



**TEENAGE** KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

# Attendance Policy

<b>Date of Last review:</b>	September 2023
<b>Date of this review:</b>	August 2024
<b>Date of next review:</b>	September 2025
<b>Headteacher' s Signature:</b>	
<b>Review approved by Proprietor:</b>	1.9.24

Teenage Kicks takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. 'The welfare of the child is paramount' (Children Act 1989).

Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are students of the school.

The school is committed to supporting the objectives outlined in the DfE guidance 'Keeping children safe in education, September 2024' to help keep children and young people feel safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings, and
- Identifying children who are suffering or who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Teenage Kicks believes that the protection of the children we work with is an integral part of our ethos. It is unacceptable for a child or young person to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children and young people by a committed practice which protects them. The staff at Teenage Kicks have a key role in maintaining the safety of children through carrying out their responsibilities, as described in 'Greater Manchester Safeguarding Children Procedures' manual.

***We recognise that:***

The welfare of the young person is paramount.

All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm and abuse. Working in partnership with young people and their parents/carers is essential in promoting young people's welfare.

***Statement of Intent:***

Teenage Kicks recognises the importance of regular attendance and punctuality to enhance pupil progress. For many of the pupils who attend the school, irregular patterns of attendance have become the norm. Going to school regularly is important to your child's future. For example, children who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers/college that your child is reliable.

Research also suggests that children who attend school regularly are at less risk of getting involved in anti-social behaviour or crime. By law all children of compulsory school age (five to sixteen) must receive suitable full time education. As a parent/career you are legally responsible for making sure they attend school. If your child fails to do so you risk getting a

penalty notice or fine. All staff adopt a consistent and transparent approach to attendance and expectations are clearly communicated to pupils and parents.

Teenage Kicks therefore places great emphasis on the need to encourage and support full attendance amongst our pupils. This is achieved through:

- Fostering positive teacher-pupil relationships
- Developing and maintaining close home-school links
- Access to a needs focused curriculum
- Setting individual attendance targets with support strategies
- Rewarding regular attendance and meeting of individual attendance targets
- Prompt follow-up in cases of non-attendance
- Collaborative working with other external professional and voluntary agencies involved with a pupil's care.
- Providing an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school
- Supporting children whose attendance is a cause for concern and working in partnership with parents and carers to resolve any difficulty.
- Analysing attendance data to inform future policy and practice.
- Making full use of the support from the wider community including the LA attached attendance officer and multi-agency teams
- Bespoke timetables which are set on an individual basis and reviewed regularly

#### ***Roles and Responsibilities:***

The following members of the school community have key responsibilities in the pursuit of high levels of attendance and punctuality:

#### ***Proprietor:***

- To set and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance Policy.

#### ***Head Teacher:***

- To ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance and punctuality patterns.
- To provide the Proprietor with information to enable them to evaluate the success of policy and practice.

#### ***Caseload Teachers:***

Will proactively promote and monitor attendance by:

- Maintaining close home-school links (weekly phone calls, at least half termly home visits).
- During pupil support plan meetings.
- Through both the formal and informal curriculum in PHSE lessons and assemblies.
- Using positive reinforcement by rewarding good attendance and punctuality
- Celebrate when individual attendance targets have been met.
- Identify agencies/support strategies to help overcome reasons for authorised absences e.g. young carers.

### ***School Attendance Officer:***

It is the Attendance Officer's responsibility to monitor the attendance of pupils within Teenage Kicks and develop systems and processes to increase attendance figures, this is done by:

- Undertaking appropriate regular checks for all pupils.
- To oversee the communication to parents/carers when a child is absent.
- Inform parents/carers when attendance is a cause for concern or deserves recognition and praise.
- To provide advice and support to pupils with attendance issues and to provide support for parents and carers.
- To regularly visit parents and pupils at home to create a strong positive link between the school and home.
- To oversee the daily attendance checks on CLA pupils.
- To ensure that school registration systems are efficient, effective and meet legal requirements.
- To liaise with LEA support services and other agencies in response to specific needs.
- To produce and submit attendance data to the Local Authority.
- To follow the Oldham Council Children Missing Education protocol when a pupil's whereabouts are unknown.
- To implement a rewards system to encourage and maintain pupil's attendance.
- To develop and communicate a positive school approach to attendance via leaflets to parents and displays around school.
- Update tutors on attendance issues as and when needed.
- Provide updates on attendance to whole school staff during Pastoral Meetings.
- Co-ordinate and manage fortnightly meetings with members of the pastoral team to identify attendance concerns, patterns and take appropriate action i.e. issuing penalty notices and fast track to attendance.

### ***Admin Team:***

The Pastoral Team members will provide additional support to parent/carers students in order to secure and promote good attendance. This is done by:

- Undertaking appropriate attendance daily checks for all pupils.
- To initiate and carry out post-registration checks.
- To identify pupil absence and ensure that parents/carers are notified by text/phone immediately and follow up enquires into the reason for absences are made.
- To identify pupils arriving late to school and notify parents/carers accordingly.
- To regularly visit parents and pupils at home to create a strong positive link between the school and the family.
- Provide daily attendance checks for LAC pupils.
- To record children arriving late or leaving early on a daily basis.
- To enter data into Information management system on a daily basis.
- To send messages to parents/carers / make phone calls as and when directed by the pastoral team.
- Send weekly registers to School attendance officers in respect of dual registered pupils.

### ***Teaching Assistants:***

- To regularly visit parents and pupils at home to create a strong positive link between the school and home.
- To work in accordance with the attendance and pastoral team and occasionally undertake attendance visits to the home addresses.

### ***Pupils:***

Pupils are expected to attend Teenage Kicks punctually. Pupils should arrive to school by 8.45am. If a pupil cannot attend school for any reason, or needs to leave the school part way through the timetabled day, parents/carers must inform a member of staff. Parents/carers are required to corroborate reasons for absence. Pupils who experience genuine attendance difficulties will be offered prompt and appropriate support.

### ***Parents/carers:***

Support from parents/carers is essential to maintain the highest levels of attendance. If your child is unable to attend for any reason school should be notified as soon as possible by phone or writing. Without a satisfactory explanation a pupil will be marked with "O" – unauthorised absence.

**Penalties for unauthorised absence** - Amendments have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013, which also come into force on 19 August 2024. Schools must consider issuing fines to parents when a child has missed 10 or more sessions (5 days) for unauthorised reasons. From 19 August 2024, parents must pay £80 within 21 days or £160 within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within a 3-year period, this will be charged at a higher rate of £160 See Appendix A Pages 9 -11.

We appreciate there will be occasions when a child will not be able to attend school, e.g. because of illness or an unavoidable medical appointment. However, the following are examples of unacceptable reasons from school at **any time**:

- Holidays
- Getting up late
- Shopping
- Looking after family members or the house
- Birthdays
- Looking after siblings

### ***Holidays during Term Time:***

It is our firm belief that, apart from under exceptional circumstances, holidays should not be taken in school time.

"The Department of Education (DfE) has amended the Education (Pupil Registration) (England) Regulations 2006 governing requests for holidays in term time.

**From 1 September 2013, the law gives no entitlement to parents to take their child on holiday in term time.** It makes it clear that **Headteachers may not grant any holidays or other absences during term time unless there are exceptional circumstances**

Children who are registered at a school must attend that school every day. Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that your child makes the most of the educational opportunities in order to achieve well. There may be occasions when a child has to miss school, e.g. because of illness. Parents must avoid taking their children out of school during term-time in order to go on holiday.

***Issues parents need to be aware of***

- If a parent takes their child on holiday/extended leave without the school's permission, this will be counted as unauthorised absence.
- Parents of pupils whose absence is unauthorised are open to legal action and can be guilty of an offence and may be liable to either a Penalty Notice or Prosecution in the Magistrate's Court.
- For those children whose absence is agreed but remain absent for longer this extra time will also be recorded as unauthorised absence.
- The school may remove the child's name from the register if they do not return to school as expected or total absence amounts to 20 school days.

***Preventing your child from missing school: what you can do:***

You can help prevent your child skipping school by:

- making sure they understand the importance of good attendance and punctuality.
- taking an interest in their education - ask about school work and encourage them to get involved in school activities.
- discussing any problems, they may have at school and informing their tutor about concerns raised.
- not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work.

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school. Under normal circumstances, you should not expect the school to agree to your child going on holiday during term time.

***School:***

There are many different issues which can affect school attendance. Examples include problems with:

- bullying
- housing or care arrangements
- transport to and from school
- work and money

If your child starts missing school, there may be a problem you are not aware of. Ask your child first and then approach their tutor. Your child's school is the first place to go to discuss any attendance problems. The school should try to agree a plan with you to improve your child's attendance.

Various outside agencies are used by the School for specific problems. An LA Attendance Adviser visits the school on a half termly basis to discuss problems. He/she will make follow up visits to pupil's homes and will take necessary and appropriate action towards improving school attendance.

**The following symbols are used to identify the whereabouts of pupils:**

Colour	Description
	Present
	Authorised Absence
	Approved Educational Activity - Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment

	or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

**Off-Site Provision:**



Some pupils at Teenage Kicks maybe educated off site; this can be carried out in a variety of ways:

- Home learning with a member of staff
- 1-1 learning in local libraries

Their attendance is monitored in the following way:

- Teaching staff contact the pastoral team on a daily basis to report any absences.
- All follow up actions are carried out in the same way as the pupils who access the school.

***Actions for attendance causing concern:***

1. School Attendance Officer to make contact by telephone to ascertain the reason for absence, if unsuccessful:
2. Discussion to take place with School Attendance officer and SLT/SENCO and/or Tutor to arrange a home visit to discuss reason for absence and means of improvement of attendance. If unsuccessful a letter will be sent to the home address.
3. If situation does not improve Attendance Officer to contact LEA Attendance Advisor for further assistance.

(\* the definition for persistent absence is 10% absenteeism)

***Rewards:***

Pupils are rewarded on a weekly basis for 100% attendance and punctuality, they each receive a post card during the weekly assembly.

Pupils who achieve above 95% half termly attendance and/or demonstrate improved attendance are presented with certificates and gift vouchers during school assembly. Teenage Kicks also provide a reward trip at the end of each term which is offered to those pupils who have achieved above 95% for the full term and/or demonstrated improved attendance.

***Monitor and Evaluation:***

Periods of unauthorised absence; and pupils with attendance below 90% - this data will be discussed with the LEA Attendance Officer as part of the regular meetings.

If concerns are raised by this analysis, parent discussions will occur, either through telephone calls to the parents/carers and/or formal letters stating the attendance and regular lateness of their child and that there is a concern. A decision will then be made as to what is the most appropriate action to be taken i.e. refer to relevant agencies, submit to fast track etc.

The School Attendance Officer and the LA Attendance Officer will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance annually and the Headteacher will recommend an attendance target to the Proprietor.

The Proprietor will set an annual target of attendance including authorised and unauthorised absence and review this annually.

***Links with other Policies:***

In keeping with the aims of the School we are committed to the Health and Safety of all our staff and pupils. We believe that we must always take action to safeguard the well-being of all concerned. This policy, therefore, links closely with the guidance and procedures found in our Child Protection & Safeguarding, Staff Code of Conduct Policy, Staff Handbook, Anti-Bullying Policy, Whistleblowing Policy, Safer Recruitment Policy and the Improving Behaviour, Emotional Health and Wellbeing Policy – all of which encourage students to behave appropriately and in a way that promotes mutual respect and understanding for all members of the school.

***Review of Policy:***

A formal review of this policy will be carried out annually.

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

**Reviewer:** James Docherty  
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**Reviewed:** 01.02.2024  
**Reviewed:** 9.9.2024

Appendix A

Poor Attendance at School -  
Penalty Notices

## Miss School - Miss Out

Oldham Council believe that any absence from school, for whatever reason, is detrimental to a child's long-term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to antisocial behaviour and youth crime.

For these reasons, the powers given under Section 23 of the Anti-Social Behaviour Act, 2003, have been adopted by Oldham. This gives an additional strategy to be used as a sanction when parents do not fulfil their responsibility to ensure their children attend school regularly.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any term (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice of £60 per parent per pupil if paid within 21 days rising to £120 if paid within 28 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

## Your Questions Answered

What does the Anti-Social Behaviour Act 2003 do?

Section 23 of the Act gives powers to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's attendance at school. These powers came into force on 27 February 2004

What is a Penalty Notice?

Under existing legislation, parents/carers commit an offence if their child fails to attend school regularly, and the absences are classed as unauthorised. Such cases may result in a prosecution under Section 444 of the Education Act, 1996.

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, whilst still securing an improvement in the pupil's attendance.

What are the costs?

If payment is made within 21 days of receipt of a Notice the fine is £80 per parent per pupil, rising to £160 if paid after 21 days but before 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

How are they issued?

By post to your home.

Is a Notice given?

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance in some circumstances before a penalty notice is issued.

In most cases, notices to improve will not be issued where support is not appropriate (for example in circumstances relating to a holiday in term time). The LA will consider whether a notice would have any behavioural impact (and therefore may not be issued, if for example a parent has already received one for a similar offence).

If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support.

The length of the period of improvement will be **up to 6 school weeks**. What sufficient improvement will look like will be decided on a case-by-case basis considering a child and family's circumstances.

The LA will usually issue the Notice to Improve via referral from schools using the attendance improvement area of the school's portal.

Schools will update the LA on progress during the improvement period to allow the LA to consider whether proportionate support has been offered, the impact of the support offered and therefore whether to issue the penalty notice.

Parents may also receive a Penalty Notice without a warning letter for the offence of failing to secure regular school attendance under the following circumstances:

- Their child is stopped on a truancy sweep more than once
- They go on holiday in term time without school's permission
- The child fails to return to school following a fixed term exclusion

Is there an appeal process?

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish to.

How do I pay?

Details of payment arrangements will be included on the Penalty Notice. Payment in part, or in instalments is not an option.

What happens if I do not pay?

You have up to 28 days from receipt of the Penalty Notice to pay in full. After this time, the Authority is required under the Act to commence proceedings in the Magistrates Court for the original offence, which is the poor attendance at school of your child. If proven, this can attract a fine of up to £2,500, or a range of disposals such as Parenting Orders or Community Sentences, depending on circumstances.

Can I be prosecuted if I pay the Penalty Notice but my child still does not attend school?

At the present time, the payment of the Penalty Notice means this period cannot be used in a future prosecution. However, a prosecution could be considered for further periods of absence not covered by the Notice.

Can I get help if my child is not attending regularly?

Yes. Schools can be contacted directly if you need support to improve your child's attendance. Schools are able to signpost to services, make referrals where applicable and offer you an Early Help Assessment.

The Inclusion Team can also give you help and support if you are experiencing difficulty in ensuring your child attends school regularly.

Contact Information:

SEND and Inclusion Team  
Oldham Council Offices  
Spindles Shopping Centre  
George Street  
Oldham  
OL1 1HD

- Email : [sais@oldham.gov.uk](mailto:sais@oldham.gov.uk)
- Phone: 0161 770 6620/21