

Manor Park Primary Academy

Attendance & Punctuality Policy

Audience:	Parents/Carers Academy staff and volunteers Local Governing Bodies Trustees
Approved:	February 2019 Trust Senior Leadership Team
Other related policies:	Safeguarding and Child protection, Home Visits, Health and Safety, Admissions.
Policy owner:	Manor Park Primary Academy
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At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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1. Mission statement

Manor Park Academy is committed to providing an education of the highest quality for all its pupils. At Manor Park Academy we consider good and regular attendance to be above 96%. A key element is a child's attendance at school; only by attending school regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. Regular school attendance is a major factor in ensuring that children are safe, achieve well and develop socially, emotionally and behaviourally. Good school attendance prepares children well for their future, preparing them for high school, further education, employment and training, and plays a crucial role in enabling them to become happy, healthy and successful adults. High achievement depends on good attendance. Children who miss out on lessons are vulnerable to falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

The whole school community; pupils, parents and carers, teaching and support staff and governors, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current statutory and Local Authority guidance. The school will ensure that all members of the school community know of the policy and have access to it.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
99-100%	Excellent	0-4	Less than 1 week
96-98%	Good	5-9	1-2 weeks
95%	Satisfactory	10-13	2-3 weeks
90-94%	Unsatisfactory	14-18	3-4 weeks
Below 90%	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4 weeks

The whole school community – pupils, parents and carers, teaching and support staff and all members of the Governing body – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the school community know of the policy and have access to it.

2. Legal framework

The Education Act 1996 states that:

- The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable
 - a) to their age, ability and aptitude, and
 - b) to any special educational needs, they may have, either by regular attendance at school or otherwise.
- A person begins to be of compulsory school age
 - a) when they attain the age of five, if they attain that age on a prescribed day, and
 - b) otherwise at the beginning of the prescribed day next following their attaining that age.
- A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year.
 - a) if they attain the age of 16 after that day but before the beginning of the school year next following,
 - b) if they attain that age on that day, or
 - c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Manor Park Primary Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

3. School's roles and responsibilities

3.1 All staff at Manor Park Primary Academy have a key role to play in the safeguarding of children and in supporting and promoting excellent school attendance. All staff will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality. (Appendix 1)

3.2 A member of the Senior Leadership Team will be delegated to take the school's strategic lead on attendance and will be responsible for overseeing, directing and coordinating the school's work in promoting regular and improved attendance. They will ensure that the school's Attendance Policy is consistently applied throughout the school and will be responsible for analysing attendance data. They will also be responsible for reporting on attendance to the Senior Leadership Team and governing body.

3.3 The Class Teacher will be responsible for monitoring attendance on a day-to-day basis. They will liaise with the member of admin team responsible for procedures set out in 3.4, speak to parents regarding absences and will provide support to any pupils whose attendance drops below 96%. The learning mentor will be responsible for liaising with the class teacher and will contact the parents/carers to discuss the child's attendance and offer early help support when needed. They will collate attendance data and provide this along with information on the impacts of the school's actions to improve attendance to the attendance strategic lead on a regular basis.

3.4 A dedicated member of the admin team is responsible for maintaining the electronic registers, signing in children in who arrive late, carries out first day calling and, produce and send letters to parents and carers, monitoring absences within the school day for appointments, late collection after school as directed by the office manager. Weekly attendance of those with concerns will be monitored, relayed and shared with class teachers from the Attendance Administrator.

4. Parents' / carers' responsibilities

Parents/carers are required by law to ensure that their children receive an appropriate and fulltime education.

Manor Park Primary Academy expects parents / carers will:

- ensure their children attend the school regularly (96% or more) and on time;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school;
- not take their child on holiday in term time and in the case of exceptional circumstances permission must be granted by the Head teacher. The Leave of Absence in Term Time application form can be obtained from the school office and applications must be made four weeks before the intended date of absence.
- notify school on the first day of absence (before 9:15) and on each subsequent day of absence, unless medical evidence is provided which defines the necessary length of absence;
- We expect parents/carers to provide where reasonably possible, more than one emergency contact number for your child should a time arise that we need to contact you urgently. (Ref: KCSIE)
- provide specific medical evidence for absences when attendance falls below 95%
- Avoid making medical/dental appointments during the school day.
- Promote the value of excellent attendance at home and follow the procedures set by the school, ensuring that their child attends school regularly and punctually.
- Advise the school of any difficulties the child may be having so that the school can support as appropriate.
- Are aware that Section 444 of the Education Act states, 'If a pupil of compulsory school age who is a registered pupil fails to attend school regularly, his/her parent is guilty of an offence.'

5. Pupils' responsibilities

All pupils should be aware of the importance of regular school attendance and punctuality. As part of our whole-school approach to maintaining high attendance, we request that pupils:

- ensure they attend the school regularly (96% or more), on time and ready to learn.
- If they are having difficulties that may prevent them from attending school regularly or are causing them to arrive at school late, they should speak to their class teacher, a member of the pastoral team.
- ALWAYS – talk to your parents/carer or an adult you trust if you are worried about anything that is happening at school.

6. Governors' responsibilities

The Governing Body will make arrangements for ensuring that their functions relating to the practices of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. As part of the whole school approach to maintaining high attendance, the Governing Body will:

- Ensure that attendance is given a high priority and will annually review the school's Attendance Policy. Ensure that all legislation regarding attendance is complied with and that up-to-date information is provided to families.
- Agree with the school, appropriate and accurate attendance targets – when National data is published - and challenge any underperformance in governor's meetings.
- In governors' meetings, discuss attendance issues and ways that they can support the school as necessary.

7. Registration

7.1 Class Registers

Class registers are recorded using Arbor. The system ensures that no children are missed, and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

7.2 Morning registration

Manor Park Primary Academy will be open to all pupils from set times depending on year groups (please see table below) and the morning the registers will be taken at 9:00 AM by class teachers, children who arrive after this time will need to report to the school office and sign in as late (L). The registers will close at 9:30AM across the school, anyone who arrives after this time will be marked as unauthorised (U).

Year group	Playground	Start time	Finish time
Nursery (am)	KS1	8.30am	11.30am
Reception	KS1	8.45-8.55am	3.15pm
Year 1	KS1	8.45-8.55am	3.15pm
Year 2	KS1	8.45-8.55am	3.15pm
Year 3	KS1	8.45-8.55am	3.30pm
Year 4	KS2	8.45-8.55am	3.30pm
Year 5	KS2	8.45-8.55am	3.30pm
Year 6	KS2	8.45-8.55am	3.30pm

7.3 Afternoon registration

Registers must be submitted straight after lunch before afternoon lessons commence at 1.10pm for EY and KS1, 1.30pm for KS2.

7.4 First-day calling

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The school follows this system:

- Admin team phone parent/carers' contact number(s),
- Repeat this during the first morning of absence if no response,

- Phone emergency contact number(s) to establish the pupils whereabouts or to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- Teacher to speak to the parents at home time if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on Arbor.
- When no contact has been established the school will consider conducting a home visit or request a safe and well check from the police, if the absence is unusual or school has concerns regarding the child's welfare. This may also result in a referral to Birmingham Childrens Trust.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the office, the admin team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day, this will allow the DSL to make an informed decision on the necessary response, this may include a referral to the Police or Children's Services.

8. Categorising absence

Any child who is not present during registration will be marked as absent, unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

Manor Park recognises the clear links between attendance and achievement, and attendance and the safeguarding of children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence. If absence is frequent or continuous we will challenge parents about the need and reasons for their children's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school. (Appendix 2)

If no suitable explanation for the absence is received by the school within 1 week, from the main carer of the pupil, the absence will remain unauthorised.

8.1 Absences

All pupils are expected to attend school for the full 190 days of the academic year, unless there is a valid reason.

There are two types of absences:

1. Authorised (where the Academy approves a pupil's absence)
2. Unauthorised (where the Academy does not approve a pupil's absence)

Authorised Absence

It is the responsibility of the Head teacher to authorise any child's absence from school. Therefore, absences will be treated as unauthorised until the school is satisfied that it should be authorised. **Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.**

The Head teacher need not accept a parental explanation of a child's absence, whether written, telephoned or given in person if they are in any doubt about the explanation. It is for the Academy to judge whether the explanation given is satisfactory justified for the absence and may seek advice from the Local Authority Education Welfare Officer.

Examples of Authorised Absence

Authorised absences are those which the Academy considers reasonable and may include:

- Illness
- Hospital/dental/doctor appointments for the pupil which can't be made outside school hours
- Major religious observations

- Visits to prospective new schools
- External exams or educational assessments
- Exclusions.

Medical appointments are recorded as authorised absences with evidence of an appointment card, letter or text message. Whenever possible, medical appointments should be made outside Academy hours. Where this does not happen, children should attend school for as much of the day as possible.

If a child is ill and the Academy is informed the absence may be recorded as authorised. For illnesses of more than three days a medical certificate/ doctor's note or proof of medication should be presented.

A child may be absent on days exclusively set apart for religious observance in their particular faith. However, notice is required in writing for such absences.

The absence will be treated as authorised for a pupil who has been excluded for a fixed period and remains on roll. The absence of a pupil who has been excluded permanently will be treated as authorised while any review of appeal is in progress.

The Academy also has the discretion to authorise absences in the following cases:

- Traveler child travelling
- Immediate family member bereavement
- Public performances/film or TV work (under Local Authority License)

8.2 Unauthorised absence

Except in the circumstances described above, absences will be unauthorised. *Some* examples of reasons for not authorising absence would be:

- no explanation has been given by the parent
- the school is not satisfied with the explanation
- the pupil is staying at home to mind the house
- Staying at home to care for a sick or disabled parent / carer / family member.
- the pupil is shopping during school hours
- the pupil is absent for unexceptional reasons, e.g. a birthday
- the pupil is absent from school on a family holiday
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence
- the parent / carer has medical appointment

8.3 Persistent absence

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

8.4 Term-time absence due to exceptional circumstances

The Headteacher will consider each application individually. An application must be made in writing on the prescribed form (Appendix 3), with appropriate evidence, in advance of the intended circumstance wherever possible. Manor Park Primary Academy will only consider authorising leave of absence for the following:

- Serious and sudden illness of a close relative eg parent/carers/sibling and you must leave in an emergency e.g. Sudden life threatening illness or serious
- A one-off, never to be repeated occasion that can only happen at that time, eg wedding/funeral.
- A religious observance
- A significant educational opportunity afforded to the child by a national organisation e.g ballet exams, filming for a TV commercial, taking part in a theatre production.

- Traveller pupils travelling for occupational purposes. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school

8.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

8.6 Religious observance

Manor Park Primary Academy recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times. parent/carers will be aware of these dates and should give the school written notification in advance.

9. Early Years expectations

The expectations for pupils in our school under the age of 5 years is the same for those who are of statutory school age. The early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of attendance and punctuality at school across to parents and carers.

Regular attendance from the point that a child attends an educational provision has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Families should know that good attendance and being punctual are expected when their child takes up a school place. As attendance is an issue that affects all age groups, there needs to be as much consistency as possible between early years and school settings. This includes expectations around holidays, which for school-aged children are not permissible in term time.

10. Staff training

The Office manager will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately. The Senior Leadership team will also ensure that attendance is a regular discussed during, SLT meetings, staff meetings and INSET days.

11. Collection and analysis of data

The school uses Arbor to keep an electronic record of attendance.

The Head Pastoral and Safeguarding will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, and governing body, on a half termly basis, and to parents - weekly - in the school newsletter. The report should be contextualised and include commentary on the progress towards achieving the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by individual child, year group, class group and by reasons of absence. It is also analysed by specified groups such as, Pupil Premium, pupils with special educational needs and those who are vulnerable to poor attendance (this is not an exhaustive list). This data is used to identify where intervention and support is required to improve attendance.

Accurate attendance returns are made to the Department of Education (DfE) within the stipulated time frame.

12. Systems and strategies for managing and improving attendance / punctuality

Improvement & Sustained Attendance:

- Attendance policy in place, shared with all stakeholders – accessible on school website and paper copies on request.
- Good record keeping through Arbor's electronic registration system.

- Correct use of and appropriate attendance codes. Ensure this regularly checked and that parent/carers are informed where the school have concerns.
- Make use of the data available to inform good practice and improve across the academy.
- Ensure that first day contact system is known and understood by parent/carers. Follow up of all emergency numbers and new numbers for the system.
- Raise the profile of attendance with all stakeholders.
- Complete an annual Attendance Action Plan.
- Parent/Carers involvement with attendance needs to be evident and ongoing.
- Correspondence needs to be accessible in various languages.
- Targeted support for families where concerns arise.
- Use rewards and incentives to encourage attendance and punctuality.
- Make use of weekly attendance checks with sizeable groups.

12.1 Profile & Rewards

Promoting Good Attendance and Punctuality

At Manor Park Primary Academy we understand the impact good attendance and punctuality has on our children's learning and we believe in rewarding good attendance and punctuality to engage and motivate our children. We have many initiatives to support and celebrate attendance and punctuality so that it remains a high profile in school and with our families.

- To support good attendance and punctuality:
- The Admissions Administrator, Office Manager, Inclusion Lead, Learning Mentor and Head of Pastoral & Safeguarding and Head Teacher make up our Attendance Team.
- Weekly attendance meetings.
- The Learning Mentor works closely with children and families to support and encourage good attendance and punctuality, offering Early Help.
- Each year group has an attendance board which is updated weekly with each class's attendance and shows their achievement overtime.
- A termly celebration assembly celebration takes place to reward good attendance. Each child with 100% attendance at the end of every half term will receive 100% attendance certificate and prize.
- Class attendance is shared weekly on the school newsletter
- Weekly attendance data for every class is displayed on our website.
- All classroom doors have an Attendance poster called 'the Scores on the Doors' which is updated weekly with the class's attendance.
- For those children who require support on an individual basis, a bespoke reward system is in place.

Rewards and Celebrating Good Attendance and Punctuality:

- Every week a celebration assembly to award the attendance trophy and additional play will go to the class with the best attendance.
- At the end of each term, the class with the best attendance gets a movie and popcorn afternoon.
- At the end of the year, every child who has achieved 100% attendance is awarded a 100% medal. Their name is also put into a prize draw to win a special prize.
- We will celebrate most improved attendance each half term.
- We run an 'Every Day Counts' competition at key times throughout the year, any child who achieves 100% attendance and in school on time during the 'Everyday Counts' period wins a selected prize.
- 'Early Bird' is run once a half term on a random day, children who arrive on time go into a prize draw for a certificate and a spot prize from the Head of Pastoral & Safeguarding at the end of the school day.

12.2 Lateness and punctuality

Pupils are expected to arrive at school by 8:55AM, every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register closes will be marked as absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised – for those arriving from 9:30 onwards - unless the school is satisfied that there is a legitimate reason for the pupil to be late. This will be evaluated on a case-by-case basis. For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the School Office on arrival with their parent/carer who must sign them in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure. A member of the office team will then escort late children to their classrooms; this will be supported by the pastoral team when needed (for example due to staff shortages). For the same reason it is important that pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day sign out and provide a reason for leaving early. On their subsequent return to school, they must sign in again to say that they have returned.

12.3 School Strategies to tackle absence

The Head Teacher is responsible for the school management of attendance, policy and systems to ensure that Manor Park Primary Academy intervene in non-attendance at an early stage. The Attendance administrator meets with the Learning Mentor on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken. Our policy states that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, or designated member of staff (see authorised absence), irrespective of the child's overall attendance. Only the Headteacher or their designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for term time leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

Where there is an emerging pattern of a pupil's absence or if staff are particularly concerned, the school will contact the parents to discuss reasons for the absences with them. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them. If the pattern persists a Penalty Notice referral may be issued where there is no improvement seen. (Appendix 4)

12.4 Referral to the Child Missing Education (CME) Service

In line with Children Missing Education (2016) and Birmingham's procedures, we will work with local agencies and make timely referrals as required to ensure that circumstances where children are missing from education are swiftly and appropriately responded to.

Children who are missing from education.

A child going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. School staff will be alert to these safeguarding concerns when a pupil goes missing for an extended period or on repeat occasions.

The school must notify the local authority, Child Missing in Education (CME) of any pupil who fails to attend school regularly, or has been absent without school's permission or knowledge of their whereabouts for a continuous period of 3 days.

The school must notify the local authority of any pupil who is to be deleted from the admissions register because they:

- a. Have been taken out of school by parents and being educated outside the school system. (home education)
- b. Has ceased to attend school and no longer lives within a reasonable distance of the school at which they are registered.
- c. Has been certified by school medical officer as unlikely to be in a fit state of health to attend school before ceasing compulsory school age, and neither they nor their parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- d. Is in custody for a period of more than four months due to final court order and the proprietor does not reasonably believe that they will return to the school at the end of that period.
- e. Has been permanently excluded.

Appendix 1

Roles and Responsibilities

Associate Head Teacher

The associate head teacher is responsible for and will:

- Overall monitoring of school attendance,
- Ensuring all relevant reports, information is available for Inspections, Governors, DFE, Local Authorities,
- Ensuring policies and procedures are maintained daily by designated persons.

School Leadership Team

The School Leadership Team is responsible for and will:

- Ensure that attendance is given the highest priority and that each phase leader will be active in their approach to promoting good attendance with pupils and parents/carers.
- Build links with each year group which will ensure that school policy is administered, and that the school's systems to promote good attendance are adhered to consistently.
- Ensure that the data is analysed to identify whole school year group and pupil issues each half term and implement the appropriate interventions and support.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their pupil to attend.
- Phase leaders follow up attendance data sent to class teachers weekly.
- Document any specific interventions or steps taken to work with families to improve their pupil's attendance in case of future legal proceedings.
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues.

Head of Pastoral and Safeguarding

The Head of Pastoral and Safeguarding is responsible for and will:

- Managing attendance through the pastoral and office teams, meeting once per week or as the need arises.
- Monitoring trends in authorised and unauthorised absence.
- Monitoring individual attendance where serious concerns have been raised.
- Making referrals to external agencies.
- Providing reports and background information to inform discussion with the school's external partners.
- Liaising with other professionals, to determine potential sources of difficulties and reasons for absence.
- Ensuring that there is sufficient time and resource to lead attendance.
- Take all reasonable steps to ensure home visits as part of safeguarding procedures and promotion of good attendance are carried out.
- Preparing analysis and reports of attendance and punctuality of specific groups as requested by the head teacher.
- Rewarding pupil's attendance.

Administration Staff

Staff in the school office are responsible for and will:

- Collate and record registration and attendance information.
- Taking and recording accurate messages from parents regarding absence seeking further information through discussion, specifying person spoken to, time and date of call and reason for absence.
- Ensuring the absence/late sheet is completed accurately and then recorded on the school's electronic systems.
- Contacting parents/carers of absent children by 9.30am where no contact has been made and liaising with a DSL where no contact can be made or there are concerns raised.
- Recording details of children who arrive late ensuring time and reason for lateness and monitored.
- Recording details of children who have had to leave school early or go home if unwell or other types of emergencies, monitoring and informing Phase Leaders to follow up.
- Weekly contact via email with class teachers to share any attendance information or concerns of individual pupils where attendance is of concern.
- Sending out any standard letters regarding attendance to keep parents/carers informed of attendance percentage and impact.
- Meet weekly with the Learning Mentor to monitor an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations of attendance offered by children and their parents/carers and sharing concerns to Head of Pastoral and Safeguarding.
- Liaise with parents/carers regarding attendance concerns/queries.
- Supply information to all teachers in regard to attendance for Parents Evening.

Learning Mentor

The Learning Mentor is responsible for:

- Monitoring individual attendance where concerns have been raised and working with families and teachers to increase attendance.
- Be active in promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families.
- Responsible for liaising with the class teacher to support the child's attendance offering early help strategies.
- Support with the completion of Early Help assessments for attendance.
- Meet weekly with the Admissions Administrator to monitor an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations of attendance offered by children and their parents/carers and sharing concerns to Head of Pastoral and Safeguarding.
- Gathering information to reward attendance.

Teachers and Support staff

The teachers and support staff are responsible for and will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- Ensure that they are fully aware and up to date with the school's attendance policy and government legislation and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- Ensure that they are following the correct systems for recording attendance and that attendance is taken daily at the correct times.
- Contribute to strategy meetings and interventions where they are needed.
- Work with external agencies to support pupils and their families who are struggling with regular attendance.
- Informing the SLT where there are concerns and acting upon them.
- Providing background information to support referrals to external agencies.
- Monitor and follow-up any actions to correct attendance concerns received from the Admissions Administrator through the weekly correspondence.
- Reporting to the office any difficulties they are having accessing Arbor.
- Holding parent/carer meetings where attendance is of concern ensuring accurate recording on school's electronic system.
- Liaising with the Admissions Administrator to arrange sending out Letter 1 for a meeting.
- Ensuring attendance reward schemes are valued and implemented.

Appendix 2
Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
D	Dual registered	Pupil is attending a session at another setting where they are also registered
E	Excluded	Pupil has been excluded but no alternative provision has been made
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
H	Authorised holiday	Pupil has been allowed to go on a holiday due to exceptional circumstances – this has been agreed by the HeadTeacher
I	Illness	School has been notified that a pupil will be absent due to illness
L	Late arrival	Pupil arrives late before register has closed
M	Medical/dental appointment	Pupil is at a medical or dental appointment
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their GCSEs
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
U	Arrival after registration	Pupil arrived at school after the register closed
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Contact details whilst abroad/absent from school

If your child is being taken out of school during the term time and the details of their location are not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide required information, then the school may make a referral to the

Telephone number whilst away:

Email address whilst away _____

Please attach proof of where you will be whilst away

I/We make application for my child named over the page to have authorised absence from school. I/We understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent* 1: Title _____ Full Name _____ DOB: _____
 Tel: _____ Relationship to child: _____

Signature: _____ Date: _____

Parent* 2: Title _____ Full Name _____ DOB: _____
 Tel: _____ Relationship to child: _____

Signature: _____ Date _____

***This is defined as any adult with legal parental responsibility for a child.**

For office use only: Child's attendance percentage to date _____ %
 (Registration certificate attached)

Proof of travel attached Yes/No If not reason why _____

Meeting held with Parent/Carer: _ _____

Authorised

Unauthorised

Dear Parent/Carer,

Response for leave of absence from school for exceptional circumstances for:

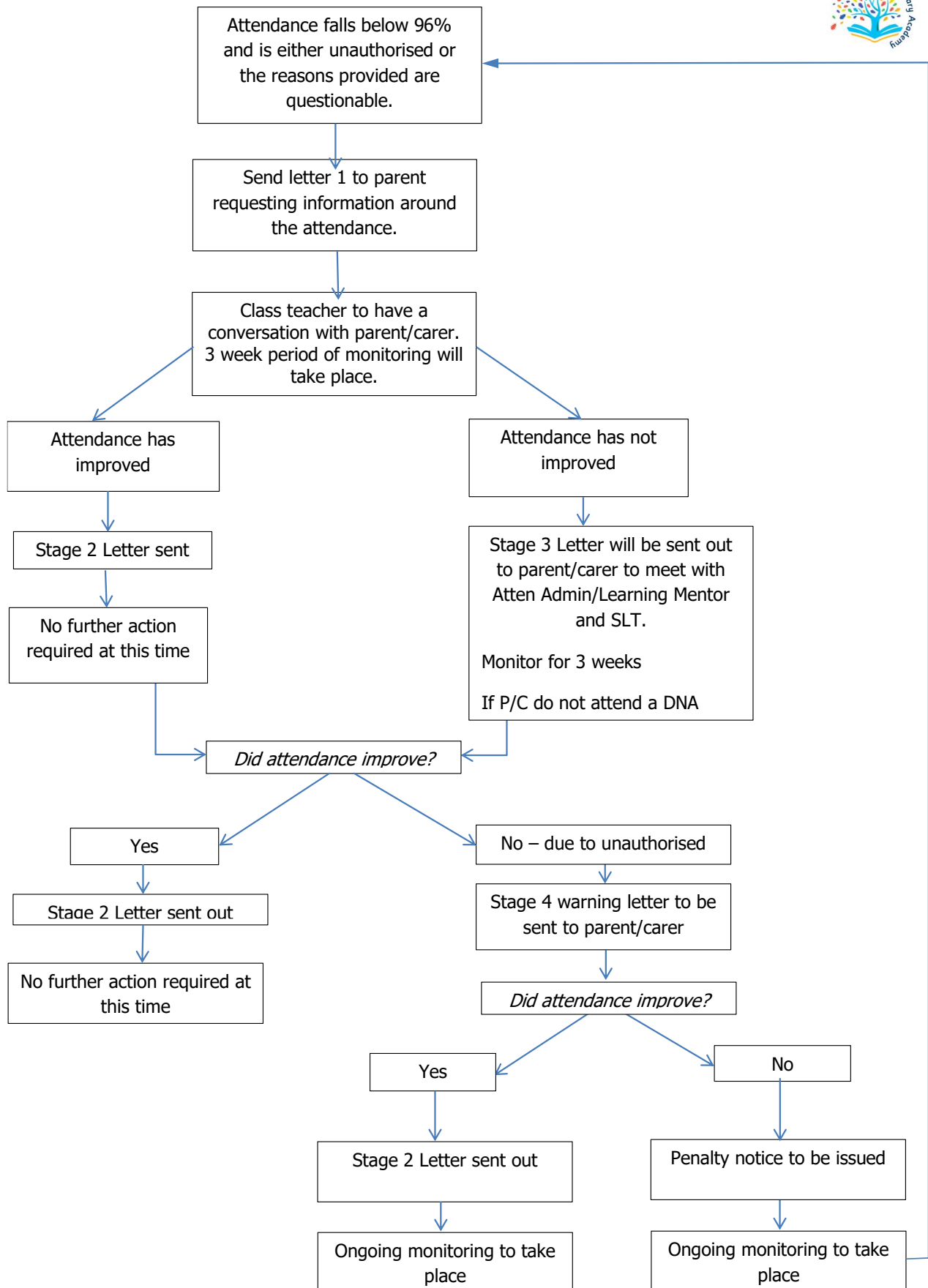
Name of child/children: _____

Year Group(s): _____

Authorised	Unauthorised	Please contact school
Mrs Adams Associate Head Teacher		Date:

Appendix 4

Flow Chart for Attendance Letters/Interventions



Appendix 5

Attendance Interventions Who does what and when ...?

Threshold	Intervention	By whom
100-97%	<ul style="list-style-type: none"> Daily and weekly monitoring takes place (first day calling and weekly attendance figures). Assembly is used to share and celebrate attendance figures with pupils. Annual/ termly rewards for pupils that meet and exceed the school's attendance target of 96%. 	<ul style="list-style-type: none"> Class teacher encourages/monitors attendance Admin
Below 96% (preventative)	<ul style="list-style-type: none"> If attendance dips below 96% and is either unauthorised or the reasons provided are questionable, a letter (letter 1) informing parents of this is sent out, requesting an initial meeting with the class teacher. Three-week period of monitoring takes place where an insufficient reason for absence is provided (unauthorised). Class teacher to follow up with the family and inform Attendance Admin 	<ul style="list-style-type: none"> Class teacher to meet parent/carer Admin Learning Mentor
95-90%	<ul style="list-style-type: none"> If attendance continues to drop, a letter informing parents of this is sent out, requesting a meeting with the Learning Mentor Four-week period of monitoring takes place. Early Help support will be offered. Follow up with the family. 	<ul style="list-style-type: none"> Class teacher (to be kept informed) Admin Learning Mentor SLT
90% and below	<p>PA threshold:</p> <ul style="list-style-type: none"> Meeting with a member of SLT to discuss and agree on a plan of action. Four-week period of monitoring takes place. Follow up with the family. Where there is no improvement, then a referral to the Local Authority for statutory action should be considered. 	<ul style="list-style-type: none"> Class teacher (to be kept informed) Admin Learning Mentor SLT Headteacher Local Authority (statutory action)