

Acacias Community Primary School



Attendance Policy

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based on MCC Model Policy

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Approved by Governing Body

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1. Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Acacias 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.
- 1.3 Acacias 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.
- 1.4 Acacias 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, anti-bullying and behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Legal Framework

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- 2.2 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.
- 2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.
- 2.4 The Education (Pupil Registration) (England) Regulations 2006, 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.
- 2.5 The register must record whether the pupil was:
 - present;
 - absent;
 - present at approved educational activity; or
 - unable to attend due to exceptional circumstances.

3. **Categorising absence**

- 3.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 3.2 Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 3.3 Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. Alternative arrangements will be agreed with non-English speaking parents/carers if necessary.
- 3.4 Absence will be categorised as follows:

Illness In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances This relates to occasions where there is cause for absence due to exceptional circumstances such as family bereavement, visiting a parent in prison or a part time timetable agreed as part of a reintegration package.

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.

Family Holidays and Extended Leave Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if they do so this is an unauthorised absence and will result in the issue of a penalty notice. New legislation means that schools are not allowed to authorise family holidays or extended leave.

Religious Observance Acacias 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 of authorised absence or special leave for religious observance. Parents are required to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school, it is identified as reasonable that no more than three days in total in any academic year will be authorised for religious observance and only one day per religious festival. Any further absence will be categorised as unauthorised.

Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

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.

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

Acacias can only effectively operate as the child's base school if it is engaged in ongoing 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

Acacias will authorise absence of Traveller children if we are satisfied that a family is travelling 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.

Exceptional Circumstances In certain circumstances the Headteacher may authorise an absence due to exceptional circumstances. However, these are for short term absences only and very few requests will be authorised. Any request for exceptional circumstances should be made in writing to the Headteacher detailing the nature of the exceptional circumstances and the proposed period of absence.

If a pupil fails to return from an absence and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

If parents decide to take their child on holiday during term time the absence will be **unauthorised**. In such cases the school will issue a Penalty Notice.

Late Arrival Registration begins at 08:55 a.m. Pupils arriving after this time will be marked as present but arriving late. The register will close at 09:25 a.m. Pupils arriving after the close of register will be recorded as late. This will not be authorised and will count as an absence for that school session.

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

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, for example, if they woke up late or were waiting for their uniform to dry.

Unauthorised absence Absence will not be authorised unless parents have provided a satisfactory explanation which has been accepted as such by the school.

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
- Holidays taken during term time

4. Deletions from the Register

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, 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

4.2 Acacias will follow Manchester City Council's Children Missing from Education Protocol when a pupil's whereabouts is unknown.

5. Roles and Responsibilities

5.1 Acacias believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off site
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

5.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- 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
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

5.3 Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctor's, dentist's 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, homework, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term time.

6. Using Attendance Data

- 6.1 The attendance of pupils will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.
- 6.2 Every half term The Assistant Head will monitor attendance for all pupils. Pupils will be categorised as follows
- | | |
|--------------|---|
| GREEN | pupils with attendance between 100% and 96% |
| AMBER/ GREEN | pupils with attendance between 95.99% and 93% |
| AMBER/RED | pupils with attendance between 92.99% and 90% |
| RED | pupils with attendance below 90% |

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

- 6.3 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1). Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.
- 6.4 Acacias will share attendance data with the Department for Education and the local authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

7. Support Systems

- 7.1 School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.
- 7.2 Acacias also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

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

- Discussion with parents and pupils
- Attendance panels
- Parenting contracts
- Referrals to support agencies
- Pupil voice activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages

7.4 Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Acacias will consider the use of legal sanctions.

8. Legal Sanctions

8.1 Penalty Notice

Acacias will monitor the attendance of all pupils on their roll. If five sessions of unauthorised absence occur over a period of no more than 100 sessions, the school will advise parents of the unauthorised absence, and that their child's attendance is going to be monitored for a period of no less than 15 school days. They should normally also be advised that statutory action may be considered..

Penalty Notices will also be used when:

- A pupil is absent from school for the purpose of a holiday in term time
- A pupil has accumulated at least five sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine (per child per adult) is paid within 21 days or £120 (per child per adult) if paid within 28 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.

8.2 Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent 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.

8.3 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 fail to carry out agreed actions. Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

Appendix 1

Escalation of Attendance Interventions

Attendance data will be monitored on a half termly basis. Action will be taken at the end of the half term for all children in the Amber/Red or Red categories. At the end of the term action will be taken for all categories of pupils as follows:-

GREEN pupils with attendance between 100% and 96%

Parents will receive a letter home congratulating them on their child's good/excellent attendance. Pupils will be rewarded within the school's merit system. Pupils with this level of termly and annual attendance will receive a certificate. Annual attendance of 100% is rewarded with a prize.

AMBER - GREEN pupils with attendance between 95.99% and 93%

Parents will receive a letter home highlighting that their child's attendance is below school expectations and that a period of monitoring has started and what the parents' responsibilities are. The Assistant Head will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

RED - AMBER pupils with attendance between 92.99% and 90%

The School Attendance Officer (from One Education) will speak to the parent to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance e.g. If you attended all your classes you could achieve...
- Set an individual attendance target for the pupil
- Agree a review date

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

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

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

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

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

- Refer to Early Help Team leading to possible multi agency support
- Refer to the Local Authority to initiate legal proceedings

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

The Assistant Head and the school's Attendance Officer from One Education will be responsible for all action at this level and will record all intervention and outcomes. The Attendance Officer will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

RED pupils with attendance below 90%

Pupils who have attendance below 90% are considered to be persistently absent from school and serious intervention is required to ensure pupils do not become persistently absent.

The Attendance Officer will:

- Speak to the pupil to identify the reasons for the failure to attend.
- Ensure weekly contact with the parents 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
- Input into whole school strategies to address the needs of pupils within their group

The Head Teacher will report to the Governing Body on a termly basis.