities, and programme of work.
- Help the student reintegrate at school when they return.
- Make sure the student is kept informed about school events and clubs.
- Encourage the student to stay in contact with other students during their absence.

The school will incorporate an action plan to help any student with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the child is attending school as normal and there has been signs of significant improvement.

To support the attendance of students with SEND and/or health issues, the school will consider a range of supportive options which could include the following:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupil's unmet needs.
- Using an internal or external specialist.

- Enabling a pupil to have a temporary reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby students can request to leave a classroom if they feel they need time out.
- Phased returns to school where there has been a lengthy absence.

12 Long Term Absence

When a student is too unwell to attend school due to medical reasons, psychiatric and psychological conditions (including anxiety), the school will work with the family, Local Authority, and appropriate agencies to promote achievement and a return to school.

Attendance meetings will be held regularly to review provision for the student and to support a reintegration to education on-site. Reasonable adjustments will be made to consider the needs of the student, the school and to ensure the student can return to a broad and balanced curriculum.

Where a student is too unwell to attend school for an extended period, one of four pathways will be considered:

- **Part Time Timetable** – In exceptional circumstances, where it is in a pupil's best interests, there may be a need for school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.
A Part Time Timetable will be considered if school, parents, and other professionals agree that a short term reduced timetable would support a student and be part of an intervention to address a student's behavioural, medical, emotional, or social needs.
- Part Time Timetables will also be considered to support students in their reintegration back to school following non-attendance or school refusal.
- Part Time Timetables will have a proposed end date and be reviewed every 2 weeks by school in conjunction with families. The LA will be informed of any students following a Part Time Timetable.
- In agreeing to a part-time timetable, the school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly (normally using code X or C2).
- **Referral to Medical Needs Team** – If appropriate medical evidence has been obtained from a consultant/medical professional and there is evidence of engagement with CAMHS services, a referral can be submitted to the CWAC Medical Needs Team. This provides access to support and provision to ensure learning can take place in a way that best suits the needs of the student and the guidance of the medical professionals.

- Education Other Than at School (EOTAS) - EOTAS is the education or special education provision of children outside of the school setting. It can only be agreed in conjunction with the LA via an EHC needs assessment, reassessment of need or during an EHC annual review. The child will not be on roll at school and provision could be delivered at home or at an alternative setting. The provision is secured and funded by the LA.
- Elective Home Education – If it is found that through regular attendance meetings between home and school, that medical evidence from medical professionals and CAMHS evidence cannot be provided, families may be referred to the Local Authority to discuss the Elective Home Education route for their child.

As a school we need to plan how children can access education and how and when the child will return to school. In accordance with the Equality Act 2010 the school must also demonstrate that reasonable adjustments are made to meet the child's Educational Needs.

For children who have a medical condition and cannot attend school, the school will refer to the Cheshire West and Chester Council's Medical Needs Team.

<https://www.cheshirewestandchester.gov.uk/documents/education-andlearning/medical-needs-service/medical-needs-policy-latest.pdf>

13 Lateness and Punctuality

Parents are expected to ensure that their children are present and arrive before the start time of school. Each school within the Trust has their own start time. Starting times for each school are detailed at the end of the Policy in the relevant Appendices A - D.

Children arriving after the start time should report to the designated entrance where they will be issued a late mark and the minutes late will be noted. Each school within the Trust has their own registration closing time. In line with the DfE guidance, any learner arriving after this time will be marked as an unauthorised absence.

In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', this shows them to be on site, but will **not** count as a present mark and will mean the child has an unauthorised absence. This may mean that you could face the possibility of an FPN or other legal action if the problem persists.

Parents/carers should be aware that schools may contact the Local Authority if a student has 10 or more unauthorised absences in any one term, with a view to issuing an FPN. The Penalty Notice is issued individually to each parent/carer who fails to ensure their children's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days.

Non-payment of the FPN may result in prosecution in the Magistrates Court. If proved guilty, the parent/carer will receive a criminal record.

Strategies to tackle lateness will include:

- Parents are routinely informed when students are late.
- Inviting parents into school to discuss lateness.

In addition to this, in secondary schools:

- A system of rewards and giving punctuality a high profile.
- An opportunity to catch up on missed education.

14 Persistent and Severe Absence

Students of The Learning Trust who have an attendance of 90% or below (or absence rate of 10% or more) are categorised as 'Persistently Absent' (PA). There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Children in Care
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

All Trust schools follow a staged intervention approach, with an aim to remove any barriers to attendance and re-engage these students, to prevent as many students as possible from being persistently absent. They will work to identify the reasons for absence and help students to understand the importance of school as a place of safety and support if they are facing difficulties, rather than reach immediately for punitive approaches. Together with careful monitoring of attendance data and reviewing of interventions the aim is to avoid students from reaching this level of absence.

Should all previous stages of support and intervention fail to prompt an improvement in attendance, the Attendance Officer will meet with school's senior leads for pastoral and safeguarding, alongside other outside agencies to work with parents and families to provide support, without the need for any legal intervention. Partners will work together to explain the consequences clearly and ensure support is in place to enable families to respond.

Interventions at this stage could include the opening of a Team Around the Family (TAF), parenting agreements, parenting contracts or an Educational Supervision Order. Students who have previously been classed as Persistently Absent are closely monitored to ensure support and intervention are delivered quickly to avoid absences, where possible.

Where all other avenues have been exhausted and support is not working or not being engaged with, the school will contact the Local Authority to enforce attendance through statutory intervention or prosecution to protect the student's right to an education.

Students who have an attendance of 50% or below (or absence rate of 50% or more) are classed as 'Severely Absent' (SA). These students are prioritised to ensure that across the services, intensive support can be delivered. This may include an attendance or family plan, consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care.

The school will also bear in mind that the continuation of severe PA following intervention may constitute neglect, and will escalate any concerns in this regard in line with the Safeguarding and Child Protection Policy.

15 Strategies to address Poor Attendance

The Trust monitors student attendance throughout the academic year. Trust schools operate an inclusive '**Working Together with Staged Support**' approach (See Appendix I).

Schools will contact parents/carers of all students with below **95%** attendance, as outlined in each school's local attendance policy laid out at the end of this policy in Appendix A - D.

If attendance does not improve then it is likely that parents/carers will be invited into school for a meeting to discuss the poor attendance/punctuality with a view to resolving the situation.

Appendix H provides a flow chart of steps that may be taken when attendance does not improve.

16 Education Welfare Officer

We work closely with Trust Education Welfare Consultants, other outside agencies, and the Local Authority to improve attendance without the need for any legal intervention. As a final measure when the attendance of a student does not show any improvements without good reason, we will contact the Local Authority regarding legal sanctions.

17 Legal Interventions and Fixed Penalty Notices

Attendance legal intervention is only used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution.

It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family.

These are:

- **Attendance contracts** – this is a formal written agreement, intended to provide support and offer an alternative to prosecution.
- **Education supervision orders (ESO)** – are an alternative to provide formal legal intervention without criminal prosecution when voluntary support has been exhausted. Failing to comply with an ESO will result in fine and possible further action.
- **Voluntary support** - all partners should work together to support students and parents to access any support they may need voluntarily, and which may include referrals to services and organisations that can provide support.
- **Parenting orders** - an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order.
- *Penalty notices* – an alternative to prosecution, intended to prevent the need for court action

Parents/carers should be aware that schools may contact the Local Authority if a student has 10 sessions of unauthorised absences in a rolling period of 10 school weeks, with a view to issuing a Fixed Penalty Notice. (There are 2 sessions in a school day; morning and afternoon).

A school week means any week in which there is at least one school session.

The threshold can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

The LA may give each parent a fine of £80, rising to £160 if the fine is not paid within 21 days. Each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school. If your child is off school 3 or more

times within the 3 years you will not be fined but could instead face prosecution at a magistrate's court. If proved guilty, the parent/carer will receive a criminal record.

The school will allow enough time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the Attendance Officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice may be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

18 Enforced School Closure

If The Learning Trust was forced to close for a period of time, our secondary schools have the facility to operate an online virtual school. Our primary schools will have the facility to set work. The expectation is children/students will still engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

19 What Parents/Carers can do to help school attendance

- Let school know as soon as they know a student is going to be absent
- Follow the school's attendance procedures
- Try and avoid making appointments during term time or normal school hours
- Do not allow the student to stay off school unless it is unavoidable
- Complete a Leave of Absence form in advance when making an absence request in unavoidable circumstances

What Parents can do if they are worried about their child's attendance

- Talk to your child, it may be a simple reason that school can help with
- Communicate directly with the school and request a support meeting where needed

20 Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in Regulation 9 of the School Attendance Regulations. A student's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when students' names are deleted from the admission register. This will be with the exception of students whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a student's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the student normally lives with
- At least one telephone number by which any parent the student normally lives with can be contacted in an emergency
- If applicable, the student's future address, the full name and address of the parent who the student is going to live with and the date the student will start living there
- If applicable, the name of the student's other school and when the student began or will begin to attend the school
- The reason under which the student's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered student and their attendance at any given time. Student's attendance will be recorded up until the date that their name is deleted from the admission register.

21 Monitoring, Evaluating and Review of this Policy

This policy is monitored as a matter of course by those responsible for its day-to-day operation. Attendance data and trends are analysed regularly to identify trends and patterns and initiate appropriate responses.

Attendance Policy

For academic year 2025 – 2026

Belgrave Primary School



Policy name:	Belgrave Primary School Attendance Policy
Created:	NEW in Spring 2025
Review Period:	3-year approval cycle, with annual reviews
Policy leads:	Juliette Benton, Headteacher Darran Jones, Trust CEO
Date:	17 March 2025
Reviewed and recommended for approval by:	Belgrave Primary School LGB
Date:	27 March 2025
Approved by:	The Board of Trustees
Date approved:	08 July 2025
Date of next review:	Spring 2026

Introduction

This appendix is to be read in conjunction with The Learning Trust’s overarching Attendance Policy for 2025 – 2026. It sets out the localised information for Attendance at Belgrave School, a 4-11 Academy.

Contact

For Attendance at Belgrave Primary School - Attendance Officer: Sarah Morgan

Telephone number: 01244 421 33 Email: admin@belgrave.cheshire.sch.uk

Belgrave Primary School - Attendance Procedures	
Key stage doors opening at	8.45am
Key stage registration takes place at	F/KS1 – 8.55am KS2 – 8.50am
Key stage doors close at	F/KS1 – 8.55am KS2 – 8.50am
Children should arrive no later than this time otherwise they will be classified as Late ‘L’.	8.55am
Registration will close at this time and anyone arriving after this time will be classified as an unauthorised absence.	9.15am
If a child is due to be absent then parents must contact the school at the latest time of	9.15am
Parents must communicate any same day absences in the following way	By the dedicated Absence reporting telephone line. 01244 421332 – Option 1

Belgrave Primary School – Academy Roles and Responsibilities	
Bursar	<p>Records absence on day and ensures correct codes are entered on SIMs</p> <p>Follows up any absence not reported to the school office by 9.15am and updates the registers</p> <p>Monitors any patterns of absence and late marks</p> <p>Provides reports to the Headteacher once per half term to look at attendance levels and number of Lates.</p>

	<p>Sends out any letters informing parents of persistent absent or severely absent children</p> <p>Monitor absence levels of children in receipt of letters to see if attendance has improved.</p> <p>Monitor and review Attendance Policy annually.</p>
Head Teacher	<p>Monitor and review Attendance Policy annually.</p> <p>Set and monitor attendance targets – in school and with Local Authority.</p> <p>Give attendance a high profile at assemblies and school events</p> <p>Monitor holiday requests during term time and deal with Applications for Leave of Absence.</p> <p>Work with teachers to tackle persistent or severe absenteeism.</p> <p>Report on attendance to Governors and SLT.</p> <p>Meet with Bursar once per half term to look at overall attendance and who requires an attendance letter and/or 'late letter'.</p>

Attendance Policy

For academic year 2025 – 2026

Queen's Park High School



Policy name:	Queen's Park High School Attendance Policy
Created:	NEW in Spring 2025
Review Period:	3-year approval cycle, with annual reviews
Policy leads:	Tom Kearns, Headteacher Darran Jones, Trust CEO
Date:	17 March 2025
Reviewed and recommended for approval by:	Queen's Park High School LGB
Date:	16 July 2025
Approved by:	The Board of Trustees
Date approved:	08 July 2025
Date of next review:	Spring 2026

Introduction

This appendix is to be read in conjunction with The Learning Trust’s overarching Attendance Policy for 2025 – 2026. It sets out the localised information for Attendance at Queen’s Park High School (QPHS), an 11-18 Academy.

Contact

For Attendance at Queen’s Park High School’s Attendance Officer is: Evelyn Slater

Telephone number: 01244 257088 Email: e.slater@qphs.co.uk

Queen’s Park High School – Attendance Information	
Children should arrive to school between these times via the green gates	8.15am and 8.40am
Children should arrive no later than this time otherwise they will be classified as Late ‘L’. Should a child arrive after 8.40am, they should enter via the student entrance to be signed in.	8.45am
Registration will close at this time and anyone arriving after this time will be classified as an unauthorised absence.	9.15am
Afternoon registration will be taken during period 4 and remain open for 10 minutes.	1pm
If a child is due to be absent then parents must contact the school at the latest time of	9.15am
Parents must communicate any same day absences in the following way	Via the absence phone line or via the Synergy App

Queen’s Park High School – Academy Roles and Responsibilities	
Form Tutor	<ul style="list-style-type: none"> Ensure attendance has a high profile Support students in reflecting on their attendance Inform HOY/PSM of concerns regarding student attendance Celebrate good and improved attendance within Set-up Ensure all registers are accurately taken
Head of Year (HOY)	<ul style="list-style-type: none"> Ensure attendance has a high profile in assemblies and set-up Work in conjunction with PSM to support students who struggle to attend. Use of ESBNA toolkit to support students.

	<p>Monitor and progress year group attendance.</p> <p>Meet with Attendance Officer to log concerns and actions and review year group attendance.</p> <p>Support form tutors with non-attendance, truancy, and internal truancy.</p> <p>Implement effective rewards and sanctions</p>
SLT Link	<p>Discuss attendance of Year group during MAD meetings with HOY.</p> <p>Attend attendance panel meetings where necessary.</p>
Attendance Officer and Attendance Admin Officer	<p>Oversee accurate administration of Synergy attendance system</p> <p>Monitor first day absences, sending home attendance message. Follow up subsequent absences.</p> <p>Support the work of SLT and the pastoral team by providing up to date attendance data</p> <p>Work with colleagues, students, and families to identify causes of non-attendance and develop interventions for improvement</p> <p>Send letters to families and progress families through the attendance pathway, following appropriate LA procedure.</p> <p>Complete home visits</p> <p>Sign students in as they arrive late in the morning</p> <p>Monitor missing marks/registers, enter reasons for absence, resolve conflicting marks</p> <p>Conduct attendance panel meetings</p> <p>Request penalty fine notices</p>
SLT Attendance Lead	<p>Implement attendance policy and inform parents</p> <p>Monitor and review attendance policy annually</p> <p>Regular analysis of attendance data and strategies and interventions to improve attendance</p> <p>Meet regularly with Attendance officer</p> <p>Attend targeted support meetings with EWO</p>

Attendance Policy

For academic year 2025 – 2026

Christleton High School



Policy name:	Christleton High School Attendance Policy
Created:	NEW in Spring 2025
Review Period:	3-year approval cycle, with annual reviews
Policy leads:	Kevin Smith, Headteacher Darran Jones, Trust CEO
Date:	17 March 2025
Reviewed and recommended for approval by:	Christleton High School Pastoral Panel/LGB
Date:	10 July 2025
Approved by:	The Board of Trustees
Date approved:	08 July 2025
Date of next review:	Spring 2026

Introduction

This appendix is to be read in conjunction with The Learning Trust’s overarching Attendance Policy for 2025 – 2026. It sets out the localised information for Attendance at Christleton High School (CHS), an 11-18 Academy.

Contact

For Attendance at Christleton High School’s Attendance Officer is: Laura James

Telephone number: 01244 335843 Email: attendance@christletonhigh.co.uk

Christleton High School - Attendance Information	
Students should arrive to school for	8.30am
Students should be in their form rooms at	8.35am
Children should arrive no later than this time otherwise they must report to reception and will be classified as Late ‘L’.	8.35am
AM Registration will close at this time and anyone arriving after this time will be classified as an unauthorised absence.	9.00am
PM Registration take place during Period 4 and will close 10 minutes later. Anyone arriving after this time will be classified as an unauthorised absence.	1.15pm
If a child is due to be absent, then parents must contact the school at the latest time of	9.15am
Parents must communicate any same day absences in the following way	Via email (attendance@christletonhigh.co.uk) or via telephone and leave a voicemail by selecting option 5 or via the app.

Christleton High School – Roles and Responsibilities	
AO =Attendance Officer	
AFLO =Attendance and Family Liaison Officer	
Form Tutor	Give attendance a high profile. Support students in self-regulating and reflecting upon their attendance Alert Head of Year / Attendance Officer of any concerns or issues via Synergy and/or email

	<p>Support students in improving attendance and removing barriers to good attendance</p> <p>Keep an accurate register - responsibility of all staff</p> <p>Monitor individual students at risk of falling below attendance target and take appropriate action with the Head of Year and AO/AFLO as required.</p>
Head of Year	<p>Give attendance a high profile at assemblies and school events.</p> <p>Monitor Year Group attendance targets and record keeping.</p> <p>Implement effective Rewards and Sanctions.</p> <p>Support Form Tutors on issues of non-attendance and with internal truancy, remedying causes and applying sanctions.</p> <p>Liaise with Attendance Officer/AFLO over concerns regarding persistent absenteeism and refer names of students to begin Staged Intervention Approach.</p> <p>Meet with Attendance Officer and AFLO regularly to review attendance of Year Group.</p> <p>Assist Attendance Officer with referrals to the Education Welfare Service.</p>
SLT Link	<p>Discuss attendance of year group during HOY/SLT meetings.</p> <p>Attend final stage meetings with AFLO before referral to CWAC/case work.</p> <p>When/if appropriate act as SLT mentor for students with significant issues and background or refer to student services.</p>
Attendance Officer	<p>Oversee administration of the Synergy Register system and ensure that correct and accurate codes are entered, referring to AFLO and SLT where necessary.</p> <p>Monitor first day of absence - send home attendance text or phone call, prompting home visits where required.</p> <p>Support the work of SLT, Heads of Year and Form Tutors by: Providing regular attendance information.</p> <p>Run weekly reports weekly attendance analysis report (cumulative from start of year to previous day), school cumulative attendance, group vulnerability report (SEND, PP, LAC/IC), Persistent Absence report.</p> <p>Contacting parents on first and every day of absence.</p> <p>Liaise with Heads of Year to monitor accuracy of record keeping.</p> <p>Work with colleagues to identify causes of non-attendance.</p>

	<p>Send letters to students and families.</p> <p>Liaise with AFLO to discuss concerns and to track progress of cases</p> <p>Refer students missing from lessons to SLT on call or Student Services team.</p> <p>Follow appropriate LA procedure.</p> <p>Sign students in as they arrive late and leave during the school day.</p> <p>Daily: deal with missing registers, enter and monitor reasons for absence, report on post registration truancy, check for extra names, resolve conflicting marks</p>
Attendance and Family Liaison Officer (AFLO)	<p>Act as a supportive role to prevent prosecution (or further prosecution in the event of extremely poor attendance (<90%))</p> <p>Advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of agreed strategies.</p> <p>Liaise with the Attendance Officer to analyse attendance data for students and intervene using the school's attendance strategy where attendance falls below threshold.</p> <p>Meet with school staff, students, and parents to establish the reasons for nonattendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.</p> <p>Contact the families through home visits and/or meetings in school.</p> <p>Use of Emotional Based School Non-Attendance Strategies.</p> <p>Liaise with the Education Welfare Officer. Prepare the appropriate paperwork and present.</p> <p>Information as required to enable the school to meet its obligations and statutory responsibilities.</p> <p>Hold Attendance Panel Meetings</p> <p>Request penalty fine notices, and, if appropriate, further legal paperwork.</p> <p>Liaise with the Pastoral Team to advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.</p>
SLT Attendance Lead	<p>Implement Attendance Policy and inform parents.</p> <p>Monitor and review Attendance Policy annually.</p> <p>Set and monitor attendance targets – in school and with Local Authority.</p> <p>Monitor register accuracy and collate statistics/analysis.</p>

	<p>Give attendance a high profile at assemblies and school events (e.g. Parents' Evenings and in the SWAN, Website, Attendance Display, and Notices in Student Bulletin).</p> <p>Support Heads of Year on issues of non-attendance and internal truancy.</p> <p>Monitor holiday requests during term time and deal with Applications for Leave of Absence.</p> <p>Work with AFLO to tackle persistent or severe absenteeism.</p> <p>Report on attendance to Governors and SLT.</p>
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Christleton High School – Academy Monitoring and Support - Attendance	
Form Tutors	Form Tutors will monitor missed sessions, patterns of missed absence and consult Heads of Year if there are any causes for concern. Form Tutors will hold supportive conversations with students to discuss attendance and the catching up of missed work. Following conversations with students, where appropriate, Form Tutors will contact parents/carers to discuss periods of absence and discuss potential next steps should poor attendance continue.
Heads of Year/Senior Leaders	<p>Heads of Year and Senior Leaders will analyse patterns of attendance with the school's Attendance Officer and Attendance and Family Liaison Officer. Appropriate next steps and strategies will be agreed in line with the whole school attendance strategy (Appendix I. These may include home visits, use of emotional based non-school attendance strategies and Attendance Panel Meetings with parents and students. The Pastoral Attendance Team will meet regularly to monitor statistics and to discuss students causing concern and who need earlier intervention. When analysing attendance data, the following are carefully monitored for cohorts and individual students:</p> <ul style="list-style-type: none"> • Total sessions missed due to illness • Total sessions missed due to other reasons (authorized) • Total sessions missed due to unauthorized absences • U codes (arrival after the close of registers 9am) • Weekly patterns emerging related to absence

Christleton High School – Academy Monitoring and Support - Punctuality	
Form Tutors	<ul style="list-style-type: none"> • Form Tutors monitor lateness to registration and hold supportive conversations initially, followed by the issue of a sanction, usually a detention to make up the minutes lost

Heads of Year /Senior Leaders

- Pastoral/HOY detentions
- SLT detentions
- Punctuality Workshops run by the school Attendance and Family Liaison Officer
- A system of rewards and sanctions, giving punctuality a high profile in Form time and in assemblies. Weekly detentions on an escalating scale.
- Inviting parents into school to discuss lateness.

Attendance Policy

For academic year 2025 – 2026

Chester International School



Policy name:	Chester International School Attendance Policy
Created:	NEW in Spring 2025
Review Period:	3-year approval cycle, with annual reviews
Policy leads:	Katrina Brown, Principal Darran Jones, Trust CEO
Date:	17 March 2025
Reviewed and recommended for approval by:	Chester International School LGB
Date:	16 July 2025
Approved by:	The Board of Trustees
Date approved:	08 July 2025
Date of next review:	Autumn 2025

Introduction

This appendix is to be read in conjunction with The Learning Trust’s overarching Attendance Policy for 2025 – 2026. It sets out the localised information for Attendance at Chester International School (CIS), an 11-18 Academy.

Contact

For Attendance at Chester International School’s Attendance Officer is: Alee Kassab

Telephone number: 01244 735610 Email: attendance@chesterinternational.co.uk

Chester International School – Attendance Information	
Children should arrive to school between	8.20-8.30am
Children should arrive no later than this time otherwise they will be classified as Late ‘L’.	8.35am
Registration will close at this time and anyone arriving after this time will be classified as an unauthorised absence.	9am
PM Registration takes place during Period 4 and will close 10 minutes later. Anyone arriving after this time will be classified as an unauthorised absence.	12.10pm
If a child is due to be absent then parents must contact the school at the latest time of	9am
Parents must communicate any same day absences in the following way	Phone call/Voicemail/Synergy/Email

Chester International School – Academy Roles and Responsibilities	
Academic Mentor	<p>Ensure attendance has a high profile</p> <p>Support students in reflecting on their attendance</p> <p>Inform leaders of concerns regarding student attendance</p> <p>Celebrate good and improved attendance within mentoring</p> <p>Ensure all registers are accurately taken</p>
<p>Leadership including Attendance lead</p> <p>Enhanced mentoring</p>	<p>Ensure attendance has a high profile in assemblies and set-up</p> <p>Work in conjunction with pastoral leads to support students who struggle to attend. Use of ESBNA toolkit to support students.</p>

	<p>Monitor and progress year group attendance.</p> <p>Meet with Attendance Officer to log concerns and actions and review year group attendance.</p> <p>Support academic mentors with non-attendance, truancy, and internal truancy.</p> <p>Implement effective rewards and sanctions</p> <p>Discuss attendance of Year group during MAD meetings. Attend attendance panel meetings where necessary.</p>
Attendance Officer and Attendance Admin Officer	<p>Oversee accurate administration of Synergy attendance system</p> <p>Monitor first day absences, sending home attendance message. Follow up subsequent absences.</p> <p>Support the work of SLT and the pastoral team by providing up to date attendance data</p> <p>Work with colleagues, students, and families to identify causes of non-attendance and develop interventions for improvement</p> <p>Send letters to families and progress families through the attendance pathway, following appropriate LA procedure.</p> <p>Complete home visits</p> <p>Sign students in as they arrive late in the morning</p> <p>Monitor missing marks/registers, enter reasons for absence, resolve conflicting marks</p> <p>Conduct attendance panel meetings</p> <p>Request penalty fine notices</p>
Attendance leader/coordinator/SLT link	<p>Implement attendance policy and inform parents</p> <p>Monitor and review attendance policy annually</p> <p>Regular analysis of attendance data and strategies and interventions to improve attendance</p> <p>Meet regularly with Attendance Officer</p> <p>Attend targeted support meetings with EWO</p>

Appendix E

Cheshire West & Chester

Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)

1. A Fixed Penalty Notice (FPN) can only be issued in cases of unauthorised absence.
2. A maximum of two FPNs may be issued in an academic year and these FPNs may be issued against each parent/carer of a child. Once two FPNs have been issued, should there be further unauthorised absences, the Local Authority are able to move to prosecution immediately.
3. An FPN may be issued per parent per child.
4. Penalty Notices may be considered appropriate if:
 - Unauthorised absences of at least 10 consecutive school sessions (five school days).
 - Sessions either side of a weekend or school holiday will be counted as consecutive school days.
 - For poorly attending learners, at least 10 sessions (five school days) lost due to unauthorised absence during a school term. These do not need to be consecutive.
 - For poorly attending learners, persistent late arrive at school in a term. Persistent means at least 10 sessions of late arrival.
 - The presence of an excluded child in a public place in the child's first five days of exclusion.
5. The school must notify parents of the Attendance Policy and clearly state that parents may receive an FPN for an unauthorised leave of absence relating to holiday in term time.
6. Schools and the Education Welfare Services will consider any exceptional circumstances when determining whether to issue a FPN.

Appendix F

What does 'percentage attendance' mean?

Parents/carers should be advised that from September 2015 the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absence' pupils (PA). RSA will be specifically targeting this cohort of pupils, to improve their attendance in the future. The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	1.4 Weeks	45 Lessons
90%	19 Days	38 Sessions	3.4 Weeks	95 Lessons
85%	29 Days	58 Sessions	5.4 Weeks	145 Lessons
80%	36 Days	72 Sessions	7.1 Weeks	180 Lessons
75%	48 Days	96 Sessions	9.3 Weeks	240 Lessons

Appendix G

Absence Codes: According to the DfE guidance the following codes are used on the register. New Attendance Codes have been implemented since 19th August 2024

Attending a place other than the school

These codes are classified for statistical purposes as attending an approved educational activity.

Code K	Attending education provision arranged by the local authority
Code V	Attending an educational visit or trip
Code P	Participating in a sporting activity
Code W	Attending work experience
Code B	Attending any other approved educational activity
Code D	Dual registered at another school

Absent leave of absence

These codes are classified for statistical purposes as authorised absence.

Code C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
Code M	Leave of absence for the purpose of attending a medical or dental appointment
Code J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
Code S	Leave of absence for the purpose of studying for a public examination
Code X	Non-compulsory school age pupil not required to attend school

Code C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
Code C	Leave of absence for exceptional circumstance

Absent - other authorised reasons

These codes are classified for statistical purposes as authorised absence.

Code T	Parent travelling for occupational purposes
Code R	Religious observance
Code I	Illness (not medical or dental appointment)
Code E	Suspended or permanently excluded and no alternative provision made

Absent - unable to attend school because of unavoidable cause

These codes are classified for statistical purposes as not a possible attendance

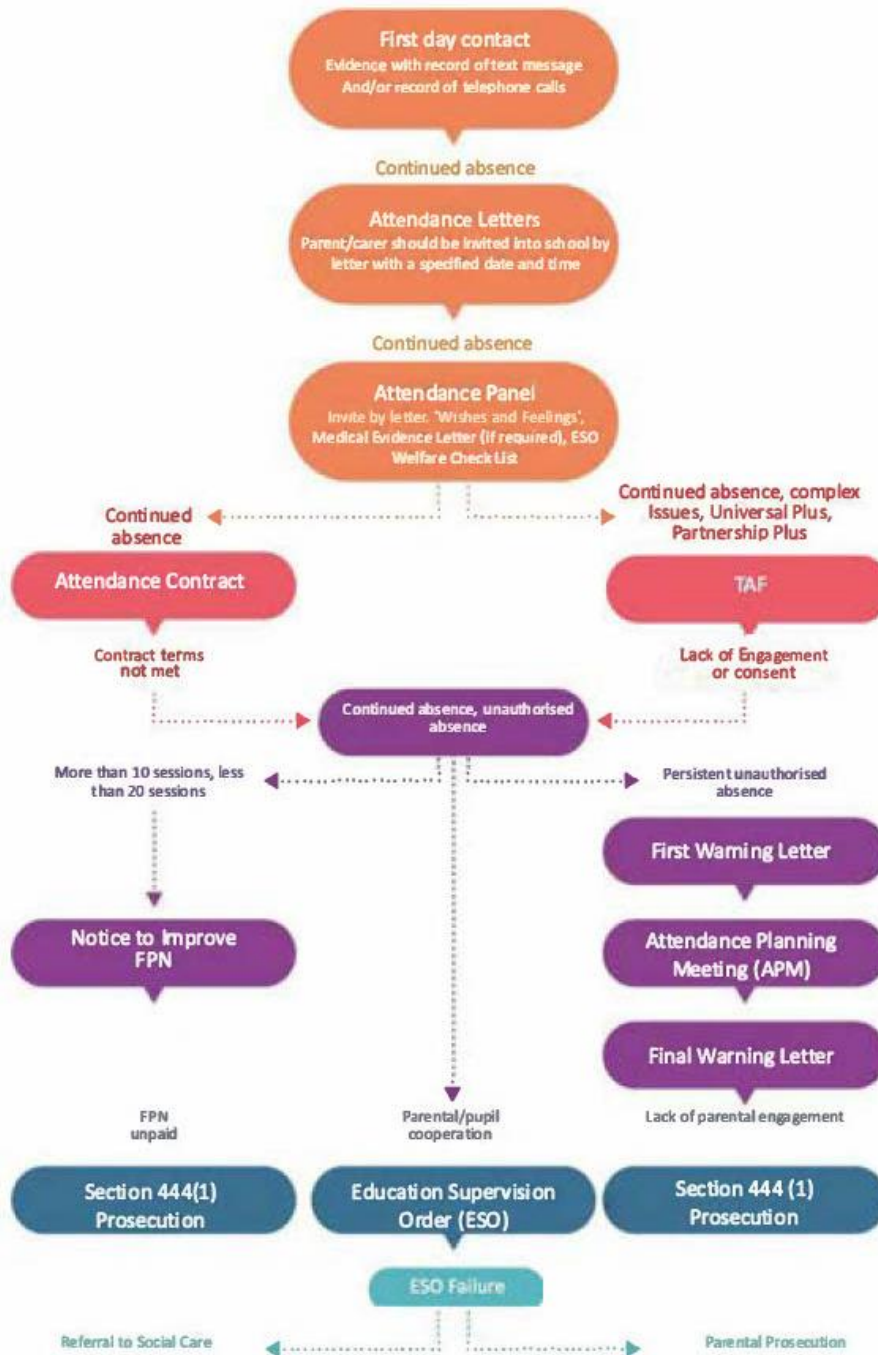
Code Q	Unable to attend the school because of a lack of access arrangements
Code Y1	Unable to attend due to transport normally provided not being available
Code Y2	Unable to attend due to widespread disruption to travel
Code Y3	Unable to attend due to part of the school premises being closed
Code Y4	Unable to attend due to the whole school site being unexpectedly closed
Code Y5	Unable to attend as pupil is in criminal justice detention
Code Y6	Unable to attend in accordance with public health guidance or law
Code Y7	Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

These codes are classified for statistical purposes as unauthorised absence.

Code G	Leave of absence not granted by the school
Code N	Reason for absence not yet established
Code O	Absent in other or unknown circumstances
Code U	Arrived in school after registration closed

Attendance Pathway



Second Offences and severe offences can go to Section 444 (1a) prosecution and will be PACE interviewed.

Appendix I



How can I report an absence to school?

When your child is absent from school it is imperative that their absence is reported to school in a timely manner.

Absences must be reported to the school on Each day of absence by the academy deadline. A reason must be given for why your child is not able to attend school.

Where possible hospital, medical or dentist/orthodontist appointments should be made outside of school hours or during the start or end of the school day to minimise impact on lost learning. When your child returns to school they should catch up on any missed work, speaking to subject staff where needed. Additionally, your child's pastoral support person will check in with your child in an informal supportive conversation once the return to school.

To support your child, you can:

- Ensure your child attends school every day and on time
- Follow any infectious disease/NHS guidelines regarding symptoms, isolations and absence.
- In all other cases, only keep your child at home if they are genuinely too ill to come into school. Where possible students should try their best to come into school.
- If your child is not well enough to attend, contact the school on each day of absence.
- Take family holidays during the school holidays – Holidays in term time will not be authorised
- Attend parents' evenings and school events so you can support your child at home.
- Talk to your child about school and take an interest in the work that they are doing.

If you want to speak to someone about your child's attendance, please contact your child's pastoral support person or the School Attendance Officer. If you are struggling to get your child to school, please let us know and we can try to help.

The link between Attendance and Success

Research based evidence strongly links student attendance and student progress. Students with no absences are over two times as likely to achieve 5+ GCSE grades 9-5/reach the key stage expected standard for Reading, Writing and Math.

When a child is absent from school, whether their absence is authorised or not, they will fall behind with work. This can lead to gaps in understanding, knowledge and skills and can have an impact upon their Attitude and Learning Habits. When students are absent, they could miss opportunities in school and all important live feedback in lessons.

We believe that every second a child is in school contributes to giving them the very best possible chances of success in all areas of school life. This guide contains a detailed view of our school expectations and opportunities for support with regards to Attendance and Punctuality in line with our whole school strategy, **Every Second Counts**.

Attendance Percentage	Lost learning	Academic outcome
100%	Nothing lost, everything gained	Every chance of outstanding success
97%	Up to 8 days, 30 lessons	Good chance of success
95%	Up to 9.5 days, 45 lessons	Below expectation, catch up required
92%	Up to 15 days, 75 lessons	Below expectations. Falling behind impacting upon academic success. You could drop 1 grade.
90%	16 days of absence, 90 lessons	Seriously below expectations
Below 90%	More than 16 days of absence, 110+ lessons	Critical Persisted Absence

Attendance & Punctuality



Every Minute Matters

We expect all students to...

1. Be at school, each day, every day
2. Be on time to every lesson, ready to learn
3. Be in every lesson, all day, every day.

.....Because Every Second Counts.

Attendance: A shared responsibility with staged support

For your child to achieve their best they need to **be in school, each day, every day**. We believe that attendance is a shared responsibility between parents/carers, School and the students themselves. We will always work to support families and children where we can. It is important that you as parents/carers know what your legal obligations are in relation to your child being in school. The law requires all parents/carers to be responsible for their child attending school regularly and punctually. Following our staged support and interventions, in some very rare cases, the school may have to consider parental prosecution under section 444 of the 1996 Education Act.

If your child's attendance is below 92% (Stage 4) they could be at risk of persistent absence, and this is a cause for concern. You may be invited into school again to discuss an action plan with our Attendance and Family Liaison Officer to avoid potential fines or legal prosecution.

Attendance below 90% is classed as persistent absence (Stage 5) and is extremely worrying. This means missing over half a day of school per week. Over one year this equals to 3 weeks and 4 days of school and if the pattern continues throughout years 7-11, very nearly half a year of schooling would be lost! Attendance at this level could result in legal fines or prosecution.

Should your child's attendance drop below 95% (Stage 3) we will contact you to discuss our concerns and to outline actions to improve attendance. Your child's pastoral support person will have already spoken to your child to provide support and intervention. You may be invited into school for a supportive Attendance Panel Meeting with our Attendance and Family Liaison Officer.

Medical evidence may be required to authorize further absences.



Schools within The Learning Trust celebrate and reward learners whose attendance is on or above 97%. This gives them a very good chance of future success.

Students with an attendance of on or above 97% (Stage 1) will be eligible for rewards, achievement points and prizes.

We will also celebrate students who show improvement in their attendance.

During academy pastoral time students will be supported in self regulating and maintaining their attendance.

The Government regard 95% as the minimum satisfactory attendance for a secondary school pupil. Students with attendance at this level (Stage 2) will need to ensure they are rigorous in catching up any missed work as a result of illness/absence.

Students who show improvement in their attendance will be rewarded.

If your child's attendance approaches 95% their pastoral support person will have an informal supportive conversation to check in on any potential attendance barriers.