



***"Aiming high to achieve success!"***

# **Attendance Policy**

## **Document Control:**

Document Name	Attendance Policy
Document Author	Kate Stokes –Acting Head Teacher
Document Ref.	ACPS-034
Last Issued Date	September 2022
Next Review Date	Head Teacher free to determine
Ratified by	The school Governing Board –
Dissemination	This policy is stored on the staff shared area of the school network under 'policies' as well as posted on our website.

## **Version Control:**

<b>Date</b>	<b>Version</b>	<b>Updates / Changes</b>
April 2020	1	Original version
September 2021	2	Manchester City Council policy adopted
September 2022	3	Updated to reflect new guidance 'Working together to improve school attendance'.

## **Contents:**

1. INTRODUCTION
2. LEGAL FRAMEWORK
3. SAFEGUARDING
4. CATEGORISING ABSENCE
5. DELETIONS FROM THE REGISTER
6. ROLES AND RESPONSIBILITIES
7. USING ATTENDANCE DATA
8. SUPPORT SYSTEMS
9. LEGAL INTERVENTIONS

## Appendices

Appendix A – Escalation of Attendance Interventions

Appendix B –

## 1. INTRODUCTION

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

At Abbott Community Primary School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Abbott Community Primary School values all pupils. As set out in this policy, we will work with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance.

At Abbott Community Primary School, we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy also takes into account 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.

## 2. 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 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. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parents' responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

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 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.

The register must record whether the pupil was:

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

### **3. SAFEGUARDING**

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

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

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

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

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

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

#### **4. CATEGORISING ABSENCE**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Head Teacher 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.

Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of an email from the parent/carer to the class teacher and/or Attendance Officer, though verbal explanations may be acceptable where this is considered appropriate.

4.1 Absence will be categorised as follows:

4.1.1 **Illness** - Parents 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. This includes if a pupil is absent due to circumstances related to COVID-19.

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

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

4.1.4 **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.

4.1.5 **Religious Observance** -Abbott Community Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

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

4.1.6.1 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.

Abbott Community Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at 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.

Abbott Community Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Abbott 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.

4.1.7 **Late Arrival** - Registration begins at 08:45, pupils arriving after this time will be marked as present but arriving late. The register will close at 09:15: pupils arriving after the close of register will be recorded as late, (code U) this is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

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.

4.1.8 **Unauthorised absence** - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Head Teacher.

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

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 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 will 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.

## 5. 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

Abbott Community Primary School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## 6. ROLES AND RESPONSIBILITIES

At Abbott Community Primary School, we 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.

The Governing Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head Teacher to account for the implementation of this policy, and reviewing the policy annually

The school effectiveness committee will be responsible for the monitoring of pupil attendance.

The Head Teacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Senior Leadership Team is responsible for:

- Leading attendance across the school

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Supporting targeted intervention to pupils and families

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head Teacher
- Working with education welfare officers to tackle persistent absence
- Advising the Head Teacher when fixed-penalty notices may need to be issued

Class Teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information by 09:15
- Actively promoting the importance and value of good attendance to pupils and their parents
- Forming positive relationships with pupils and parents
- Contributing 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
- Implementing systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analysing attendance data to identify causes and patterns of absence
- Contributing to the evaluation of school strategies and interventions
- Working with other agencies to improve attendance and support pupils and their families
- Documenting interventions used to a standard required by the local authority should legal proceedings be instigated

Parents/carers are expected to:

- Make sure their child attends every [day/timetabled session] on time
- Call the school to report their child's absence before [time, e.g. 9am] on the day of the absence ([add if your school expects this] and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils are expected to:

- Attend school every day on time

## 7. USING ATTENDANCE DATA

The school will:

- 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

Pupil attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

The school will compare attendance data to the national average and share this with the governing board.

## 7.1 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Every three weeks, the Attendance Officer will provide all class teachers with attendance data for the previous weeks, for each pupil within their class. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

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

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

The Senior Leadership Team will receive a complete set of data.

Middle Leaders will receive a complete set of data for their phase groups.

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.

Abbott Community Primary School 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.

## 7.2 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

## 8. SUPPORT SYSTEMS

School recognises that poor attendance is often an indication of difficulties and trauma 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. It is expected that the child and their family work collaboratively with school to identify the anxiety based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

At Abbott Community Primary School, we 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.

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

- Discussion with parents and pupils
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Anxiety-based attendance avoidance materials
- Trauma-informed approaches
- Early help referral options
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion resources
- Reintegration support packages

Support offered to families will be child-centred, trauma-informed and inclusive; 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, Abbott will consider the use of legal sanctions.

## 9. LEGAL INTERVENTIONS

9.1 **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 up to three months.

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

9.2 **Parenting Contracts** (Anti-Social Behaviour Act 2003) - A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

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.

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

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

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 - Escalation of Attendance Interventions

### **GREEN** - pupils with attendance between 100% to 97%

- 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 of achievement and their names will be displayed on the school attendance display board.
- The class teacher will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team every 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 - GREEN** - pupils with attendance between 96% and 94%

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

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

Where 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
- Does the family need support through an Early Help Assessment?
- Agree a review date

The class teacher will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team every 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 - AMBER** - pupils with attendance between 91% and 93%

- Head of Key Stage, with the Attendance Officer, will speak to the pupil to:
  - Identify underlying home/school issues that may be causing the pupil's absence
  - Identify underlying any out of school barriers that may be causing the pupil's absence and consider appropriate support such as early help, Manchester Thrive Hubs etc.
  - 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...
  - Make arrangements for the pupil to catch up on work they have missed
  - Implement a Pastoral Support Plan or review other existing pupil plan to include support to improve attendance
  - Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
  - Agree a review date

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

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:

- Offer support through an Early Help Assessment (EHA) with the school acting as lead professional
- 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
- Consider who will be responsible for all action and outcomes and monitoring of attendance post meeting/panel etc.

### **RED -pupils with attendance below 90%**

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/expectant parents
- 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 preceding 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 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 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 termly to the Governing Body.

