



Attendance & Punctuality Policy

Policy Approved: May 2025
Policy Renewal: May 2026

Reviewed by the LGB Governors

“The Governors of Range High School are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment”

RANGE HIGH SCHOOL

PUPIL ATTENDANCE AND PUNCTUALITY POLICY

1.0 INTRODUCTION

Range High School is committed to providing challenge and support for all pupils to achieve their best.

LEGAL CONTEXT

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called “[Working together to improve school attendance](#)” and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

In addition, all schools follow the DfE’s statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- The Education Acts 1996 and 2002.
- The Children Act 1989
- The Crime and Disorder Act 1998.
- The Anti-Social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020.
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended The Education (Information about Individual Pupils) (England) Regulations 2013.
- The Children and Young Persons Acts 1933 and 1963.
- The Equality Act 2010.

The law requires high levels of attendance and punctuality are essential for pupils to work to their full potential, be successful and benefit from the opportunities available to them at school. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly.

Achieving high attendance is a necessity in preparing pupils for future working life as an adult. Pupils should be at the school, **on time and every day** that school is open unless the reason for the absence is unavoidable.

It is very important therefore that parents and carers recognise the responsibility and obligation they have to make sure that pupils attend regularly. This policy sets out how the school, its partners and Parents/Carers can work together to achieve this working in accordance with DfE guidance 2024.

1.1 The Importance of Regular Attendance:

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence additionally disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring pupils' regular attendance at school is the **legal responsibility of Parents/Carers. By law, all children of compulsory school age must attend school. The duty on parents is to ensure that their children are educated, either at school or 'otherwise'**. Education is therefore compulsory. In terms of 'otherwise', children may be educated by their parents at home, by a private tutor or in establishments other than schools, i.e. – F.E. colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows parents to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and 'suitable' to the child's education needs, up until the relevant leaving-date for all young people.

Poor attendance not only undermines a child's education and future life chances but it can also put children at risk, can compromise personal safety and encourage anti-social behaviour. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.

1.2 Promoting Regular Attendance:

Helping to create a habit of regular attendance is everybody's responsibility – Parents/Carers, pupils and all members of school staff. We expect pupils at Range High School to aim for at least 95% attendance.

The law requires us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to a suitable education, to which they are entitled; and, act early to address patterns of absence.

To help us all to focus on this, we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.
- Build strong relationships and work jointly with families.
- Give parents/carers details on attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress. Contact parents/carers should their child's attendance fall below the school's target for attendance.

Roles and Responsibilities School Community

Role of Governors/Trustee Board

- To set high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- To Identify a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Attendance Team, and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils, and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

Role Senior Leadership:

- Promote the significance and benefits of regular attendance to both pupils and their parents.
- Establish and maintain positive relationships with pupils and parents.
- Ensure a school-wide commitment to promoting good attendance, supported by engaging teaching and learning experiences that motivate all pupils to attend regularly and achieve their full potential.
- Oversee the implementation of the Attendance Policy and ensure it undergoes an annual review.
- Ensure all staff are informed about the Attendance Policy and receive adequate training to address attendance-related issues.
- Ensure compliance with relevant regulations and legislation.
- Appoint a designated senior attendance leader to champion attendance, allocating sufficient time and resources to the role.
- Submit school attendance data to the Local Authority and the Department for Education as required and in a timely manner.
- Regularly report on the school's attendance and related issues to the Governors/Trustees, with termly updates to the governing board and half-termly updates to the nominated governor/trustee responsible for attendance.
- Implement and maintain systems to report, record, and monitor the attendance of all pupils, including those educated off-site.
- Regularly collect and analyse attendance data to identify patterns and causes of absenteeism.
- Use the analysed data to develop solutions and evaluate the effectiveness of interventions.
- Develop a multi-agency response to enhance attendance and provide support to pupils and their families.
- Record all interventions, conversations precisely using factual evidence-based information that may be required should legal proceedings be initiated.

Role of All Staff

- Promote the importance and value of regular attendance to pupils and their parents.
- Build and maintain positive relationships with pupils and their parents.
- Contribute to a whole school approach that supports good attendance, reinforced by quality teaching and learning that encourages pupils to attend and succeed.
- Adhere to relevant regulations and legislation.
- Implement and uphold systems for reporting, recording, and monitoring the attendance of all pupils, including those educated off-site.
- Ensure accurate and timely recording of attendance registers.
- Participate in the evaluation of school strategies and interventions related to attendance.
- Work with external agencies to improve attendance and provide support to pupils and their families

Role of Attendance Officer:

- Monitor and analyse pupil attendance data.
- Conduct weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implement strategies to promote excellent whole-school attendance.
- Address unsatisfactory attendance by applying strategies agreed in partnership with parents.
- Keep accurate and factual information in relation to pupils and their families.
- Coordinate action plans for pupils of concern, including the initiation of an Early Help Assessment and Plan or the implementation of an attendance contract.
- Ensure adherence to first day calling procedures when a child is absent without parental contact.
- Lead school-wide initiatives such as awards assemblies and reward schemes.
- Refer cases to appropriate external agencies as needed.
- Refer severely absent pupils for support through the Team around the School initiative. (if this is in your school).

Role of Pupils

- Speak to your class teacher or another member of staff if you are experiencing difficulties at school or at home which may impact on your attendance.
- Attend all your lessons ready to learn, with the appropriate learning equipment requested and on time for the class.
- Follow the school procedure if you arrive late. This will help the school to monitor your attendance and keep accurate records. This is also vital for health and safety in the event of a school evacuation.
- If on an attendance support plan /attendance contract, ensure they undertake the actions that have been agreed.

DAILY PROCEDURES

The school is **legally** required to register students twice daily. Registers are marked in the morning at 08.50am and in the afternoon at 1.15. It is essential that all students are registered on both occasions.

School starts at 08.40 when all pupils/students should be in their form/classroom, in preparation for the register being taken at 08.50. At this time, they should collect items for the day and make sure that they are aware of any changes / arrangements to the day's activities. **It is a legal requirement that a register is taken at the start of the day.** Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill
Each year a school calendar is sent out and is also on the website, which clearly indicates the days when your child is expected to be in school.

TIMINGS OF THE SCHOOL DAY

Gates open: 8.40am

Registration starts: 8.50am

Registration closes: 9.20am

End of the school day: 3.20pm

2.0 ABSENCE PROCEDURES

2.1 If a student is absent, parents should:

- Contact school by 9am on the first day of absence using the class charts app and uploading any medical evidence and contact the school on every further day of absence, again before 9am
- **Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.**
- The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the student is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Head Teacher may not authorise medical absence without this evidence.

2.2 If a student is absent, the school:

- Will contact parents/carers on the first day of absence if a message (that explains the absence) has not been received
- If there are safeguarding concerns about a pupil's attendance, we have a statutory responsibility to inform the LEA
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be deemed "missing from education."
- Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.
- Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.

FIRST DAY RESPONSE:

Our school works in partnership with Sefton Council to safeguard all pupils

We will complete the first day response form and submit it to Sefton Council, so information is shared in relation to why the child is absent from school. This may result in a home visit if there are concerns

2.3 LATENESS 'Keeping up is easier than catching up'

How we manage lateness:

- At **8.50am** the school day starts and pupils are expected to be **in Form Tutor time** at that time. Arrival after that time is considered late
- from **8:30am** pupils can access the Dining Room (but should remain there until 8.40am when they can go to their lockers)

Children, who arrive late must go to the school main reception to be signed in by the admin staff who will update their mark, a reason for the lateness is also requested.

In accordance with the Regulations, if pupils arrive after the registers have closed, they will receive a U mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an **unauthorised absence**. This may mean that Parents/Carers could face the possibility of legal proceedings if the problem persists.

3.0 UNDERSTANDING TYPES OF ABSENCES

Every half-day absence has to be classified by the school (not by the Parents/Carers), as either **AUTHORISED** or **UNAUTHORISED**.

3.1 Authorised

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable causes. Medical appointments, if possible, should be made as late in the day as possible to allow your child to be registered for the afternoon. Medical appointments should not take all day. Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged

3.2 Unauthorised

Unauthorised absences are those which the school does not consider reasonable and for which no "leave of absence" has been given. Unauthorised absence can lead to further sanctions or interventions.

4.0 EXCEPTIONAL LEAVE IN TERM TIME

There is no automatic entitlement in law to time off during school term time to have exceptional leave. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

4.1 Holiday during Term Time

In line with national guidance the school cannot authorise holidays in term time.

4.2 Exceptional Leave

Authorised absence in exceptional circumstances

The School Attendance (Pupil Registration) (England) regulations 2024 which come into law from 19th August 2024, state that the Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

At Range High School '**exceptional circumstances**' will be interpreted as: being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short." By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

To request absence for exceptional circumstances please write to the Headteacher at least 2 weeks in advance of the request with full details of the reason for the request.

If a pupil is absent from school the school may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

The amount payable for a first Penalty Notice issued in any of the above circumstances is £80 if paid within 21 days of receipt of the Notice, rising to £160 if paid after 21 days but within 28 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents/carers and one child each parent/carer will receive one Penalty Notice. If there are two parents/carers, and two children incur unauthorised absences, each parent/carer will receive two Penalty Notices, which in this case would amount to £160 each if paid within 28 days.

5.0 PERSISTENT ABSENTEEISM (PA) [As per Government guidance]

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are defined as a persistent absentee.

Pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

This could involve Parents/carers coming to an Attendance interview at school to develop an Individual Attendance Plan to improve the situation.

This plan could involve some or all of the strategies below.

- Multi-Agency Meeting (Social Care, School Nurse, CAMHS, Youth Offending Team, Young Carers etc.)
- Early Help Assessment referral
- Fixed Term penalty for Parent/Carer
- Educational Supervision Order (Magistrates Court)
- Prosecution of Parent/Carer. (Magistrates Court)

6.0 LOCAL AUTHORITY SCHOOL ATTENDANCE PANEL

Local Authority School Attendance Panel.

The purpose of the School Attendance Panel meeting is for you and your child to meet with representatives from the Local Authority to identify the reasons for absence. The Local Authority Attendance Panel is chaired by a member of the school Attendance Support Service. At the beginning of the meeting introductions are made and the purpose of the panel is explained. Parents/carers are reminded of the legal consequences for them if the pattern of poor school attendance continues.

An action plan in the form of an attendance contract is put in place to try to support an improvement in attendance.

The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A supportive action plan in the form of an attendance contract will be agreed.
- An attendance target date for improvement will be set.
- The student's attendance will then be closely monitored for a period of 12 school weeks.
- A decision to apply for an Education Supervision Order

If attendance does not improve, legal action may be taken in the form of a Penalty Notice, an Education Supervision Order (ESO) or prosecution in the Magistrates Court.

PENALTY NOTICE PROCEEDINGS

National Framework for Penalty Notice

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

Penalty Notice - Notice to improve. If the national threshold outlined above has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the Sefton code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996.
- Details of the support provided to date.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.

The grounds on which a penalty notice may be issued before the end of the improvement period.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours."

7.0 ROLES AND RESPONSIBILITIES

IMPROVING ATTENDANCE – WHAT PARENTS CAN DO:

- Provide **two** current emergency contact numbers and addresses to the school. Please advise if there are any changes
- Ensure their child attends every day the school is open except when a statutory reason applies
- Notify the school as soon as possible on the first day of absence.
- Parents/carers can use class charts to see if their child has been marked late to any lesson.
- If a student has a persistent late record, parents/carers may be asked to meet with the Head of Year and/or Pupil Support Manager to resolve the problem. Parents/Carers can approach the school at any time if they experience problems getting their child to the school on time.
- Only request leave of absence in exceptional circumstances and do so in advance
- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- Work with the school and local authority to help them understand their child's barrier to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention
- Encourage your child to take responsibility for **being on time** for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.

- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances, please contact the Head teacher at least 2 weeks before the leave is required and a decision will be made if the absence can be authorised or not.
- Talk positively about going to school.
- Review classcharts regularly
- Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

IMPROVING ATTENDANCE – WHAT SCHOOL DOES:

- Have a dedicated senior leader with overall responsibility for championing and improving attendance. This is Mrs V Ashworth.
- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Marks the registers in accordance with the law twice a day.
- Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker
- Informs any parents/carers who have not contacted the school, of the absence of their child on a particular day.
- Maintains records and monitors attendance of students on a regular basis.
- Proactively use data to identify pupils at risk of poor attendance
- Regularly monitor attendance data, including at board and governing body meetings and with local authorities
- Authorises absences in accordance with the government guidelines. Please note that **only** the school can authorise absence.
- Contacts parents / carers when the attendance falls below acceptable levels and/or when particular patterns of absence are causing concerns.
- Encourage parents to accept support through an Early Help Assessment where it is deemed appropriate.
- Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision including Complementary Education. All students have regular review meetings where parents and all appropriate agencies are invited. Students who attend alternative education provision or have a reduced timetable authorised by senior pastoral staff also have risk assessments completed and visits are made to the students either at home or at the alternative education establishment.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance
- Support for pupils with medical conditions or SEND with poor attendance
- Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.

- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- Consider additional support from wider services and external partners, making timely referrals.
- Work with external agencies to maintain good attendance contribute to multi-agency meetings to review progress and agree on actions and to support the student/family with any issues that may affect attendance and punctuality to school.
- Provides re – integration support for students returning from absence.
- Maintains a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupil's attendance record via Class Charts.
- Works with relevant external agencies if a students' attendance becomes a concern, i.e. – Social Care, Early Help Services, Team around the School Service, Mental Health Support Service, Police, YOT, SEND.
- Make referrals to the Local Authority School Attendance Panel where pupils' attendance levels are becoming a cause for concern.
- Where a student is unable to attend school on a long-term basis, a referral may be made to the Complementary Education Service.
- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
- Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
- May invite Parents/Carers into school to discuss the situation with the Head of Year, Pupil Support Manager (Mrs L Dillon) and/or a representative of the LEA if absences persist
- Campaign as a means of working with parents to resolve issues affecting levels of attendance
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.
- Where there are safeguarding concerns, intensify support through statutory children's social care

LATENESS "Keeping up is easier than catching up"

- As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.
- **Poor punctuality can lead to your child:**
 - Feeling embarrassed in front of their friends.
 - Missing the beginning of vital lessons.
 - Missing important instructions for the rest of the school day.
 - Learning bad habits which could affect their employability in the future.

• Minutes late per day during the school year	• Equal days' worth of teaching lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Parents/carers can use class charts to see if their child has been marked late to any lesson.

If a student has a persistent late record, parents/carers may be asked to meet with the Head of Year and/or Pupil Support Manager to resolve the problem. Parents/Carers can approach the school at any time if they experience problems getting their child to the school on time.

IMPROVING ATTENDANCE – ROLE OF THE LOCAL AUTHORITY

- Hold a termly conversation with our school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so. Deliver school assemblies
- Identified point of contact for our school who will assist us in signposting families for support including early help where appropriate.
- Provide a school attendance panel meeting for our pupils who have 15% unauthorised absence
- Work jointly with our school to provide formal support options including parenting contracts and Education Supervision Orders.
- Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.
- Ensure improving school attendance and reducing persistent absence is a priority in all multi agency plans including child protection, child in need, cared for children (LAC) and Early Help.
- Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).
- Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.
- Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.
- Ensure suitable education, such as alternative provision is arranged via professional agencies for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.
- Regularly monitor the attendance of children with a social worker by providing a first day response system.
- Attendance to be a priority in personal education plans for looked-after children.
- Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.

COMMUNICATION WITH PARENTS

- Give parents details on attendance in our newsletters
- Report to parents via Class Charts their child's attendance.

SCHOOL ATTENDANCE, SAFEGUARDING AND CHILDREN MISSING EDUCATION

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Notifying the Local Authority

Our school notify the Local Authority of any pupil/student who fails to attend school regularly after making reasonable enquiries or has been absent without the school's permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The school (regardless of designation) must also notify the Local Authority of any pupil/student who is to be deleted from the admission register.

Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Where a child leaves our school without a destination or another school is not identified our school follow Sefton Council Children Missing Education Procedures and they can be found at

[https://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-\(cme\).aspx](https://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-(cme).aspx). The school will liaise with the Children Missing Education Co-ordinator who can be contacted on 0151 935 3181 or CME@sefton.gov.uk

No child will be removed from roll without consultation between the Headteacher or Assistant Headteacher and the Pupil Support Manager. If a child is missing from education with prolonged unexplained absences or if a family moves away from the area but does not register with another school, the school will alert the Local Authority who will then take action according to the Child Missing in Education Policy and procedures. Movement of children between Local Authorities and schools is tracked nationally.

8.0 REQUEST TO ELECTIVELY HOME EDUCATE A CHILD

Our school work with the Local Authority to ensure that those parents fully understand the demands and responsibilities of elective home education (EHE). We follow up-to-date guidance that is published. If a child has an Education, Health and Care Plan or is open to a social worker we work closely with the Complementary Education Service, SEND and Childrens' Social Care when appropriate.

9.0 DEALING WITH PUPILS WHO GO MISSING AND LEAVE THE SCHOOL PREMISES WITHOUT PERMISSION

Our attendance procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing in school, we will email the On-call service, which will then investigate the child's whereabouts and report back to the Admin Attendance Officer. If the child is not located, the matter will be escalated to senior pastoral leaders and parents/carers contacted. For children with a safety plan, social workers and/or police may be contacted.

For cases where a child does not attend school and is reported as missing, the school will attempt to make contact with the family. It will then inform the Attendance Officer and request a home visit. Depending on the outcome of the home visit, the school may contact the Local Authority and make a MASH referral to children's social services and or contact the Police.

10.0 PUBLICATION OF ATTENDANCE FIGURES

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment.

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance.

Appendices – 1

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 a place other than the 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 registered	Pupil is attending a session at another setting where they are also registered
Absent – 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

Code	Definition	Scenario
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 closed	Every pupil absent as the school is closed unexpectedly (e.g., due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention

Code	Definition	Scenario
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
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not 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

Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for the Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19th August 2024.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between 22-28 days.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed).

For example: a 5-day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

Second Offence

(Within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday) per child, payable withing 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution may result in criminal records and fines up to £2,500.

Cases found guilty in the Magistrate's Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Appendices – 3

Definition of a Parent

***Definition of parent: Section 576 of the Education Act 1996-** A parent in relation to any child or young person, includes any person: -

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.

It is also important to note that even though a parent may not live in the same home as the student, that parent is still responsible for ensuring their child attends school every day.

Attendance percentages shown in missed lessons

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	49 lessons
90%	19 days	4 weeks	98 lessons
85%	29 days	6 weeks	147 lessons
80%	38 days	8 weeks	196 lessons

RANGE HIGH SCHOOL

Graduated Response to Attendance

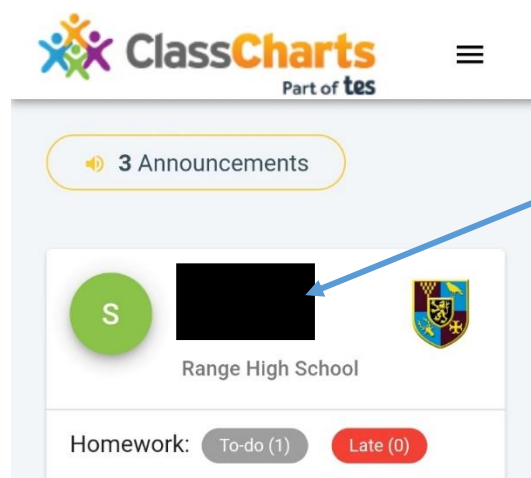
Letters will be sent to **all** parents/carers each half term informing them of their son/daughter's attendance. Parents/carers can also see live information on class charts. Tutors will be having ongoing conversations as per the tutor timetable with their tutees

Stage	Criteria	Action to be considered
1	Attendance between 100% and 95%	<ul style="list-style-type: none">Well done letter sent to students who have met school target of 95%
2	Attendance between 95% and 90%	<ul style="list-style-type: none">Letter raising concern about attendance sent to parents/carers
3	Attendance between 92% and 80%	<ul style="list-style-type: none">Targeted 1-2-1 work with Assistant Head of year for some studentsInvite parents/carers/student to the school for meetingDiscuss with attendance team possibility of implementing an Attendance Support Plan
4	Attendance below 80%	<ul style="list-style-type: none">Targeted 1-2-1 work with Attendance team for some studentsFurther contact with parents/carers, invite parents/carers and student to the school for meeting.Implement an Attendance Support plan.
5	Attendance continues to deteriorate	<ul style="list-style-type: none">Referral may be made to the school Governor Attendance Panel
6	Attendance continues to deteriorate	<ul style="list-style-type: none">Continue to monitor for future trends,referral may be made to the Local Authority Attendance PanelApplication may be made for a Penalty Charge notice

As per new DfE guidance from 19th August 2024 we will not be able to authorise any holidays. Any unauthorised holiday taken may result in a Penalty Charge Notice.

Instructions for logging on Class Charts app

- 1) Open the Class Charts app, and click on the area where your child's name appears



- 2) Scroll along the menu at the top and click on 'Report Absence' and then 'Report New Absence'



Absences

REPORT NEW ABSENCE

- 3) Select absence date, provide a reason for absence and supporting evidence if you have any (eg. appointment letter). Click 'Submit'.

Date of absence  

Reason for absence

Please let us know the type of illness/reason for absence. Please report absence on a daily basis.

Attachments

+ ATTACH SUPPORTING EVIDENCE

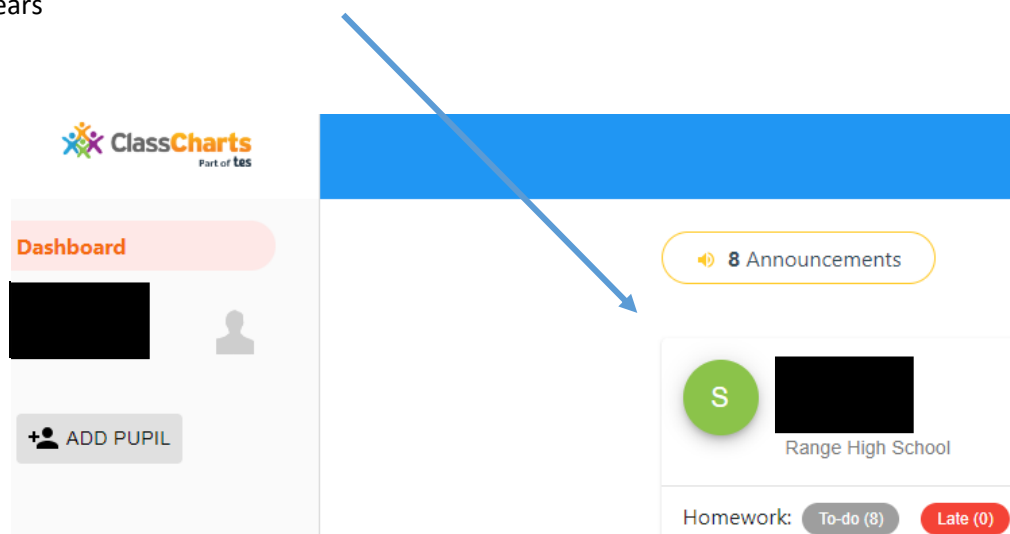
A maximum of 5 attachments can be uploaded, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3, py

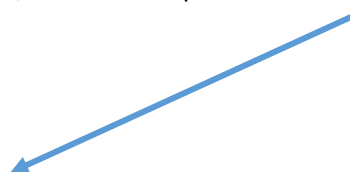
SUBMIT **CANCEL**

Instructions for logging on Class Charts website

- 1) Login at <https://www.classcharts.com/parent/login>, and click on the area where your child's name appears



- 2) Click on 'Report Absence' which appears in the menu on the left, and then 'Report New Absence'



Dashboard



- Behaviour
- Announcements 8
- Homework 8
- Detentions
- Timetable
- Attendance
- Report absence**

Absences

REPORT NEW ABSENCE

Date ↑↓	Reason for absence ↑↓
Mon 06/02/2023	Hospital appointment

- 3) Select absence date, provide a reason for absence and supporting evidence if you have any (eg. appointment letter). Click 'Submit'.

Date of absence



Reason for absence

Attachments

+ ATTACH SUPPORTING EVIDENCE

A maximum of 5 attachments can be uploaded, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3, py

Please let us know the type of illness/reason for absence. Please report absence on a daily basis.

SUBMIT CANCEL