



# Student Attendance and Punctuality Policy 2023-24

This is an Academy specific policy. It applies to CMA students and their related exam activities on or off site only.

Date of Policy Approval:

Owner of Policy: **DGI / CJA**

Approved By: **CMA LGB**

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Distribution: **All CMA Staff  
All Members /  
Directors /  
Governors**



# BRIGHT FUTURES EDUCATIONAL TRUST

## Vision

Our vision is to create a world class education within our academies to enable every pupil and student to realise their full potential and, in particular, their full academic potential.

## Rationale

Cedar Mount Academy believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

## 1. Introduction & Aims

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Cedar Mount values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.
- 1.3 Cedar Mount recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also considers the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## 2. Legal Framework

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- 2.2 A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June if they will be 16 by the end of the summer holidays. A child must do one of the following until they are 18:
  - Start in full-time education, for example at college.
  - Start an apprenticeship or traineeship.
  - Spend 20 hours or more a week working or volunteering, while in part-time education or training.
- 2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.



2.4 The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.5 The register must record whether the pupil was:

present;

absent;

present at approved educational activity; or

unable to attend due to exceptional circumstances.

2.6 At Cedar Mount Academy, we strongly believe that good attendance to school leads to the best possible outcomes for students and as such we want a culture of good attendance for everyone in the Cedar Mount Family. We want to work with all of our students and their families to overcome any barriers to attendance and using ***'Working together to improve school attendance'*** and to protect every pupil's right to an education, we ask that parents contact the academy if attendance on any day, for any reason, is not possible. We want to work closely with all of our families to ensure that each student has the best attendance possible.

[https://assets.publishing.service.gov.uk/media/63049617e90e0729e63d3953/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/media/63049617e90e0729e63d3953/Working_together_to_improve_school_attendance.pdf)

### 3. Categorising absence

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

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

3.3 Parents should advise the school by telephone on **each day** of absence before **08:30am** and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

3.4.1 Illness – In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. **Students that are so ill that they need to go home, MUST be collected by an adult from home.**

3.4.2 We would like to remind you that absences relating to illness and medical appointments **will not be authorised without medical evidence** being provided for students with attendance below 95%. A copy of prescriptions or medical/appointment cards from their GP/Dentist/ Hospital would be required.



3.4.3 Where a student has a significant mental health barrier that restricts their access to education (i.e. EBSA or ABSA) **and** a medical note is not available (on-going, long-term anxiety, for example, would not necessarily require a student to attend a GP every time they were unable to attend), home must stay in contact with the attendance and/or pastoral teams at the academy. In this way, the necessary support can be offered including counselling, PT TTs or phased returns and the absences can be authorised. Where no contact is maintained, or there is limited dialog with the academy, absences will not be authorised. Information as to the roles and responsibilities linked to attendance can be found here -

[https://assets.publishing.service.gov.uk/media/6274ecb2d3bf7f5e3916fb5f/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/media/6274ecb2d3bf7f5e3916fb5f/Summary_table_of_responsibilities_for_school_attendance.pdf)

3.5 Medical/Dental Appointments – Parents are advised in the strongest terms, where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Pupils **MUST** be collected by **an adult to be taken to the appointment** and then returned to school.

3.6 Other Authorised Circumstances – This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

3.7 Suspended (previously fixed term exclusion) (No alternative provision made) – Suspension or sent from attending school is counted as an authorised absence. The child's class teacher/Form Tutor/Progress Leader will make arrangements for work to be sent home and collected by the Assistant Progress Leader (APL) for the Year group or set on the appropriate channel on TEAMS.

3.8 Family Holidays and Extended Leave - Parents will **not** be granted permission to take their children on holiday during term time following current legislative guidelines. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday, and this absence will be coded as unauthorised.

Parents should be made aware that if their child is absent for any of their education during that academic year, due to an unauthorised absence, they will be issued with a penalty notice.

3.9 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

3.10 Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted. This should be no more than ten days.

3.11 Religious Observance – Cedar Mount acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

3.12 It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.



3.13 Parents are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

3.14 In rare cases, study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes/interventions during this period to reduce absence levels.

3.15 Traveller Absence – The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

3.16 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

3.17 It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

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

3.19 Cedar Mount will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months.

Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at Cedar Mount will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

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

Advise of their forthcoming travelling patterns before they happen; and  
Inform the school regarding proposed return dates.

3.21 Cedar Mount will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

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

The child is on roll and attending another visited school.

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

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



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

3.24 Late Arrival – Period 1 begins at **8.40am**, pupils arriving after this time will be marked as present but arriving late to school. The register will close at **9:10am**; pupils arriving after the close of register will be recorded as 'U' unauthorised late, this will not be authorised and will count as an absence for that school session. On arrival after the close of the late gate at **9:10am**, pupils must immediately report to the Main Entrance to ensure that we can be responsible for their health and safety whilst they are in school and sign in at reception.

3.25 An absence (due to lateness past 9:10am) will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at an essential medical appointment.

3.26 The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry. This is coded as a U-code on the register.

3.27 Unauthorised absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Parents will be advised to send their child into school if they do not have supporting medical appointment cards or evidence to support illness.

3.28 Examples of **unsatisfactory** explanations include:

A pupil's/family member's birthday.

Shopping for uniforms.

Having their hair cut.

Closure of a sibling's school for INSET (or other) purposes.

"Could not get up".

Illness where the child is considered well enough to attend school.

Holidays taken during school term time.

Persistent illness without medical evidence.

## 4. Deletions from the Register

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a pupil.
- Transfer between schools.
- Pupil withdrawn to be educated outside the school system.



- Failure to return from a leave of absence after both the school and the local authority have tried to locate the pupil.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- In custody for more than four months (in discussion with The Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and school have made reasonable efforts to locate the pupil.
- 10 days continuous unauthorised absence where family have notified school of leaving the country but failed to provide evidence of return in the 10 days following the submission of a CME

4.2 Cedar Mount will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## 5. Roles and Responsibilities

5.1 We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, Local Governing Body (LGB) parents, pupils and the wider school community. As such, the LGB will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the LGB to lead on attendance matters.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of all staff within the school.
- Monitor the school's attendance and related issues through termly reporting at LGB meetings.
- Ensure that attendance data is reported to the Local Authority or DfE required and on time.
- The Assistant Vice Principal with the responsibility for attendance will lead on all attendance issues.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site (*including home school provisions e.g. NISAI*).
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that attendance data is collected & analysed to demonstrate correlations between attendance & attainment.

5.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.





- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually including a parental consultation forum.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time.
- Report the school's attendance and related issues through termly reporting to the LGB.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

### 5.3 Department Heads/Pastoral Staff/Class Teachers/Form Tutors will:

#### 5.3.1 – Department Heads

- Monitor attendance for given students, including key groups, to lessons in their respective departments.
- Analyse the data to inform interventions to support students to improve attendance where there is an identified issue. Review these interventions periodically and share best practice where appropriate.
- Contribute to the evaluation of school strategies and interventions.

#### 5.3.2.1 – Pastoral Staff (PLs)

- Monitor attendance for all students, especially key groups and those with educational vulnerabilities, to school and track any patterns in the data.
- Analyse the data to inform interventions to support students to improve attendance where there is an identified issue. Review these interventions periodically and share best practice where appropriate.
- Liaise with the Attendance Officer to plan for parental meetings to develop wrap-around support for the students and engage all stakeholders.
- Actively promote the importance and value of good attendance to pupils and their parents.
- All attendance conversations should be logged on the attendance tracker.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.



#### 5.3.2.2 – Pastoral Staff (APLs)

- Monitor attendance daily for all students, especially key groups and those with educational vulnerabilities, to school and track any patterns in the data.
- Check in with students daily (including 1<sup>st</sup> day calls when not in) to support and promote excellent attendance.
- Liaise with the Attendance Officer to plan for parental meetings to develop wrap-around support for the students and engage all stakeholders.
- All attendance conversations should be logged on the attendance tracker.
- Actively promote the importance and value of good attendance to pupils and their parents.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

#### 5.3.3 – Class Teachers

- Actively promote the importance and value of good attendance to pupils and their parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- All attendance conversations should be logged on to the attendance tracker.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.

If a pupil fails to attend a lesson the class teacher will mark the register with an N-code and highlight the missing student using Edulink to the pastoral team. If a student is internally truant, this will be over-written with an A-code and the appropriate sanction applied.

#### 5.3.4 – Form tutors

- Have regular conversations with students to encourage their attendance in school.
- Form tutors should 'notice' when students are in / not in or there are increases or decreases in the frequency of attendance. As FTs see students daily they are a key driver in improving attendance.
- Form tutors will need to have both delicate and challenging conversations regarding attendance and punctuality. These should be based on good knowledge of the students, good use of the data provided by the ATTENDANCE OFFICER and strong professional relationships build on trust.
- All attendance conversations should be logged on the attendance tracker.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation

#### 5.4 We request that Parents will:

- Instill the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours.
- Report any absences from school for their child daily before the start of the school day by phoning the school or sending a message via ClassCharts or via phone and provide an explanation as to why their child is absent
- Ask the school for help if their child is experiencing difficulties.



- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bedtimes, independent learning, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Refrain from taking leave of absence with their child during term-time.

## 6. Using Attendance Data

6.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

6.2 Each week the Progress Leaders will provide all Form Tutors with attendance data for the previous week for each pupil within their form group. Progress Leaders will provide Form Tutors with updated attendance matrix indicating relevant levels of intervention needed.

6.3 This pupil level data will be used to trigger school action.

6.4 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

6.5 Cedar Mount will share attendance data with the DfE as required.

6.6 All information shared will be done so in accordance with the Data Protection Act 1998.

## 7. Support Systems

7.1 The Academy recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

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



7.3 The Academy will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance panels
- Referrals to support agencies
- Pupil Voice Activities
- PSHE
- Reward systems
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages (such as temporary part-time timetables)
- Home Visits

7.4 Support offered to families will be child centered and planned in discussion and agreement with both parents and pupils.

7.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the attendance team will consider the use of legal sanctions. This may include a 'fast track to prosecution'.

## 8. Legal Sanctions

8.1 Prosecution. Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

8.2 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

8.3 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

8.4 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

8.5 Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.



8.6 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed half termly by the attendance lead.

8.7 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

8.8 Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

8.9 Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:  
A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school.  
A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

8.10 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued.

8.11 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

8.12 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

## 9. Punctuality Protocols

9.1 Progress Leader responsibilities.

Each week the Progress Leaders are given the 'weekly lates data' from the Attendance Team, they will then be responsible for:

- Monitoring all lateness for their year group and liaising closely with the Assistant Progress Leader and Attendance Officer on this issue.
- Developing strategies with the Form Tutors, Assistant Progress Leaders and Academic Mentors on punctuality.
- Using rewards and sanctions to positively promote good punctuality.
- Liaising with parents / carers and arranging meetings to discuss punctuality.
- Monitoring detention data and arranging follow up detentions if required.

9.2 Teachers and Form Tutors responsibilities

- To be fully aware of and follow the late and post registration truancy procedures contained within this document.
- Responsible for promoting good punctuality and attendance within their group.
- Providing a positive role model by being on time for registration and lessons.
- Making registration a positive experience for pupils by engaging with them and following the guidelines for SCHOLAR time.



- Ensuring that all pupils in their form are aware of the procedures for lateness.
- Sanctions for lateness to lesson can be found in section 9.8.

### 9.3 Heads of Subject responsibilities:

- Develop strategies with their department to promote punctuality to lessons, using rewards and sanctions to achieve this, including adding students to departmental detentions (as per the rota).
- Monitor pupils arriving late to lessons.
- Contact home so that parents are aware a problem has been identified.
- Where appropriate, liaise with Heads of Year, Assistant Heads of Year & Educational Welfare Officer.

### 9.4 All Staff responsibilities:

- To be fully aware of and follow the late and truancy procedures contained within this document.
- Act as good, positive role models by being on time to registrations and to lessons, and by reinforcing the need for good attendance and punctuality.
- Follow the late procedure with pupils.
- Ensure that pupils follow the late procedure.
- Challenge pupils who fail to follow procedure and if necessary, seek support on this.

### 9.5 Attendance Officer Responsibilities:

- Record the times of pupils who arrive late (after 8:40am).
- Log the names of students so that they can be collected for a same day lunchtime detention.
- Challenge pupils as to the reason for lateness and remind them of their responsibilities.
- Inform the Progress Leaders & the SLT of the pupils with late marks through a fortnightly meeting (at Project meetings)
- Review registers period 1 through 5 for unexplained absences & lates.
- Carry out home visits.
- Strategically lead the support packages put in place by the Academy.

#### 9.6.2 Procedure for Registration (am)

Registration takes place at 8.40 a.m. each morning in P1. During P1 teacher will complete the register (this will populate the am mark).

Staff MUST complete their registers promptly on ClassCharts (within the first 10 mins of the lesson) during P1 to allow for an accurate understanding of the number of students in school and to allow first day phone calls to be made.

If a student arrives throughout the course of a lesson, this must be updated on ClassCharts. If a pupil is present a BfL2 is entered. If a pupil is absent an N is entered. If a pupil arrives late to the lesson, the minutes late are recorded with the L-code function on ClassCharts and the minutes late added. See 9.8 for details.

A HEAD COUNT MUST BE MADE TO CHECK ACCURACY before the register is submitted. It is vital that the head count matches the number of presents recorded on the computer. If it does not, the register MUST NOT be submitted before an appropriate amendment is made.

If a pupil arrives after 8.40am, pupils should register at the late gate (operational from 8.40am – 9.10am).



If, during P1 registration there is an experience of computer failure, a paper register must be taken and sent immediately after registration to the Attendance team. If for some reason a pupil attends registration that is not on the computer listing, a note must be sent immediately to the Attendance team advising the staff of the pupil's presence.

#### 9.7 Post Registration Procedure

If a pupil is **in school**, but not present in a lesson the class teacher must mark the register with the N- code, apply a comment and highlight the missing student through use of the ClassCharts app and via email to the relevant year group. The APL for the allocated Year group will be alerted and will aim to locate the child within the period reported and all comments recorded on ClassCharts. This is part of staff responsibility in terms of "Safeguarding Children and keeping children safe (Every Child Matters)" and for Health and Safety reasons.

If a pupil is seen absconding from the premises the Senior Behaviour Lead (GRA) and a member of SLT must be informed as soon as possible. Where possible staff on Patrol will go to look for the pupil within the Academy site. If pupil cannot be located, parents will be informed and advised to contact the police.

#### 9.8 Monitoring and Sanctions Process for Lates

##### **Students who arrive to school between 8:40am and 9:10am**

Students will be in detention for 15 minute the same day to be served at lunch the same day (years 7, 10 & 11 during first lunch and year 8 & 9 during second lunch)

##### **Pupils who arrive to school after 9:10am**

Students will arrive via reception, receive a U-code for the morning session and be in detention for 45 minute the next day to be served after school.

##### **Repeated lateness to school**

Late 3 times in the same week = 45 minute after school detention on the first school day the following week.

Late 4+ times in the same week = 90 minute after school detention on the first school day the following week.

Students that are repeatedly late to school will also receive a lates letter issued by the attendance officer.

Late lists will be examined every fortnight by the Progress Leaders, Assistant Progress Leaders and Education Welfare Officer.

Persistent re-offenders will be invited in for a Attendance Panel interview with their parents/carers.

If parents fail to turn up to discuss the issue a home visit will be made by the Attendance Officer and the interview will either be re-arranged or conducted in the home.

Failure to improve absences (after registration lates) following a Punctuality Panel will result in penalties being pursued through the Local Authority.

#### 9.9 Late Arrival to Lessons

To insist on the highest of standards there will be a change to the punctuality process which will come into operation with immediate effect. Lateness to lesson will be recorded using the L-code on ClassCharts and then entering the number of minutes late.



The Attendance Officer will run a report at the end of each day to assess the cumulative impact of students being late to P1, P2, Tutor time, P3, P4, SCHOLAR and P5. If a student amasses 10+ minutes late to lesson in a day, they will receive a 45 minute detention the following day (logged by the Attendance Officer).

If a student is 5+ minutes late to lesson, a 45 minute late detention can be added using the button on ClassCharts.

If a student is more than 10 minutes late for a lesson, we would consider this to be internal truancy and ask that the classroom teacher please logs this on ClassCharts as such (Negative Behaviours tab > Punctuality > Truancy). If this can then be flagged in the usual way to the Subject Leader, the student's Progress Leader, the Senior Pastoral Lead and the departmental link Senior Leader, so a day in the ASU can be authorised.

### **Truancy**

If a student truants a lesson, they will be issued with a day in the ASU the next available day.

Walking out of a lesson without permission or without a timeout pass is classed as truancy.

#### **9.10 Rewards**

The Assistant Vice Principal for Behaviour and Attendance is responsible for developing strategies to promote good punctuality.

They will support each year team to try to improve punctuality.

Included in this will be the positive promotion of good punctuality through rewards e.g. certificates, assemblies, letters of commendation for good punctuality and for improvement and end of term trips.

#### **9.11 Monitoring**

Punctuality to lessons will be monitored on a daily basis.

Overall punctuality will be monitored on a half termly basis and statistics produced. These will be shared with all staff at relevant meetings.

Student punctuality will be monitored by Progress Leaders and where necessary shared with other stakeholders.

## **10. Procedures to Reduce Pupil Absence.**

### **10.1 Daily Procedures**

The school attendance team will follow specific protocol to ensure that pupils who are absent from school without notification from parents are identified.

Progress tutors will enter pupil data into the register each day during form time. This will identify pupils who are present and pupils who are absent.

The attendance team will identify pupils who are absent from school without prior notification from parents/carers and send a text message to inform parents/carers that their child is absent from school.

This message will request that contact is made with school to explain the pupil absence. It is the responsibility of the parent to ensure that they provide school with up-to-date contact details so that school can contact the parent as necessary.





10.2 If no contact is received by the parent after the text message has been sent, then the Attendance Team will make a telephone call to the parents of the children who are absent, and no reason has been provided for their absence.

If there is no answer to the telephone call a voicemail will be left requesting that the parent contact school to explain the pupil absence.

10.3 If the Attendance Team are unable to contact the parents of absent pupils on the telephone, then a home visit may be made to the home address to ascertain the reason for the absence.

If there is no-one at the address a note will be left requesting that the parent contact school to explain the pupil absence.

If no contact has been made with the parent at the end of the school day the absence will be recorded as no reason provided for the absence and after a period of one week the absence will be unauthorised if no relevant explanation has been provided for the absence.

Once the school has received an explanation for the pupil absence a decision will be made as to whether the absence will be authorised or unauthorised. The correct code will then be entered onto the register.

#### 10.4 Weekly Procedures

The Attendance Team will contact the parents of any pupil who has been absent from school. This will raise awareness with parents of the impact of the absence on the pupils' attendance record and how this may impact on their future achievement in school.

The Attendance Team will follow specific protocol to monitor pupil attendance and reduce pupil absence.

Cedar Mount Academy follow a staged response to absence from school which may result in Legal action being taken should pupil become persistently absent (see Appendix 1 ).

Every Friday the Attendance Team will produce a list of the attendance of every pupil who attends Cedar Mount Academy. The Attendance team will analyse the data and any pupil who has been absent from school during the week will be identified.

#### **Monitoring, Evaluation and Review**

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.



## Appendix 1

### Escalation of Attendance Interventions

#### Stage 1

Fortnightly, the attendance team will produce a list of pupils' attendances for the last two weeks. Pupils who have been absent from school and their attendance has dropped below 97%, without authorised reasons for absence, will receive a Stage 1 letter from the Education Welfare Officer. This letter will inform parents that their child's attendance has become a cause for concern and that the attendance team will monitor their child's attendance. This letter will remind the parent must now provide medical evidence for any absence and will include a warning that further absences may result in a fixed penalty notice being issued. **A stage 1 letter may be passed over if the student accrues a high number of absences in a short window of time, in which case, a stage 2 letter would be sent out in the first instance.**

#### Stage 2

Once a pupil has been identified as a cause for concern with regards to attendance and the pupil has absences from school following the stage 1 letter being sent out, the attendance team will send a Stage 2 letter to the parents. This letter will specify that the parent must now provide medical evidence for any absence and will include a warning that further absences may result in a fixed penalty notice being issued. At stage 2 the pupil attendance will be monitored for the following 3 weeks. If a significant improvement in the pupil attendance is seen, in the monitored 3-week window, then the pupil will be held at stage 2 for the subsequent two fortnightly attendance reviews.

Reviews are done fortnightly by the ATTENDANCE OFFICER where all students under 95% attendance are looked at case by case to ascertain if they need to be entered into the staged process / if they need escalating within the staged process / if medical evidence has been provided, etc.

The reviews are filed and kept with the ATTENDANCE OFFICER. When escalation reaches Stage 3 this triggers a meeting with the ATTENDANCE OFFICER.

If pupil attendance continues to improve following the subsequent reviews, then the pupil may be dropped back to stage 1.

#### Stage 3

If no significant improvement is seen in pupil attendance and the pupil continues to be absent from school the parent will be invited into school for an Attendance Panel meeting. This meeting will provide an opportunity to discuss the pupils' absence and the impact this will have on their attainment. Any support the school can offer to help parents raise their child's level of attendance will also be discussed. Parents will be advised that further unauthorised absences will result in a penalty notice being issued. If the parent does not attend the meeting a decision will be made regarding the next step to take. This will be either a fixed penalty notice or prosecution.

**Stage 3 escalation may be passed over and the student may be fast tracked to Stage 4 if there is a high number of absences in the stage 2 monitoring window.**

#### Stage 4

If the pupil reaches stage 3 and no improvements are seen in attendance then the attendance team in conjunction with the local authority will decide as to whether the case will be addressed with a fixed penalty notice or prosecution. If the decision is to move forward with a fixed penalty notice the attendance team will submit a request for a fixed penalty notice to be issued. Continued absence will have a detrimental impact on the outcome of the hearing.

In addition to the letters sent in the staged approach to attendance the attendance team will send additional letter to address specific attendance concerns. These may include but are not limited to:



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- Medical appointment letter
- Late arrival letter
- Illness reminder letter
- Persistent absence letter
- Holiday letter



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## Stage 1 letter

To the Parent/Carer of «forename» «surname»  
«address\_block»

«date\_of\_printing»

«forename» «surname» «reg»

At Cedar Mount Academy our values are Hard Work, Respect and Aspiration and we want all of our students to have the aspiration of 100% attendance and work hard toward achieving this. As such our minimum expectation for every member of the Cedar Mount family is 97%+ attendance.

Your child's attendance at Cedar Mount Academy during this academic year is currently «percentage\_attendance»% as they have missed *<insert number of missed school days>* school days. This Attendance figure means *<insert student name>* has missed *<insert number of missed school days x 5>* lessons.

A classmate in *<insert student's year group>* achieving 97% attendance *<insert figure equivalent to 3% of total days expected in school so far>* days absent.

I am concerned that unless this attendance begins to improve, it will have a detrimental effect upon your child's academic progress. Regular attendance at school is vital if children are to make good progress and to benefit fully from all the opportunities that the Academy can offer.

We will continue to monitor your child's attendance and expect to see a sustained improvement in the immediate future. We would like to remind you that absences relating to illness and medical appointments **will not be authorised without medical evidence being provided** i.e. a copy of prescriptions or medical/appointment cards from their GP/Dentist/Hospital.

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact myself on 0161 248 7009 option 2 or via email [cjackson@cma.bright-futures.co.uk](mailto:cjackson@cma.bright-futures.co.uk) to discuss any support that could be provided to ensure their regular attendance.

Additionally I have enclosed a leaflet about Early Help support offered within Cedar Mount Academy operated by our own staff who can support with a wide range of issues

Thank you for your continued support in addressing the issue raised.

Yours faithfully,

Mrs C Jackson  
Attendance Officer



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## Stage 2 Letter

To the Parent/Carer of «forename» «surname»  
«address\_block»

«date\_of\_printing»

«forename» «surname» «reg»

Dear Parent/Carer,

At Cedar Mount Academy our values are Hard Work, Respect and Aspiration and we want all of our students to have the aspiration of 100% attendance and work hard toward achieving this. As such our minimum expectation for every member of the Cedar Mount family is 97%+ attendance.

Your child's attendance at Cedar Mount Academy during this academic year is currently «percentage\_attendance»% as they have missed <insert number of missed school days> school days. This Attendance figure means <insert student name> has missed <insert number of missed school days x 5> lessons.

A classmate in <insert student's year group> achieving 97% attendance <insert figure equivalent to 3% of total days expected in school so far> days absent.

**Further unauthorised absence may result in the issue of a penalty notice or prosecution in the Magistrates Court.** We would like to remind you that absences relating to illness and medical appointments will not be authorised without medical evidence being provided i.e. a copy of prescriptions or medical/appointment cards from their GP/Dentist/ Hospital.

A Penalty Notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days. Failure to pay the Penalty Notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates' Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

We are therefore, writing to inform you that the Attendance Team will now be closely monitoring your child's attendance. If there are any issues affecting your child's attendance, please contact us to discuss the matter further.

Once again thank you for supporting Cedar Mount Academy in improving attendance, which will ensure that all students in the Academy can reach their full potential and improve outcomes for their future.

Yours faithfully,

Mrs C Jackson  
Attendance Officer



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## Stage 3 Letter

To the Parent/Carer of «firstname» «surname»  
«address\_block»

«date\_of\_printing»

«firstname» «surname» «reg»

Dear Parent/Carer,

At Cedar Mount Academy our values are Hard Work, Respect and Aspiration and we want all of our students to have the aspiration of 100% attendance and work hard toward achieving this. As such our minimum expectation for every member of the Cedar Mount family is 97%+ attendance.

Our school attendance target is to be above 97% attendance for all our pupils and we will work very closely with all parents and pupils to achieve this. Currently your child's attendance is «percentage\_attendance»%

As a result of continued absences and lack of noticeable improvement I would like to invite you to an **attendance panel meeting** in school on the date and time below. As the Attendance Officer for Cedar Mount Academy, I will meet with you on this date with a view to discuss any issues that you may be having that can be impacting your child's attendance and to initiate steps to implement any support school can provide to assist you.

**DATE AND TIME:**-----

This meeting will be useful to discuss how we can work together to improve the attendance of your child in the future. **It is very important that you attend this meeting as further action will be taken by the Local Authority should you fail to attend.**

Yours sincerely

Mrs C Jackson  
**Attendance Officer**