

Attendance Policy

Sept 2025 - 2026



**Silverdale
Federation**



Part of The Silverdale Federation

At the Silverdale Federation we aim to support all of our children and young people to ensure they access a broad and balanced curriculum that provides them with the best possible learning opportunities and experiences. Excellent levels of attendance are critical to secure the ongoing learning experience of all of our children and young people.

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

In order to improve levels of attendance on entry and maintain excellent levels of attendance we are committed to;

- Providing a welcoming, safe and caring environment in which each young person is valued;
- Celebrating and rewarding good levels of attendance;
- Building and maintaining effective partnerships between the school, parents/carers and external partners and agencies within the wider community.

Maintaining a high profile for attendance and punctuality

The Silverdale Federation aims to achieve a minimum 95% figure during the academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records.
- Maintaining clear procedures for recording lateness.
- Raise awareness of attendance issues at parents' day and new intake meetings.
- Ensuring unauthorised absences are dealt with promptly.
- Rewarding good attendance by rewards such as certificates.
- Applying the Whole School Attendance Policy consistently and reviewing annually.
- All new initiatives ratified by management committee members.
- To continue to promote attendance with the support of the Education Welfare Officer.
- Consideration to be given to the completion of a Family Assessment.

Expectations

The Silverdale Federation expects:

- All young people will attend school regularly
- All young people will arrive on time, appropriately dressed and prepared for the day
- All young people will carry out any work provided by the school during an authorised leave period

The Silverdale Federation expects that parents will:

- Parents/carers will encourage their children to attend school and fulfil their legal responsibilities to ensure their child attends school.
- Parents/carers will contact the office between 8.00 & 8.30 whenever their child is unable to attend or send a note explaining the absence.

Broadwalk Green PRU – 0161 778 0920
The Clifton Centre PRU - 0161 921 1300

- Parents/carers will ensure their child is appropriately dressed, taking account of the school dress code



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- If pupils have transport arranged, ensure that their children are ready when the school transport arrives
- Keep school up to date with contact numbers and home addresses
- Ensure that non-emergency medical appointments, i.e. dental check-ups, are made outside of school hours
- 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.

Pupils and parents can expect the following from the Silverdale Federation:

- Regular, efficient and accurate recording of attendance and time keeping
- Early contact with parents/carers when a young person fails to attend without good reason and if there is a pattern of absences or an excessive number of absences or lateness
- Immediate action on any problem notified to us, in confidence if necessary
- Referral of specific attendance issues to supporting agencies, where appropriate
- Reward systems to encourage good attendance and celebrate good attendance
- 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.

Of the Local Education Authority:

- The Local Authority will provide consultation and support with school for those children with attendance below 96%. This could include:
 - advice on penalty notices
 - attendance panel meetings
 - fast track to prosecution
- To work with school on devising and implementing new initiatives to promote attendance and punctuality

Rewarding and celebrating good attendance

- Registers will be completed accurately each day
- Daily monitoring by the Attendance Officer and contact home to raise concerns where appropriate
- Regular monitoring by the Attendance Officer on attendance and punctuality
- Certificates to young people with weekly 100% attendance
- Half termly voucher rewards for 100% attendance
- Discussion with Attendance Officer & Education Welfare Officer (EWO) where there are attendance concerns
- Regular reviews and meetings with parents

Reporting on Absence

- All absences must be reported to the Office, before 9.00am each day. If it is prolonged absence a call is required **each** day. Should we not receive a reason for absence a text will be sent asking you to contact school and provide a reason.
- If you know your child is going to be absent for any reason, please let us know in advance with evidence for the absence if possible to:



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For Broadwalk Green - Mrs Pendlebury, Attendance Officer at Tracy.Pendlebury@salford.gov.uk

For The Clifton Centre PRU – Mr Jon Hill, Attendance Officer at jon.hill@salford.gov.uk

- A written letter or e-mail on your child's return to school, giving reasons for the unexpected absence must be provided. **Unexplained absences will remain unauthorised by the school.**

Punctuality

- Arriving late to school and into lessons is very disruptive for the teacher and other class members. If pupils regularly miss registration which starts at 9:00 they will miss important notices and information from their tutors. If your child is going to be late, please inform the Attendance Officer who will inform the relevant staff.
- On arriving at school when a pupil is late, be it with a genuine reason or otherwise, it is imperative they sign in at the office for safeguarding reasons.
- Should you child arrive late to school and does not sign in you will receive a text informing you of this.
- In continued non-attendance or lateness the Education Welfare Officer will be alerted by the Attendance Officer and home visits will be carried out.

Medical appointments

Where a young person misses more than half the morning or afternoon because of medical appointments this will be recorded as "authorised absence" in the register when medical evidence is provided.

Examples of Medical Evidence

- Medical/Dental appointment card confirming attendance.
- Medical appointment letter.
- Copy of prescription showing name and date.
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Parental requests for holidays during term-time

Holidays during term time will no longer be granted. Leave of absence can only be granted by the Head Teacher in exceptional circumstances.

- From 1st September 2013 amendments to The **Education (Pupil Registration) (England) Regulations 2006** remove references to family holiday and extended leave as well as the statutory threshold of ten school days.
- All schools can grant a leave of absence for other exceptional circumstances at their discretion.
- Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.
- Where holidays are taken which do not fall into the "exceptional circumstances" category, these will be recorded on a child's attendance record as "unauthorised absence".



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- Any unauthorised absences will be discussed with the Education Welfare Officer and a Penalty Notice will be considered.
- Appropriate evidence of any absence from school is required and, where a child is having regular absences for similar ailments, a medical planning meeting will be convened to include the school health advisor.

Monitoring and Evaluation

The Silverdale Federation will evaluate the effectiveness of its strategies by:

- weekly monitoring of attendance through SIMS
- Regular meetings with the Education Welfare Officer
- the opening and closing of referrals to the Education Welfare Service
- planning and evaluating initiatives

Responsibility

In order for this policy to be successful every member of the Silverdale Federation, that is staff, young people, parents/carers and partners must make attendance a high priority. We must share our enthusiasm for education; communicate its importance to young people and all members of the Silverdale Federation team.

Penalty Notices

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to non school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance. Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

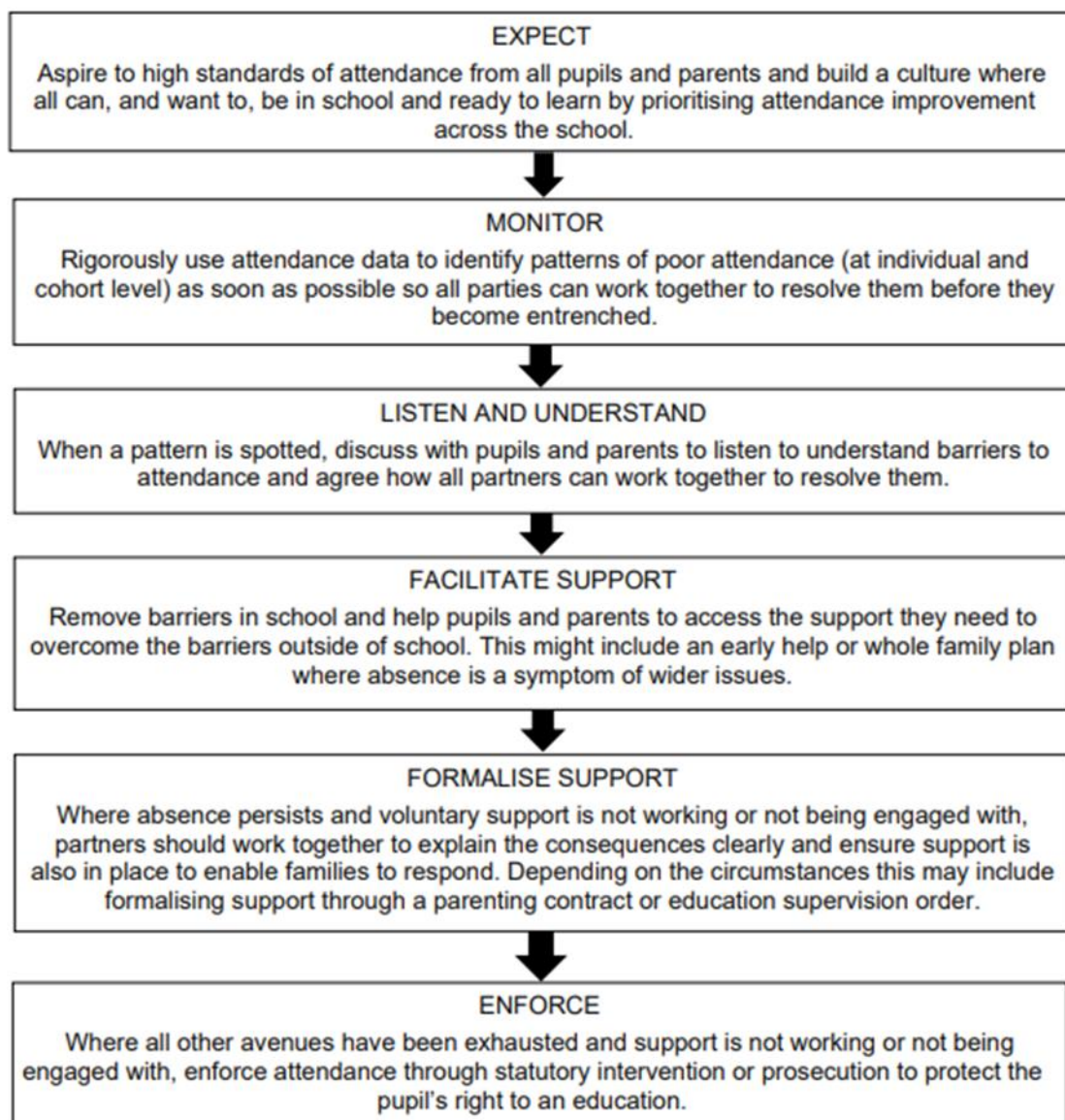
Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.



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The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.



Working Together to improve school

The Silverdale Federation 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 telephone, letter or home visit).
- 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.

Holiday Absence

The Local Authority act in accordance with guidance set by the Department of Education, that Holidays should **NOT** be taken in term time. A Fixed Holiday Penalty Notice may be issued for unauthorised holidays.

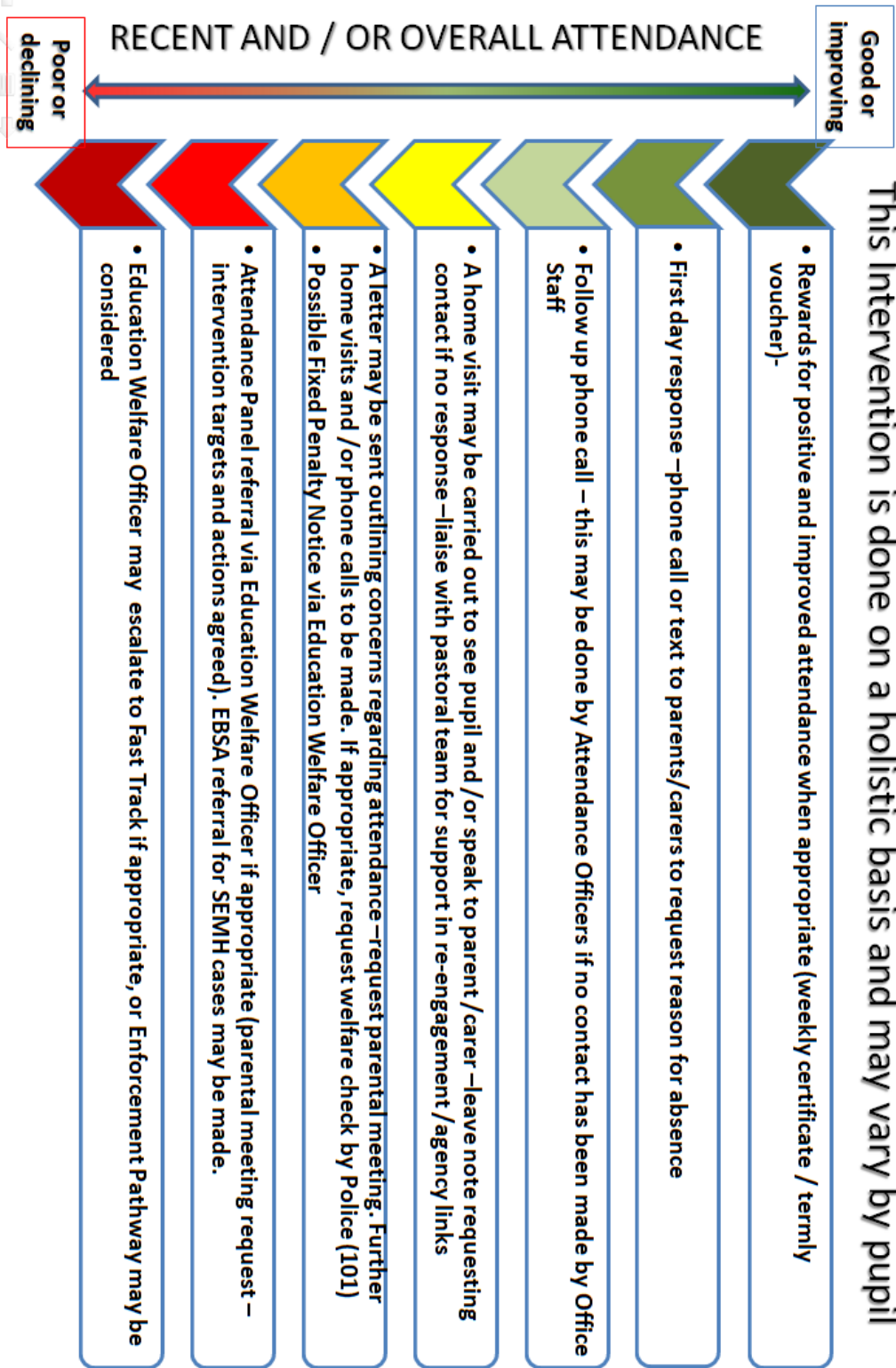
The following are the approved SIMS registration codes to be used in this school. School records an AM and PM session each day.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also DFE registered
K	Authorised leave of absence	Attending education provision arranged by the local authority
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement
Authorised Absences		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Excluded	Student has been excluded but no alternative provision has been made
I	Illness	School has been notified that a student will be absent due to illness
J1	Authorised leave of absence	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Medical/dental appointment	Student is at a medical or dental appointment
Q	Authorised leave of absence	Unable to attend the school because of lack of access

R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community
Y1	Authorised leave of absence	Unable to attend due to transport normally provided not being provided
Y2	Authorised leave of absence	Unable to attend due to widespread disruption to travel
Y3	Authorised leave of absence	Unable to attend due to part of the school premises being closed.
Y4	Authorised leave of absence	Unable to attend due to the whole schools site being unexpectedly closed
Y5	Authorised leave of absence	Unable to attend as pupil is in criminal justice detention
Y6	Authorised leave of absence	Unable to attend in accordance with Public health guidance or law
Y7	Authorised leave of absence	Unable to attend because of any other unavoidable cause.
Unauthorised Absences		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed
Other Attendance Codes		
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Attendance Intervention

This Intervention is done on a holistic basis and may vary by pupil



Education Welfare Service

- The Education Welfare Service provides an investigative, supportive and enforcement service, which should complement the role of Broadwalk Green.
- The Education Welfare Service will always endeavour to provide Broadwalk Green 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;
 - Accept appropriate referrals and manage a caseload of students to deliver bespoke interventions and pathways of support.
 - Making home visits and assessments.
 - Liaison/mediation between school and home.
 - Working with the families, school staff and the student to resolve problems.
 - 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.
 - Offering professional advice, guidance and support about student attendance issues, including guidance for submitting Holiday and Truancy Penalty Notices.
 - 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 Broadwalk Green 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:



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The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024
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 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.

Alternative Provision

Many of our pupils attend alternative provisions on some days. All alternative provisions are to report a student's attendance to our attendance officer (Tracy Pendelbury), Laura Corr and Olwyn Naylor as soon as possible from when a student arrives but no later than 30 minutes from their arrival.

If a student is absent it is our expectation that the alternative provision will make the call home and report to us their findings so we can escalate where needed.

This is to ensure our records/SIMS are correct and students are Safeguarded correctly.

Document Review due Oct 2026



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