

Manor Way Primary Academy



Attendance Policy

Attendance Policy September 2023	
Responsible Committee:	Manor Way Primary Academy LAB
Date Revised by Executive Headteacher	September 2023
Next review date:	September 2024

Government expects:

Schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence; ■ ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.

Parents to:

- perform their legal duty by ensuring their children registered at a school attend regularly
- their child to be punctual to their lessons

Why Regular Attendance is so important and The Law:

By law, all children of compulsory school age must receive a full time-education. Section 444 1(a) of the Education Act 1966 says, “if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, without reasonable justification, then his (her) parent is guilty of an offence and can be prosecuted”.

Children are required to attend school for 190 days (380 sessions) in any single academic year. Any exceptions to this can only be taken with the full agreement of the Head Teacher.

Over the course of an academic year a child’s attendance that falls below 90% is categorised by the government as a persistent absentee.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody’s responsibility – parents and pupils and all members of school staff and the wider community.

Understanding types of absence:

Authorised Absence from School

Authorised absence means that the school has either given approval in advance for a pupil to be absent, or has accepted an explanation offered afterwards as justification for absence

Unauthorised Absence from School

Unauthorised absence is where the school is not satisfied with the reasons given for the absence.

Admission and Attendance registers

The law requires all schools to have an admission and an attendance register.

We take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

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

School will follow up any absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download data to the School Census.

Medical Evidence and Absence from School:

Any medical appointment that can be made outside of school hours should be, but we accept that some appointments such as hospital visits are beyond parental control. However, we encourage parents where this is the case to ensure the pupil is only out of school for the minimum amount of time necessary for the appointment.

If your child has a serious medical complaint, you as the parent, will have the correspondence from a consultant, or other departments as to a diagnosis or appointments, etc., and it is for parents to produce such information to allow school to make an informed decision.

As for minor ailments, school will make a decision based on what they already know about a child, e.g. patterns of attendance, or illness running through the school at any one time, or an epidemic illness etc.

Expectations:

We believe that pupils whose attendance is less miss out greatly on all aspects of schooling. Therefore we only anticipate students to be absent from school if there is a justifiable reason.

Roles and Responsibilities:

Parents will:

- Contact school (0121 272 7310) as soon as possible on the first day of absence; or
- Call into school and report to a member of the office staff at Reception;
- Provide a note or medical evidence to explain any absence on the first day the pupil returns to school.
- Ensure that any routine medical appointments are made outside of school hours
- Hospital appointments make sure that the pupil is only absent for the minimum amount of time necessary for that appointment
- Parents are expected to cooperate with school staff, and respond to calls, texts and any other correspondence in relation to attendance matters
- Ensure their child attends school regularly and arrives to school on time
- Keep school up to date with changes to addresses, and contact details
- Applications for Leave of Absence must be made in writing to the Head Teacher at least 15 school days ahead of the departure date

The definitions of a Parent are:

- All natural Parents, whether they are married or not
- Any person who has Parental Responsibility for a child; and
- Any person who has care of a child, i.e. lives with and looks after a child

Absence Procedures for School:

School will:

- Telephone parents on the first day of absence if we have not received any confirmation as to a child's absence
- If school have not heard from you by 9.30am we will then start to call the contact numbers that you have provided in order to gain an understanding of the absence.
- If we have not been able to contact anyone or ascertain where your child is, then we will make a home visit. However, if we still have not been able to get a response then we will report it to the police as your child will then be classed as a 'missing child.'
- Ensure any further absence after the first day is followed up in a timely manner
- Maintain regular, efficient and accurate recordings of attendance registers
- Ensure an appropriate mark is recorded in the attendance register for each session the school is open
- Monitor the impact of strategies used to promote good attendance and punctuality
- Monitor the registers on a daily basis and liaise with the relevant agencies where appropriate
- Notify parents as early as possible where their child's attendance is cause for concern
 - Letter 1 for attendance below 97%
 - Letter 2 for attendance below 90% (persistent absence)
 - Letter re lateness after 10 lates
 - Letter if we have not had confirmation of absence
- Notify the Executive Headteacher of any unauthorised absence on a daily basis
- School will organise home visits as part of their poor attendance interventions, especially where the family are proving hard to engage
- Notify the Education Investigation Service of individual children whose attendance meets their referral criteria
- Liaise regularly with the Education Investigation Service to audit procedures and share best practice

Pupil's will:

- Attend school regularly
- Arrive to school and lessons on time
- Be prepared for the school day

SAFEGUARDING IN EDUCATION

All staff at Manor Way Primary Academy are aware that "Safeguarding is everyone's business". We all play a crucial role in protecting children and young people and keeping them safe or helping them to feel safe. Ofsted under Section 5, make judgements in relation to the effectiveness of Safeguarding. Manor Way Primary Academy recognises its legal duty under Section 157 and 175 of The Education Act 2002, to work together with other agencies in safeguarding and promoting the welfare of children. Our school has a clear "Child Protection Policy" which takes into account the "Working Together to Safeguard Children" 2018 and is reviewed annually, and ensures all staff including Governors and Volunteers undertake appropriate training with regard to safeguarding. All staff are aware of their

responsibilities to inform the designated Safeguarding Officer and the Local Authority of children who are persistently absent or missing or any children they intend to remove from the school's roll.

The Education Support Service:

Once a referral is received from school due to unauthorised absence, the ESS will carry out statutory duties on behalf of the LA which may result in the following:

- A Warning Notice being issued for unauthorised absence
- A Fixed Penalty Notice being issued for unauthorised absence or if a child is seen in a Public Place during school hours whilst excluded
- Legal proceedings being undertaken for non-school attendance
- Apply for a Parenting Order
- Apply for an Education Supervision Order
- Advice and support being given to the school over Attendance Issues

School can purchase other attendance related services such as late clinics, home visits, and for professional advice as and when necessary

Registration Period and managing Punctuality:

Gates Open at 8.40am

Doors open at 8:45am

Children should be in class and being registered at 8:50am

Registration period is 8:50am – 9:00am

A child is late if they arrive after 9am

Any child who arrives after 9.30am will be recorded as “U”, which is an unauthorised absence.

Managing late arrival to school:

- The playground door will be closed at 8:55 am
- Late pupils are to be signed in at the Main entrance.
- Each child will be permitted only 10 ‘late marks’ in each academic school year. After that a pupil will be classed as persistently late. The parents will be notified of this in writing and any subsequent late arrivals will be recorded as, “U” code “unauthorised absence” which may result in a referral to the Education Support Service

Leave of Absence:

Any request for “Leave of Absence”, must be made in writing using the “School’s Leave of Absence” request forms. These must be received by the Executive Headteacher no later than 15 working days before the first date of the proposed leave is due to take place.

Due to The Education (Pupil Registration 2006) (England) (Amendment) Regulations 2013 that came into force on 1st September 2013, ‘Leave of Absence’ shall not be granted unless: (a) an application is made in advance to the school, and (b) the Head Teacher considers the request to have exceptional circumstances relating to that application

If Leave of Absence is taken after the Executive Headteacher has considered it and deemed it NOT to be for exceptional circumstances, or you do not make an

application in advance, then the absence will be recorded as unauthorised absence and may be referred to the Education Support Service.

Penalty Notices:

Penalty Notices are imposed upon each Parent(s) per child and are fines of £60 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Parents can be prosecuted if 28 days have expired and full payment has not been made.

There is no right of appeal by Parents against the Penalty Notices. They are an alternative to the prosecution of Parents.

Dudley's LA's Code of conduct states that Penalty Notices can be issued where a pupil's absence has not been authorised by the school. This includes: a number of unauthorised absences, within a rolling academic year; one-off instances of irregular attendance without the school's permission; and where an excluded pupil is found in a public place during school hours.

Children Missing Education:

If any pupil has 10 consecutive school days of absence and school have undertaken their own enquiries and it is established that they are **CME** and not just absent from school. The school can then make a referral to the **ESS**, who will then undertake their own enquiries in trying to establish the child's whereabouts. The ESS will then agree with the school when to remove the pupil/s name from school roll, under Regulation 8 of the Pupil Registration Regulations 2006. The Regulations state that if the child has been continuously absent from school for a period of not less than 20 school days and at no time was his absence authorised, school have no reasonable grounds to believe the pupil is unlikely to attend the school by reason of sickness or any unavoidable cause and both the school and the ESS have failed after reasonable enquiry to ascertain where the pupil is then ESS can agree for the school to remove the pupil from roll.

Deletions from the Admission Register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.