



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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**The County High School Leftwich**  
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## School Attendance

### KEY PERSONNEL

<b>Name</b>	<b>Role</b>	<b>Responsibility</b>
M Snelson S du Plessis	Principal Deputy Principal	To oversee the work of the School's lead professional for attendance
M Yates	Assistant Principal	To monitor and promote attendance throughout the School including the attendance and welfare of vulnerable groups and students at risk
	Learning Leader (Year)	To monitor the attendance situation of individual children or young people in the Year Group
	Form Tutor	To monitor and promote the attendance of students in his/her tutor group
Jo Flower	Governor	To monitor the School's work to promote and maintain good attendance
	Local Authority	To provide legal support as appropriate through its Education Welfare Service

## **Attendance Policy Statement:**

### **1. Statement of intent**

Our aim at The County High School, Leftwich is for every child and young person to enjoy, thrive and achieve. For our students to maximise their academic potential, regardless of but paying cognisance to their background, it is vital that they attend regularly and arrive at school, on time, every day the school is open unless the reason for absence is unavoidable. Through attending school every day on time, students will get the best possible start in life. We recognise the extraordinarily strong links between attendance and attainment, raising standards, fulfilling potential and safeguarding.

2. The school aims to achieve good attendance by operating an attendance policy within which staff, students, parent(s)/carer(s), local community and the Local Authority can work in partnership. The County High School, Leftwich will monitor attendance and ensure quick and early intervention if a problem is identified.

3. All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

### **4. Aims:**

- 4.1. To create a culture in which good attendance is the norm
- 4.2. To demonstrate to students, parent(s)/carer(s) and staff that the school values good attendance and to recognise that good ,regular attendance is an achievement in itself
- 4.3. To have consistent, high expectations for all students
- 4.4. To value the individual and be socially and educationally inclusive

### **5. Objectives:**

- 5.1. To involve students in promoting good attendance
- 5.2. To improve communication with parent(s)/carer(s) about regular attendance
- 5.3. To expect all school staff to continue to take appropriate responsibility for children or young people's attendance
- 5.4. To recognise the important role of Form Tutors in promoting and monitoring good attendance as part of their role as Learning Mentors
- 5.5. To provide mechanisms within the school to enable these aims and objectives to be met

### **6. Expectations:**

- 6.1. To have an effective means of collecting and monitoring attendance information
- 6.2. To ensure that such data is available and used effectively by the Senior Leaders of the school and student-facing staff
- 6.3. To agree specific targets for individuals, groups, years and the whole school in a context of all known relevant factors and record these in the school's attendance plan
- 6.4. To keep parent(s)/carer(s), students and governors informed of policy and practice
- 6.5. To ensure that the school actively promotes good attendance and the educational welfare of vulnerable groups, such as Looked After Children, SEND and those identified as Pupil Premium students

## 7. Procedures:

- 7.1. Children or young people are expected to attend the school for the full 190 days of the academic year, unless there is a good reason for absence.
- 7.2. There are two types of absence:
  - 7.2.1. Authorised (where the school approves student absence)
  - 7.2.2. Unauthorised (where the school does not approve absence)
- 7.3. It is expected that parent(s)/carer(s) will provide an explanation if the child or young person is absent on the first day the absence occurs
- 7.4. If contact explaining the child or young person's absence isn't made by parent(s)/carer(s), then the school will contact home by telephone on the initial day. If the absence is not explained it will be 'Unauthorised'. **This contact will be recorded in the register.**
- 7.5. The Principal will regularly remind parent(s)/carer(s) of the importance of good attendance and punctuality
- 7.6. Children or young people with 100% attendance will be recognised by the school at regular intervals throughout the year and across Key Stages

## 8. Identification & Referral

- 8.1. Identification of concerns is the collective responsibility of Form Tutor, Year or Learning Leader, SLT Attendance Lead
- 8.2. Attendance data is compiled by Senior Leaders and analysed in comparison with national statistics
- 8.3. Fortnightly, the Year Leader meets with the SLT Attendance Lead. Students whose attendance is giving cause for concern are discussed and strategies agreed

## 9. Completing the Register

- 9.1. Students are given an attendance mark on six occasions each school day – during tutor time and in each of five lessons
- 9.2. The school expects staff to ensure that registers are a current and accurate record of the attendance of students under their supervision. Registers provide the daily record of the attendance of all students; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school
- 9.3. The register should be marked using the symbols advised by the DfE and Cheshire West and Chester Council
- 9.4. The school uses SIMS and the Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998

## 10. Lateness

- 10.1. The school day starts at 8.45 am when all students are expected to be present for registration
- 10.2. As the school follows a carefully structured Tutor Time Programme, any lateness is a loss to valuable learning time
- 10.3. Where persistent lateness gives cause for concern further action may be taken by the Learning Leader (Year) with the help, as appropriate, of the Pastoral Team

## 11. **Persistent Absenteeism**

- 11.1. A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason.
- 11.2. Absence at this level is doing considerable damage to any child's educational prospects and future opportunities. The school asks for the support and co-operation of parents/carers to tackle this. All absence is monitored thoroughly, in particular, persistent absentee students. Through careful tracking of absence, combined with academic mentoring our intention is to limit the impact of persistent absence affecting academic attainment.
- 11.3. If a student's absence falls below 95%, parents/carers may receive a letter informing them that their child's attendance is below the expected level. We may also request evidence from a health professional to verify the reason for absence. For example, a Doctor's note, hospital letter, appointment card, copy of prescription or packaging from prescription medication.

## 12. **Family Holidays during term time**

- 12.1. From the 1<sup>st</sup> September 2013, the law does not give any entitlement to parents to take their child on holiday during term time.
- 12.2. Any applications for leave of absence must be in **exceptional circumstances** and the Principal must be satisfied that the circumstances warrant the granting of leave.
- 12.3. The Principal will determine the number of days a child can be away from school if the leave is granted.
- 12.4. Parents may be fined via the Local Authority if the child is absent for more than 10 consecutive sessions (5 days) without consent from the school.

## 13. **What can parent(s)/carer(s) do to help?**

- 13.1. Do not allow your child to have time off school unless it is really necessary and do support the school in promoting the importance of good attendance
- 13.2. Let the school know as soon as possible why your child or young person is absent
- 13.3. Try to make appointments outside school time

## 14. **If you are worried about your child's attendance at school what can you do?**

- 14.1. Talk to your child
- 14.2. Talk to the Principal and staff at school
- 14.3. Talk to the Education Welfare Service where guidance may be received to help you resolve this situation

15. Parent(s)/carer(s) need to be aware that Cheshire West and Chester Council in conjunction with Schools is operating Fixed Penalty Notices for non-attendance.

16. In developing this Attendance Policy we have taken into account the fact that Cheshire West and Chester is a diverse community. The County High School, Leftwich has incorporated practice which guards against disadvantaging any sections of the community. Improving the performance of underachieving students is a key priority in the Education Development Plan. This aims to improve the attainment of minority students across the County.

17. The County High School, Leftwich understands the need for on-going communication with parent(s)/carer(s) and students regarding this policy, particularly those new to the school.

## 18. DfE Guidance: August 2021

### Recording Attendance in Relation to Coronavirus (Covid19) during the 2021-2022 Academic Year

- 18.1. Attendance is mandatory. The usual rules on attendance continue to apply, including:
  - 18.1.1. Parent(s)/carer(s)' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered student
  - 18.1.2. The schools' responsibilities to record attendance and follow up absence
  - 18.1.3. The ability to issue sanctions, including fixed penalty notices, in line with Local Authorities' codes of conduct
  - 18.1.4. The duty on Local Authorities to put in place arrangements for identifying, and to follow up with, children missing education
  
- 18.2. **Not attending in circumstances relating to COVID-19**
  - 18.2.1. This category must be used to record sessions that take place in the 2021 to 2022 academic year where a student does not attend because their travel to, or attendance at, school would be:
    - 18.2.1.1. contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
    - 18.2.1.2. prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19
- 18.3. This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID
- 18.4. The [schools COVID-19 operational guidance](#) sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year.