



2025-26

ATTENDANCE POLICY & PROCEDURES

Date of Approval	July 2025
Approved by	Silverdale Management Committee
Date of next review	June 2026

ATTENDANCE POLICY & PROCEDURES

The Clifton Centre is committed to the aims, as stated within this policy. We sincerely believe that all students benefit from the education we provide, and therefore from regular school attendance. In order to achieve this, we will take appropriate action to ensure that all students achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

Aims

The Clifton Centre aims to ensure that:

- All students have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- No students will be deprived of their education opportunities by, either their own absence or lateness, or that of other students.

It is recognised that:

- The majority of students want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Many students and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities (e.g a rewards system).
- Many students have a range of barriers to attending, for example Social, Emotional or Physical, that may need to be addressed holistically and with support from outside agencies.
- It is the responsibility of parents/carers to ensure their child's attendance at school as required by law (Education Act 1996).

Expectations

School expects that all our students will:

- Attend school regularly.
- Arrive on time and be appropriately prepared for the day as stated in our induction contract agreement (which parents are asked to sign when the student starts school).
- Carry out any work provided by the school during an authorised leave period (e.g distance learning).

School expects that parents will:

- Endeavour to keep health appointments out of school hours, where possible.
- Inform The Clifton Centre of any reason or problem that may hinder their child from attending school.
- Fulfil their legal responsibilities and ensure their child attends school.
- Contact school, as soon as possible, whenever their child is unable to attend school.
- Seek permission from the school for any leave of absence. Holidays will not be authorised (see below). The Attendance Lead and the Centre Manager have the right to refuse to authorise any leave of absence, in accordance with Local Authority guidelines. Medical evidence such as a prescription or appointment card may be requested to support absences where a child is said to be ill.

Parents and students can expect the following from the school:

- Regular, efficient and accurate recording of attendance (term reports sent home and parent review day at the start of terms).

- Early contact when a student is absent without explanation.
- Action on any attendance problem notified to the school.
- Referral of specific attendance issues to supporting agencies, where appropriate.

We encourage attendance by:

- Consistent, clear **communication** with parents and students about the importance of regular, prompt, attendance.
- Setting targets for improved attendance and sharing these with parents and students.
- The accurate completion of registers for AM & PM sessions.

Truancy Penalty Notice Guidance –Including Holidays taken in Term Time

Information Regarding Truancy Penalty Notice and school Truancy Fines can be found by clicking the links below

(external Government link) and on this website alongside this Policy.

Link to : Truancy Penalty Notice Guidance (Government guidance)

[Link to: Fines for parents taking children out of school \(Government guidance\)](#)

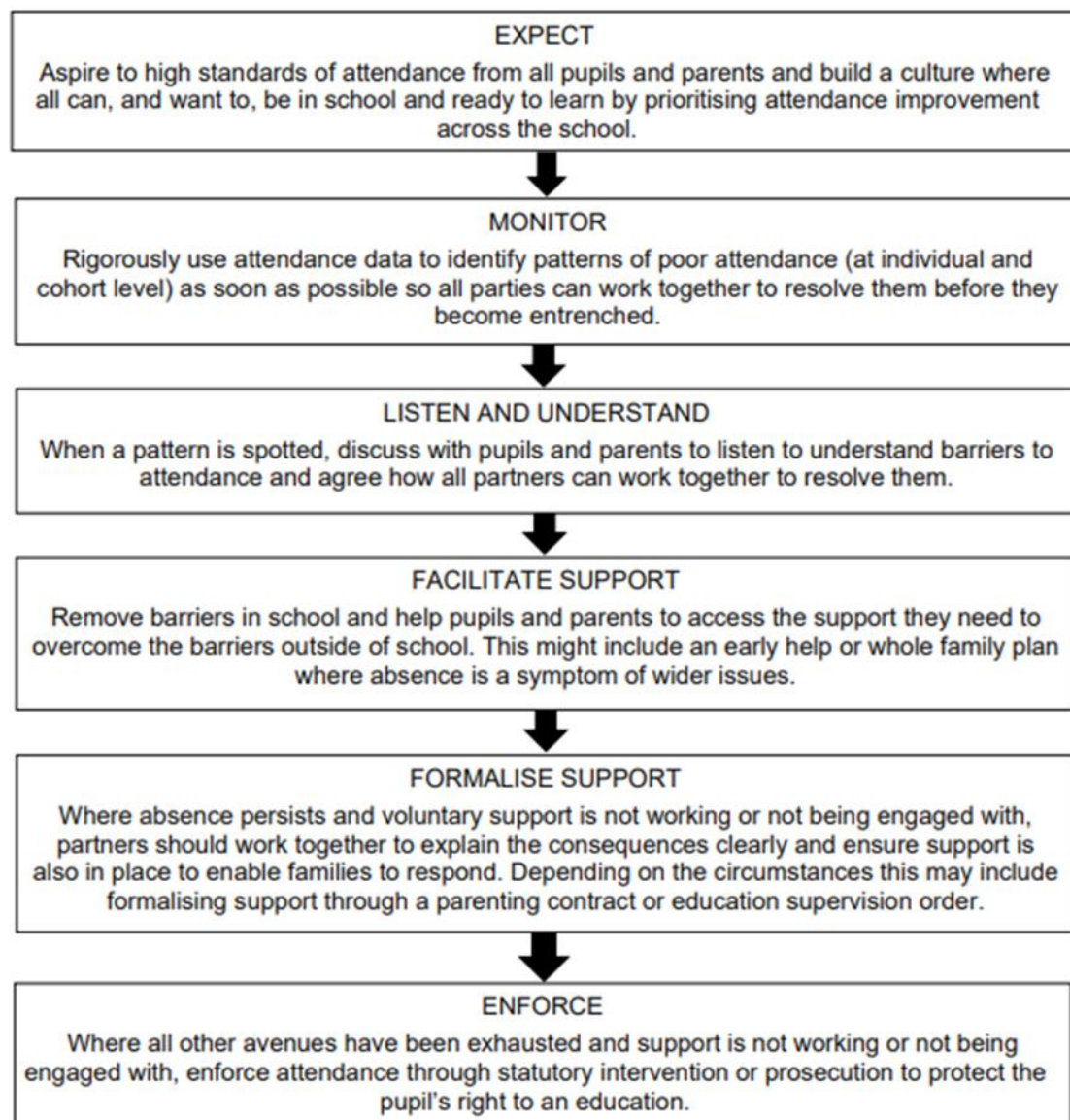
- PLEASE NOTE SCHOOLS ARE **NOT** ALLOWED TO AUTHORISE HOLIDAYS FROM AUGUST 2025

We need to work together to improve attendance.

Support for helping to improve your child's attendance can be found by clicking the link below:

[Improving school attendance \(External Government Link\)](#)

Below is a Government template for improving attendance that emphasises the need for a holistic approach.



The school responds to non-attendance by:

- Contacting parents on the first day of an absence if no reason has been received (contact will be by either text, telephone, letter or home visit).
 - We will make home visits if no contact has been made via text /telephone, email or Whatsapp, or if we have not seen the student in their provision for 3 days.
- Where a pattern of non-attendance is emerging, the parent/carer is invited to visit school to work with school staff to help resolve the difficulties. Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation, the school may make a referral to the **Education Welfare Service**. More detail regarding these referrals can be found below. Interventions are done using all available information and working with the family and outside agencies where, appropriate to reach the best possible outcomes for the child.
 - **We will refer to the Salford Safeguarding Bridge Partnership if we are not satisfied the students is safe and well. This will be communicated to you via letter.**
 - **We will always take into consideration the context of each child, when deciding what interventions to take to support improving attendance**
 - **Any lack of engagement or failure to support actions may result in escalation of interventions.**

Education Welfare Service (Attendance Officers)

- The Education Welfare Service provides an investigative, supportive and enforcement service, which should complement the role of The Clifton Centre.
- The Education Welfare Service will always endeavour to provide The Clifton Centre with a service that recognises the uniqueness of the centre and the community it serves.
- The named Education Welfare Officer will work closely with the School Attendance Manager, students and their families. Whilst the service priorities will relate to absence matters, other service activities do also include advice and guidance on exclusion procedures, child protection and child employment.
- The Education Welfare Service will support the school in the following ways;
 - a) Accept appropriate referrals and manage a caseload of students to deliver bespoke interventions and pathways of support.
 - b) Making home visits and assessments.
 - c) Liaison/mediation between school and home.
 - d) Working with the families, school staff and the student to resolve problems.
 - e) Where necessary, instigate legal proceedings on behalf of the LEA in the Magistrates or Family Court e.g. Fast Track/Enforcement Pathway. Parents may be invited to attend a PACE interview under Caution.
 - f) Offering professional advice, guidance and support about student attendance issues, including guidance for submitting Holiday and Truancy Penalty Notices.
 - g) Working in partnership with schools and other agencies to develop sensitive individual reintegration packages for long term absentees, for example using the EBSA Referral Pathway and the Education on Track Pathway.

Referrals to the Education Welfare Service will only be made and accepted when The Clifton Centre have discussed or at least attempted to discuss the problem with the parent or carer of a student. Legal proceedings may be instigated at our discretion at any time, but are usually a last resort if other approaches have failed.

Educational Neglect

Parents have a duty to ensure their child attends school. We may refer to Social Services if we believe this duty is not being met. This may result in an assessment of the family by Social Services to see if the threshold for neglect has been met.

CME / EHE

Any students suspected of being missing from education (Child Missing Education) will be referred to Salford's CME Team, following appropriate protocols. This will be done as soon as any attempts to locate the child have failed, and not later than 20 days after initial absence.

Parents who wish to Electively Home Educate will be informed of Salford's discouragement of this option and an explanation will be made of the possible impacts of EHE, e.g for examination procedures, parental responsibilities and individual costings. Contact will be made with Salford EHE team to initiate contact with the parent.

THE LEGAL FRAMEWORK

Statutory responsibilities on parents, governing bodies, managers and the LEA relating to the registration of students and the attendance of students at school are derived from the following regulations and guidance documents:

Working Together To Improve School Attendance 2022

The Student Registration Regulations 1956

Section 444 (1 & 1A) of the Education Act 1996.

The Education (Student's Attendance Records) Regulations 1991

The Student's Registration (Amendment) Regulations 1994

The Education (Student Registration Amendment) Regulations 1997

The School Attendance Regulations 1995

The Education Act 1996

Schools Standards and Frameworks Act 1998

Social Inclusion Guidance Circular 10/99 and 11/99

The Children Act 1989

The Education Act 2002

Keeping Children Safe in Education 2021

Truancy Penalty Notice Guidance –2025

The statutory framework outlined above includes clear guidance in relation to how, where and when attendance issues should be addressed but also places statutory responsibility on all those in the education arena to ensure that all aspects of these regulations are adhered to. This includes clear and appropriate guidance on the registration of students and in

particular on the correct symbols to be used for registration purposes. Please see template attendance policy document for a list of agreed registration symbols.

Serious consideration should be given for requests made in relation to children with significant and/or complex Special Educational Needs. Extended leave may interfere with the statutory assessment processes resulting in serious delays in receiving appropriate educational provision. Extended leave may also create problems on return to school in terms of social integration – this could affect peer relationships and/or a child's confidence.

**Policy & Procedures produced by Jon Hill –Assistant Headteacher, Summer 2025 -
Reviewed by Joe Chieplik (Attendance Officer) Summer 2025**

Document Review due June 2026 by Jon Hill (Assistant Head -Attendance and Engagement Lead) and Leanne Vitalis (Attendance Officer)