North Ridge High Specialist Support School

Attendance and Punctuality Policy 2026

Reviewed by:	**Kieran Fraser**	Date: **03.02.2026**
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Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

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1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 North Ridge School believe 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.

1.3 North Ridge School 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. Maintaining regular school attendance for many of our pupils is a challenge due to the variety of individual needs they have. This may range from a pupil coping with physical impairments, emotional needs and chronic medical conditions. North Ridge School hopes this policy will provide guidance to pupils, parents and carers striving to achieve the best possible attendance and educational outcomes.

1.4 North Ridge School recognise 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 admissions, safeguarding, anti-bullying, child protection, safeguarding, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Children & Families Act 2014, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Mental Health and Emotional Wellbeing

2.1 Children's mental health and wellbeing are vitally important to us all at North Ridge High School

2.2 Our children arrive to us with significant learning, health and emotional needs that require careful consideration, planning and care.

2.3 It is important to us that our children achieve the best they can as well as reaching emotional maturity with the capacity to overcome barriers to their learning and develop positive coping strategies. All children have a right to education and children with SEND have the most to gain by

attending school regularly and access to an appropriate school setting provides specialist teaching and support.

2.4 It is vital that our children attend school every day to maximise these opportunities and get the support they need and deserve.

3. Legal Framework

3.1 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

3.2 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

3.3 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.

3.4 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

3.5 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.

3.6 The Education (Pupil Registration) (England) Regulations 2013, 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. This requirement must be adhered to for all pupils in the official school register and must accurately record pupils' absence and attendance using the correct codes.

3.7 Whilst the official register will be maintained in line with regulations North Ridge School will also be using a disaggregated register. This register will reflect individual pupil's absence and attendance in relation their specific needs and their personal education plan. By adopting this method pupils will be able to achieve the best possible outcomes and be recognised feeling valued for their efforts.

3.8 North Ridge will draw up a disaggregated register in consultation with key professionals involved in supporting the individual children.

3.9 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

3.10 The disaggregated register will reflect the agreed present and absence of a pupil in line with their individual education plan.

4. Categorising absence using the disaggregated register (DR)

4.1 Where pupils of compulsory school age are recorded as absent from their agreed sessions the DR must show whether the absence is authorised or unauthorised using the correct codes. The register must show whether the absence is authorised or unauthorised.

4.2 Where it has been agreed a pupil is not required to attend a session the DR can be recorded using the code C.

4.3 Absence can only be authorised by the head teacher or Deputy Head Lead for Attendance 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 or it has been agreed by the school that the specific reason for absence falls within the criteria of the DR.

4.4 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return for those sessions they are required to attend. 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.

5. Absence for required sessions will be categorised as follows:

5.1 Illness Parents may be asked to provide medical evidence to allow the head teacher or Deputy Head Lead for Attendance to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

5.2 Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must still attend school only taking the minimum time to attend the appointment. If the school think an unreasonable amount of time has been taken to attend an appointment (before and after the appointment) then the session will be unauthorised in the DR. Parents must show the appointment card/letters to school.

5.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

5.4 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

5.5.1 Suspension (previously known as fixed-term exclusion)
Good behaviour from all pupils is essential to ensure that they benefit from the opportunities provided by North Ridge. All pupils are supported in managing their own behaviour by all staff; see behaviour policy for details. However, in response to a serious breach or persistent breaches of our behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school, suspension will be considered.

5.5.2 We will choose to exclude a pupil to give time to:
- re-assess the health and safety of all pupils and staff
-take measures to reduce the likelihood of the same incident happening again
-construct a risk assessment around the pupil
-make any necessary changes to the learning environment

5.5.3 All pupils have a right to an education, therefore for the first 5 days of suspension, work will be given for the pupil to complete.

5.5.4 When returning to school after a fix term exclusion, a meeting will be held with the pupil, their parental guardian and a member of the senior leadership team. The meeting will be focused on a 'repair and reflect' with the pupil, along with expectations of behaviour when in school. Any risk assessments, behaviour plans or positive handling plans will be discussed, agreed and signed by all.

For detailed information about suspensions and permanent exclusions, please refer to our 'Suspension & permanent Exclusion' policy available on the school website.

5.6 Leave of absence
Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the head teacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**.

5.6.1 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

5.6.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be **unauthorised**. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

5.6.3 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 2013. This means that the child may lose their school place.

5.7 Religious Observance North Ridge School 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 by written request by the parent of authorised absence.

5.8 Study Leave will not be given to Year 11 pupils as we do not believe this is appropriate.

5.9 Traveller Absence It is expected that Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

5.9.1 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.

5.9.2 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.

5.9.3 North Ridge School 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 North Ridge School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

5.9.4 North Ridge School 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

5.9.5 North Ridge School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

5.9.6 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

5.9.7 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 and appropriate statutory action may be undertaken.

5.10 Late Arrival

Morning registration begins at **9:00am** and closes at **9.30am.** Afternoon registration begins at **1:00pm** and closes at **1.30pm**. Where this is deemed not appropriate for individual pupils then the DR will reflect the pupils time of arrival using the appropriate codes to record attendance and absence.

5.10.1 On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

5.10.2 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

5.10.3 The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause.

5.10.4 Absences will be recorded when the pupil is not in school within school hours; whether this be authorised or unauthorised with reason. The school day starts at 9:00am and finishes at 3:15pm

5.11 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher or Deputy Head (Lead for Attendance)

5.11.1 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
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Family holidays

6. Criteria for using disaggregated register for individual pupils

- Receiving regular medical intervention
- Where a pupil is unable to attend in a specific period due to emotional needs

7. Deletions from the Register

7.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, 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 an extended holiday 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 tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

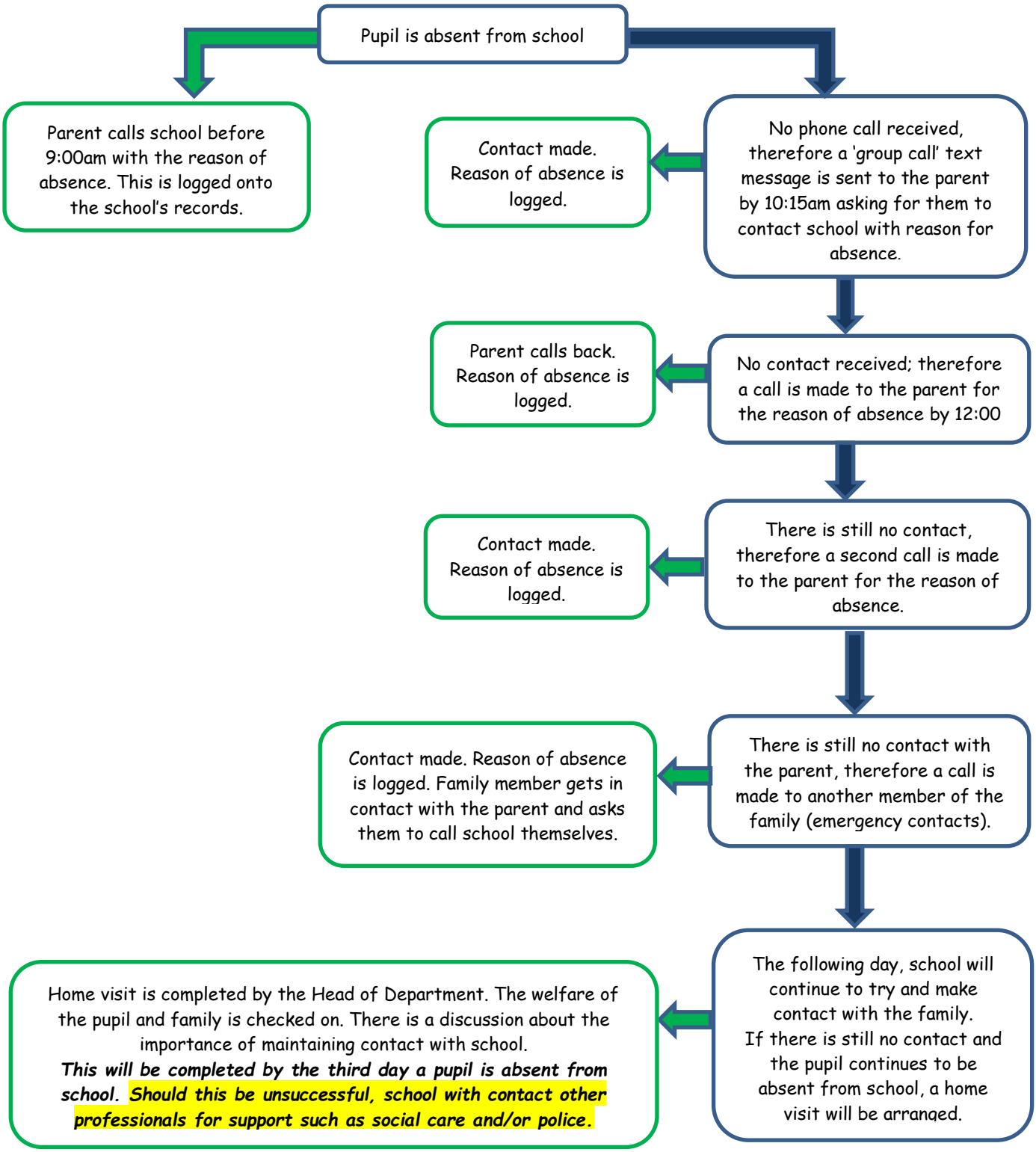
7North Ridge School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

8. Reporting absence:

8.1 Should a pupil be absent from school, parents must report this with the reason of absence to the school office team of that morning; no later than 9:00am. **The school office contact number is: 0161 553 0200.**

8.2 If this is not followed, a first day absence call will be made by a member of the school office team. After a failed attempt to speak to a parent for the reason of absence, a 'group call message' will be sent to the parent requiring them to contact school as soon as possible. Should there still be no contact, a second attempt to call the parent will be made. Failing this, another member of the child's family will be contacted. Should there still be no contact from family and/or the pupil does not return to school the following day, a home visit will be arranged. This will be completed by the Head of Department and possibly with a senior leader.

8.3 Below is a visual diagram of the procedures:



9.4 **Known absences:**

For pupils whereby it is known why the pupil is absent from school e.g. illness, transport issues etc. A welfare call will be made by a member of the school office team at least once a week. The call is to check that the family are okay and if they require any additional support. For pupils that are absent from school for extended periods of time, a routine weekly or fortnightly home visit will also be arranged. This is to check the pupil is safe and well.

All calls home and home visits completed will be logged via CPOMS which will be viewed and monitored by the senior leadership team.

10. Safeguarding

10.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

10.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

10.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

10.4 More information on safeguarding and the protection of children can be found in the school's Safeguarding Policy.

10.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least two other contact numbers in case of emergency.

10.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

11. Roles and Responsibilities

11.1 North Ridge School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body 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 governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2013 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 Senior Leadership within the school
- Monitor the school's attendance and the attendance of the disaggregated register through termly reporting at Governing Body Meetings
- Ensure that the official attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance and is fully aware of the disaggregated register and procedures
- Ensure that the school has clear systems including those pupils who are on the DR to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that the procedures for collecting and analysing attendance data from the official school register and the DR 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 ensuring that there are aspirational targets for each individual pupil.

11.2 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
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2013 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. This is currently K. Fraser
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
- 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

11.3 Department Heads/Family support worker/Class teachers will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and 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
- Comply with the Registration Regulations, England, 2013 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- 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

11.4 Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- 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 written explanation.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- 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, homework, 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
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head Teacher.

12. Using Attendance Data

12.1 North Ridge School will monitor and report pupils attendance from the official register with the LA and both registers (DR) should be shared with other relevant agencies if a pupil's attendance is a cause for concern.

12.2 Pupils falling below 90% attendance to be discussed at SLT meetings every fortnight. The Attendance Administrator will provide all class teachers with attendance data for the previous four weeks for each pupil within their form group/class. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

GREEN	**pupils with attendance between 100% and 97%**
AMBER - GREEN	**pupils with attendance between 96% and 94%**
RED - AMBER	**pupils with attendance between 93% and 91%**
RED	**pupils with attendance below 90%**

12.3 An arrow next to the pupil's name will indicate if their attendance has improved, stayed the same or deteriorated.

12.4 The Senior Leadership Team and Department Heads will receive a complete set of data.

12.5 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

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

12.7 North Ridge School will share attendance data with the Department for Education and the local authority as required.

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

13. Support Systems

13.1 School recognise 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.

13.2 North Ridge School 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.

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

- Discussion with parents and pupils
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies

- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

13.4 Attendance Rewards

Class attendance is celebrated every week during Monday morning's whole school assembly with a Key Stage class weekly attendance certificate given. Pupils are rewarded termly for 100% attendance and improved attendance. Pupil's photos are displayed for 100% attendance as well as a special mention in the whole school termly assembly with parents present. Different incentives i.e. Big screen cinema experience with popcorn and staff waitress service/ special big pizza lunch takes place every term.
At the end of the year pupils who have achieved 100% attendance are placed into a big prize draw to receive a reward that has been selected from a pupil voice evaluation sheet sent across the school. Previously this has included a smart tablet. All pupils who have received 100% attendance as well as pupils who have shown improved attendance for the academic year receive a goody bag at the end of the year assembly.
Each week, pupils who have attended ever day will be but into a prize draw that is announced in your Monday assembly. They have a chance to win a £5 voucher or small toy of their choice.

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

13.6 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, North Ridge School will consider the use of legal sanctions.

14. Legal Interventions

For statutory action the official register would be used. However, as part of any court case reference to the DR will be shown as evidence of how the school supported a pupil during a period of time. If the parent fails to comply with the reduced timetable North Ridge School may inform the parent that the pupils official school register maybe submitted to the local authority to consider statutory action.

14.1 Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and statutory action considered. Parent/carers will be invited to attend a Police and Criminal

Evidence Interview (PACE) at the town hall. Following this interview the local authority will decide the most appropriate course of action.

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.

14.1.1 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.

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

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

14.2 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.

14.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

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

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

14.3 Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher

14.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days, reduced to £80 if paid within 21 days of the date the Notice was issued, if this is a first offence within a three-year period.
For a second offence in a three-year period, the fine will be £160 as standard.
For further offences within a three year period, there will be a legal escalation in line with Manchester City Council's Penalty Notice Protocol.

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

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

Appendix 1

Escalation of Attendance Interventions

This escalation of intervention may be used for pupils on the official register and the DR. Both registers should be used to assess a pupil's progress and the impact of interventions used. The use of the DR should be reviewed on a regular basis.

GREEN pupils with attendance between 100% to 97%

Parents will receive a letter home congratulating them on their child's good/excellent attendance.

Pupils with this level of termly and annual attendance will receive a certificate of achievement and their names will be displayed on the school attendance notice/display board.

The class teacher/form tutor will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team/the Head of Year every fortnight/three weeks.

A member of the Senior Leadership Team/the Head of Year will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

AMBER - GREEN pupils with attendance between 96% and 94%

Class teacher/Form tutor will speak to the pupil to:

- Welcome the pupil back to school
- Confirm with the pupil the reason for absence and offer any support that may be required
- Update the pupil on other work they have missed and support any catch up required
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

A member of the Senior Leadership Team responsible for attendance will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

RED - AMBER pupils with attendance between 91% and 93%

Head of Key Stage/Head of Department with a member of pastoral staff will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance e.g. If you attended all of your classes you could achieve…….
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Plan or review other existing pupil plan to include support to improve attendance
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

If improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Complete an Early help assessment leading to multi agency support
- Refer to the Local Authority to initiate legal proceedings

Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to referral to the Local Authority.

The Head of Key Stage with the family support worker will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team every fortnight/three weeks.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

RED pupils with attendance below 90%

Pupils who have attendance below 90% are considered to be persistently absent from school.

Persistent/Unauthorised Patterns of Absence

In the event of early patterns of unauthorised absence the class tutor will make initial contact. Following this initial contact by the class teacher the Lead Teacher for attendance will also:

1. Phone parents to discuss the pupil's attendance.
2. Send a letter to parent/carer to initiate an attendance meeting with the lead teacher for attendance and the Parent Support Advisor to offer further support and implement strategies to maintain even better attendance. Both on the invitation letter and in the meeting, parents will be asked if they would like a referral to early help in addition to school support.
3. If attendance fails to improve or there is a significant concern to the pattern of unauthorised absence then the lead Teacher for attendance will inform the parents of this. The parents will be asked if they would like additional support via an early help referral. Other agencies may become involved to provide support for parents and pupils.
4. The school will instigate pastoral support plans for pupils with long term attendance difficulties. If necessary, pupils returning after a long absence will be given support to re-integrate and catch-up on learning. An alternative/flexible curriculum provision for pupils who are disaffected may also be considered.
5. When intervention strategies have been tried and unauthorised absences continue, the school will send a Penalty Notice Warning Letter (Notice to Improve) to parents/carer's. If after a period of between 15 and 30 school days of further unauthorised absence and the school had exhausted all forms of support then North Ridge will send a request to the S.A.I.S to issue a Penalty Notice. The penalty notice gives parents the opportunity to pay a fine instead of being prosecuted.

Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and Head Teacher every half term.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Deputy Head Teacher will report to the link governor for attendance each half-term and the Head Teacher/Deputy Head will report termly to the Governing Body.