



Ashgate Specialist Support Primary School
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POLICY STATEMENT:

Attendance

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 23 (children with a disability) A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

Article 28 (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Date policy written	September 2023
Reviewed, Consultation and Ratified	
Review date	September 2024



Introduction

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

Ashgate School believes 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.

Ashgate 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. Ashgate hopes this policy will provide guidance to pupils, parents/carers striving to achieve the best possible attendance and educational outcomes.

Ashgate recognises 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 safeguarding, bullying, behaviour and inclusive learning. This policy also considers the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

This policy aims to:

- Promote good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Promote early identification to address patterns of absence
- Promote and support punctuality in attending lessons.

Mental Health and Emotional Wellbeing – Children's mental health and wellbeing are vitally important to us all at Ashgate School. Our children arrive to us with significant learning, behaviour, health and emotional needs that require careful consideration, planning and care. 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 to help them build their resilience in response to adverse experiences and trauma they may have gone through. It is vital that our children attend school every day to maximise these opportunities and get the support they need and deserve.

Legal Framework

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

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.

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

Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to a) their age, ability and aptitude, and b) to any special educational needs they may have, either by regular attendance at school or otherwise.

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.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, use legal enforcement.

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.

Whilst the official register will be maintained in line with regulations, Ashgate 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, health and care plan. By adopting this method pupils will be able to achieve the best possible outcomes and be recognised feeling valued for their efforts.

Ashgate will draw up a disaggregated register in consultation with key professionals involved in supporting the individual children. The criteria for disaggregation will be complex medical conditions including Social Emotional and Mental Health

The register must record whether the pupil was:

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

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

Categorising absence using the disaggregated register (DR)

Criteria for using disaggregated register for individual pupils

- Receiving regular medical intervention
- 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.
- Where it has been agreed a pupil is not required to attend a session the DR can be recorded using the code X. This will not affect the pupil's record of attendance and if there are no absences where a pupil is expected to attend, the pupil will achieve 100% attendance.
- Absence can only be authorised by the head teacher and cannot be authorised by parents/carers. 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.
- Parents/carers 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.

Absence for the required sessions will be categorised as follows:

Illness Parents/carers may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents/carers 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/carers must show the appointment card/letters to school.

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

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

Parents/carers 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**.

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

If a pupil fails to return and contact with the parents/carers 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.

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.

Religious Observance

Ashgate 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.

Traveller Absence

It is expected that Traveller children, in common with all other children, attend school as regularly and as frequently as possible. (see **Appendix 3**)

Late Arrival Registration

Late Arrival Registration will begin at the agreed time outlined in the individual pupil's education plan. For example, the school may have an overarching policy for the opening and closing of registers which requires pupils to attend during specified periods. Where this is deemed not appropriate for individual pupils then the DR will reflect the pupil's time of arrival using the appropriate codes to record attendance and absence.

On arrival after the close of register, pupils must immediately report to the school office to ensure responsibility for their health and safety whilst they are in school.

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

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause. (See **Appendix 1** for more information)

Unauthorised absence - Absence will not be authorised unless parents/carers have provided a satisfactory explanation and that it has been accepted as such by the head teacher/principal.

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 for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Family holidays

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

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.

Deletions from the Register

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
- Ashgate will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Roles and Responsibilities

Ashgate believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, 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/carers
- 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: Claire Redrobe
- 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 is an aspirational target for each individual pupil.

The designated senior leader responsible for attendance is Claire Redrobe and can be contacted via c.redrobe@ashgate.manchester.sch.uk

The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers
- Form positive relationships with pupils and parents/carers
- 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 resources
- 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, which also includes collaboration with other schools where siblings attend
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Class teachers will:

- Recording attendance on a daily basis, using the correct codes, and submitting this information via SIMS
- Inform the office if a child arrives late after the register is closed
- Actively promote the importance and value of good attendance to pupils and their parents/carers
- Form positive relationships with pupils and parents/carers
- 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

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on SIMS
- Change register codes during the day if a child leaves school or arrives in school late
- Transfer calls from parents to the Deputy Head teacher in order to provide them with more detailed support on attendance

Request that Parents/carers will:

- Talk to their child about school and what goes on there.
- Take a positive interest in their child's work and educational progress, communicating regularly with school
- 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, bed times, home work, 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.

Using Attendance Data

Ashgate will monitor and report pupil's 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.

We will also monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level.

Identify whether there are groups of children whose absences may be a cause for concern.

This pupil level data will be used to trigger school action as set out in the escalation of intervention. (See **Appendix 2**)

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

Using data to improve attendance

The school will:

- Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Support with transport issues by contacting home to school transport
- Refer to Early Help where parents require extra support

Support Systems

School recognises 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/carers 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.

Ashgate also recognises 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, traveller and refugee pupils and looked after children.

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

- Discussion with parents/carers and pupils
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies such as early help or Thrive Hubs
- Anxiety-based School Avoidance support pathway
- Trauma-informed approaches
- 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
- Inclusion Strategy Toolkit

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

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Ashgate will consider the use of legal sanctions.

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 Ashgate may inform the parent that the pupils official school register maybe submitted to the local authority to consider statutory action.

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/carer's realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent/carer 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.

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

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

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.

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

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

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

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 head teacher

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

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

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

Appendix 1

Ashgate's procedure for late collection

1. If a child has not been collected, the school should make every possible attempt to contact the parent(s)/carer(s). On some occasions another parent may offer to take a child home with them. School should **never** release a child into the care of another adult without the consent of the parent(s)/ carer(s) and without prior arrangement with the head teacher or deputy head in her absence. Children will not be released into the care of another adult without stating the individual's specific password which is recorded in the pupil's file and in SIMS. Staff will not take, or drive, children to their home.
2. Initial attempt to contact parents/carers should be made at 3.15 and then at regular intervals thereafter.
3. If there is no answer from the parents numbers listed, school staff will contact all other emergency numbers supplied by the family.
4. If no contact has been made and no one has arrived to collect the child after one hour of school closing time has elapsed, then the school should contact Children's Social Care on (Contact centre) 0161 234 5001 and provide the child's name and date of birth
5. The Duty Social Worker will make arrangements for the child until the parent(s)/carer(s) can be traced. Please wait with the child in school until the social worker arrives, or, in exceptional circumstances, it is agreed that the school will bring the child to the Social Care Office. Every attempt will be made to ensure that the child remains calm and feels safe.
6. These arrangements can also be implemented in the following circumstances:

Where the person calling to collect the child is;

- Not considered an appropriate adult, e.g. is under age,
 - Appears intoxicated, and it has not been possible to contact the parent/carers or the emergency contact.
 - When an unfamiliar adult comes to collect the child and does not know the password
7. Once the child is in the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s). All the above must be recorded in the child's safeguarding folder.

Appendix 2

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 93.0% and 100%

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

Pupils with this level of termly and annual attendance will receive a certificate of achievement. The class teacher will be responsible for all actions at this level and will record all interventions 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.

AMBER - pupils with attendance between 90.1% and 92.9%

Class teacher will speak to the parent/carer to:

- Welcome the pupil back to school
- Confirm with the parent/carer 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/carers advising of concern and outlining the parents'/carers' responsibilities

Where improvement has not occurred following this intervention, parents/carers 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/carers fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The class teacher will be responsible for all actions at this level and will record all interventions 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 at 90% or below

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- School age parents/carers/expectant parents/carers
- Long term non attendance
- Parental support/needs eg parental drug use, young carers, domestic violence
- School issues eg bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid Year Admissions
- Gifted and Talented
- Other

Each grouping will have an identified member of staff who will:

- Ensure that the pupil has already spoken to a member of staff at the stages proceeding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues. This contact should also include the use of SEAL materials.
- Ensure that weekly contact with the parents/carers to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

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 fortnight/three weeks.

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 head teacher will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body.

Appendix 3

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

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.

Ashgate 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 xxx will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Ashgate 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

Ashgate 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.

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
- 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.