

**Attendance Policy**



**Directorate for Children and Families**



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| **Date of review** | **Changes to document** |
| Jan 2020 | 3.12.3 – Inserted names of the schools in NMPF  5.5.1 – new line - Identify a member of the Governing Body to lead on attendance.  5.5.3 – removed teaching assistant and inserted attendance officer and inserted:   * Analyse attendance data to indentify causes and patterns of absence. * Work with other agencies to improve attendance ans support pupils and their families. * Document interventions used to a standard required by the Local Authority should legal proceedings be instigated.   1. – inserted - Avoid taking their child out of school during term time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Headteacher. |
| Jan 2021 | No amendments made |
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| July 2023 | Section 3 added: Safeguarding  Added Appendix 3 |

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**1. Introduction**

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

1.2 Crumpsall Lane Primary School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become effective LEARNERS, in line with our school values.

1.3 Crumpsall Lane Primary Schoolvalues all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance. We will work with families to identify the reasons for poor attendance and try to resolve any difficulties. This is done through our attendance officers, family support workers and admin teams, under the direction and support of senior leaders.

1.4 Crumpsall Lane Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy is not to be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by other policies. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 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

2.1 This policy meets the requirements of the [working together to improve school attendance](https://www.gov.uk/government/publications/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](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance). 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](https://www.legislation.gov.uk/ukpga/1996/56/contents)
* Part 3 of [The Education Act 2002](https://www.legislation.gov.uk/ukpga/2002/32/contents)
* Part 7 of [The Education and Inspections Act 2006](https://www.legislation.gov.uk/ukpga/2006/40/contents)
* [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](https://www.legislation.gov.uk/uksi/2006/1751/contents/made)
* [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made)

This policy also refers to the DfE’s guidance on the [school census](https://www.gov.uk/guidance/complete-the-school-census), which explains the persistent absence threshold.

2.2 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.

2.3 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.

2.4 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 parent’s 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.

2.5 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.

2.6 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.

2.7 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.

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.

# 3.0 Safeguarding

3.1 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.

3.2 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.

3.3 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.

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

3.5 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.

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

**4 Categorising absence**

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

4.2 Absence can only be authorised by the Executive Headteacher 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.

4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. Verbal explanations are acceptable. If we are unable to contact parents to confirm absence, a home visit may be undertaken within the first 3 days. If a child is off for an extended period of time (normally after ten sessions/five full school days of absence) and we have not had contact with parents, it then becomes a safeguarding concern and further follow-up action will be needed.

4.4 Absence will be categorised as follows: (see appendix for COVID-related absence).

* Illness: Parents may be asked to provide medical evidence to allow the Head of School to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc. and would be needed if a child’s attendance is recognised as a cause for concern and includes circumstances related to Covid-19.
* 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.
* Other Authorised Circumstances: This relates to where there is cause for absence due to exceptional circumstances.
* Religious Observance: We acknowledge the multi-faith nature of British society and recognise 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. This is one day per religious observance, up to a maximum of three days in the school year.
* 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.
* Late Arrival: Registration begins at 8.55am pupils arriving after this time will be marked as present but arriving late. The register will close at 9.30am *and* pupils arriving after the close of register will be recorded as late.

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. (code U) This is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

* 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.
  1. Examples of unsatisfactory absence explanations include:
* A pupil’s/family member’s birthday
* Shopping for uniforms
* Having their hair cut
* Closure of a sibling’s school for staff training (or other) purposes
* “Couldn’t get up”
* Illness where the child is considered well enough to attend school
* Family holidays
* Illness of a parent or sibling, but the other child/children are healthy and there is somebody available to bring them into school
* Weddings
* Anxiety linked to COVID

4.6 Parents who need to take their child out of school during term-time due to exceptional circumstances must send a written request to the executive 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**

* 1. 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
  1. Crumpsall Lane Primary School will follow KCSIE guidance and Manchester City Council’s Children Missing in Education Protocol when a pupil’s whereabouts is unknown. Appropriate safeguarding arrangements are in place to respond to children who are absent from education on repeat occasions and/or prolonged periods of time.

**6. Roles and Responsibilities**

* 1. Crumpsall Lane Primary School believes 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:
* **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 Executive Headteacher to account for the implementation of this policy**

# The Executive Headteacher 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

* 1. The Head of School 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
* Delivering targeted intervention and support to pupils and families
  1. 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 headteacher
* Working with education welfare officers to tackle persistent absence
* Advising the Head of School of when fixed penalty notices should be issued.
  1. The school’s mental health lead is the Head of School. They will work in conjunction with the SENCo to promote the health and wellbeing of all children and young people in school. is responsible for:
  2. Class teachers are responsible for:
* recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Registers are taken twice a day.
  1. The school admin team is responsible for:
* Taking calls from parents about absence on a day-to-day basis and recording it on the school system
* Transfer calls from parents to the Attendance Officer or Family Support Worker, in order to provide them with more detailed support on attendance
  1. Parents/carers are expected to:
* Make sure their child attends every and are on time
* Call the school to report their child’s absence on the day of the absence 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
  1. Pupils are expected to attend school every day.

**7. Using Attendance Data**

7.1 Pupil’s 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.

Every half term The Attendance Officer will provide all class teachers with attendance data for the previous half-term 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 96%**  **YELLOW pupils with attendance between 95% and 94%**  **AMBER pupils with attendance between 93% and 92%**  **RED pupils with attendance of 91% and below** |

The report will indicate if their attendance has improved, stayed the same or deteriorated.

The Senior Leadership Team will receive a complete set of data. This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1). **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.**

**We 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**

7.2 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

7.3 North Manchester Primary Federation will share attendance data with the Department for Education, Governors and the local authority as required. All information shared will be done so in accordance with General Data Protection Regulations (GDPR).

**8. Support Systems**

8.1 School recognise that poor attendance can be as a result of challenges faced within the home or school and changes in family circumstances. 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 for the child or for the family.

8.2 Crumpsall Lane Primary Schoolalso recognise that some pupils are more likely to require additional support to attain good attendance.

* 1. The school will implement a range of strategies to support improved attendance. Strategies used will include:
* Weekly reward for best class attendance
* Half-termly rewards for 100% attendance
* End of year reward for 100% attendance
* Attendance monitoring letters
* Attendance Panel meetings
* Walking Bus
* Referrals to support agencies such as Thrive Hub, Early Help or One Education
* Developing friendships and relationships in school
* Parents/Carers coming in to support their child to attend
* Time limited part time time-table
* Additional learning support
* Behaviour support
* Reintegration support packages after a period of absence

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

8.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Crumpsall Lane Primary School will consider the use of legal sanctions.

**9. Legal Interventions**

9.1 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.

# Prosecution: 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.

9.2 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 executive headteacher.

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.

9.3 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.

**Appendix 1**: **Escalation of Attendance Interventions**

**GREEN - pupils with attendance between 100% to 96%**

Attendance of 96% or above is in line with attendance nationally and this is what we expect for all our pupils.

100% attendance half-termly - Parents will be notified and congratulating them on their child’s good/excellent attendance.

Winning class for attendance each week and half-term - Pupils will be rewarded within the school’s reward system, which are celebrated in whole-school assemblies, through prizes, certificates, badges and other rewards.

### YELLOW - pupils with attendance between 95% and 94%

Class Teacher will speak to the pupil to:

* Welcome the pupil back to school
* Update the pupil on other work they have missed and support any catch up required, where appropriate

Attendance Lead will:

* Confirm with the parent/carer the reason for absence and offer any support that may be required
* Request medical evidence for future absences (where applicable)
* Make parents aware that legal sanctions may happen if absence is unauthorised

### AMBER - pupils with attendance between 93% and 92%

Alongside parents, Attendance Officer and Family Support Worker will:

* Meet with parents/carers to discuss their child’s attendance, where appropriate
* Identify underlying home/school issues that may be causing the pupil’s absence
* Liaise with external agencies if support is needed and parents are in agreement
* Agree a review date and expected improvement
* Request medical evidence for future absences, where appropriate
* Make parents aware that legal sanctions may happen if absence is unauthorised

If improvement has not occurred following support and intervention from school, attendance will fall to 91% or below and this will result in the child being classed as a persistent absentee (PA). RED procedures (see below) will be followed.

**RED pupils with attendance 91% and below**

Pupils who have attendance below 91% are persistently absent (PA) from school.

The Head of School will:

* Ensure procedures in GREEN, YELLOW and AMBER have been followed where appropriate, before proceeding to RED intervention
* Expect to see the pupil move to the band above following support and intervention
* Review existing plans and co-ordinate school resources to support the pupil’s attendance and any additional needs
* Meet with parents/carers to discuss their child’s attendance, where appropriate
* Identify underlying home/school issues that may be causing the pupil’s absence
* Liaise with external agencies if support is needed and parents are in agreement
* Agree a review date and expected improvement
* Request medical evidence for future absences, where appropriate
* Make parents aware that legal sanctions may happen if absence is unauthorised

# Appendix 2: Traveller Absence

# It is expected that 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.

When in or around Manchester, if a traveller family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Crumpsall Lane Primarywill 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 Crumpsall Lane Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Crumpsall Lane Primary Schoolcan 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

Wewill 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.

**Appendix 3: Absence Protocols**

* Parents/Carers should contact school to report their child’s absence. This can be on the telephone or face-to-face. Absences will be recorded using the relevant absence codes.
* Where parents/carers have not contacted school to report their child absent, the Attendance Officer will telephone families on the contact numbers provided. Voicemails will be left, where there is no answer.
* Day 2: If contact has not been made; a text message will be sent to inform parents to contact school so that we can authorise their child’s absence.
* Day 3: If no contact has been made, a home visit will be conducted. Our knowledge of families and backgrounds will ascertain how early this visit is taken. For some families this will be on Day One. Advice and guidance may be sought from Children’s Services or the police should we be concerned about the whereabouts of a young person.

Where children are absent from school for a prolonged period, school staff will conduct a weekly home visit to ensure that the child/children have been seen and reported as safe.

Where children are in hospital, staff will communicate with the hospital school to ensure the child’s needs are being met.