



Manor Drive Primary Academy

Attendance Policy

Date reviewed: ¹	## March 2024
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Date of next review: ³	

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

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1. Attendance Policy, Principles and Aims

Regular school attendance is the key to enabling children and young people 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.

Promoting excellent attendance is the responsibility of all staff within Astrea Academy Trust. Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Manor Drive Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Responding to attendance concerns is a safeguarding matter and will be treated as such.

Manor Drive Primary Academy aims to meet its obligations with regards to school attendance by:

- Developing and maintaining a whole academy culture that promotes the benefits of high attendance;
- Promoting good attendance and reducing absence, including persistent absence;
- Ensuring every pupil has access to full-time education to which they are entitled;
- Supporting parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly;
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them;
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence;
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place;
- Share information and work collaboratively with other academies in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.
- Building a culture of safeguarding: ensuring all students feel safe, protected and valued;
- Having clear and swift responses to address concerns including patterns of absence;

2. The Law on School Attendance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at school or by education otherwise than at a school.

Where parents / carers decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment
- Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The attendance register will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Late and late after the register has closed
- Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

3. Key Staff involved with attendance at Manor Drive Primary Academy

Helping to create a pattern of regular attendance is everybody's responsibility including parents, carers, pupils and all members of academy staff.

The strategic attendance lead for Manor Drive Primary Academy is [insert name], who works with the whole academy team to monitor and improve attendance at individual and whole academy level.

The day to day contact for reporting attendance and attendance queries is [insert name]

The attendance pastoral support / family support is [insert name], who monitors attendance and works with parents/carers/ families and pupils to listen to and understand barriers to attendance and works with families to remove them.

4. Academy Expectations and Procedures

Daily Routines

Pupils must arrive at the academy by [8.40 am] on each day. Pupils can enter school grounds from 8.30 am. The school gates will reopen at 3.15pm and close at 3.30pm.

There will always be at least one member of staff to meet and greet the students and their parent(s)/carers. The class teacher will register the students at 8.40am

Attendance Register

Class teachers are required to take an electronic register at the beginning of each morning and afternoon session using Bromcom.

The register for the first session will be taken at [8.40 am] and will be kept open until 9.00 am

Arrivals after 8.40 will be recorded as 'L'

Arrivals after 9.00 am will be recorded as 'U' – this will affect attendance percentage

The register for the second session will be taken at [time] and will be kept open until [time].

Lates & Punctuality

It is an expectation of the Academy that pupils will arrive on time and be ready to learn.

Lateness and punctuality will be monitored daily.

A pupil who arrives late, after the register has closed, will be marked as 'U,' unless another code is more appropriate due to the reason for lateness after register (such as unplanned medical).

We may send a letter to parents/carers, by way of notification of our concerns in relation to their child's punctuality and may request a meeting to discuss the concerns in order to work together to resolve any issues.

Persistent lateness can result in a significant amount of learning time being lost, resulting in gaps in learning and can also indicate a safeguarding concern. All class teachers must be alert to emerging patterns or concerns in relation to punctuality and inform both the Attendance Lead and Designated Safeguarding Lead if they have concerns. (please refer to punctuality flowchart appendix 2)

5. Authorised and unauthorised absence

Unplanned Absence

It is an expectation of the academy that parents/ carers will notify the academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health by [9.00 am].

Parents/ carers must keep in touch every day that their child cannot return to the academy, unless the academy has agreed otherwise. Parents/ carers can contact school in the following ways:

My Child at School app (MCAS app)

telephone (01733 598001), option –

in person at the School Office

The reported absence message may be an answering phone service and as such a message can be left at any time. If a message is left it should include: **Pupil's name, reason for absence, anticipated return date**

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness.

Only the Headteacher can authorise absence from the academy. Absence will not be authorised unless the reason you offer is accepted by the academy.

Absences not reported will be followed up by the academy attendance / pastoral staff.

Planned Absences- Medical and Leave of Absence

Medical or dental appointments

We encourage parents/ carers to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary. It is expected that parents/carers inform the academy of the appointment as soon as possible; failure to do this may result in an unauthorised absence.

Leave of absence during term time

By law, Headteachers cannot grant any leave of absence to pupils during term time unless there are exceptional circumstances.

We define exceptional to mean very rare, unusual or unforeseeable circumstances.

The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

All parents/carers must complete a leave of absence form at least two weeks in advance and may be invited in the academy to discuss with a member of the attendance team.

Extended leave of absence is considered to be absences that extend beyond two weeks.

Parents/ carers will be invited into the academy for a meeting to discuss these requests.

Taking leave in term time will affect pupil's education as much as any other absence and we expect parents to support the academy by not taking pupil's away in term time. Fixed Penalty notices may be issued for unauthorised leave of absence, such as holidays.

Valid reasons for authorised absence include:

Illness and medical/dental appointments

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. One day per religious event will be authorized necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart

Traveller pupils travelling for occupational purposes – this covers Roma, English and g Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision

Re-integration following Long-term Absence

Where a pupil has been absent for a prolonged period, due to illness, the academy will:

Welcome the pupil back to the academy and value their return

Provide support for the pupil in consultation with parents/carers to enable a successful return to the academy.

Ensure that all relevant staff are informed of the circumstances.

Work with other agencies, where appropriate, to ensure a successful outcome.

Consider a personalised programme of return if appropriate

Nominate a key member of staff to monitor and review the pupil's return.

6. Strategies for Promoting Attendance

To promote high levels of attendance and to recognise individual and collective high attendance or improvement, Manor Drive Primary Academy uses a range of rewards and positive reinforcement strategies.

These include: [include weekly, termly and annual acknowledgements]

Display of individual attendance

Display of tutor/class attendance

Certificates

Letters / Newsletters

Celebration assemblies

Special awards

Text messages home

The academy runs a breakfast club. This supports parents/ carers in ensuring good attendance and punctuality, by giving the opportunity to drop off pupils before the start of the academy day. Breakfast club operates from [time] to [time] and places must be booked in advance at the school office. [insert own procedures as appropriate]

The 'Manor Drive Primary Attendance Chart ' Appendix 3 is used to illustrate our whole academy attendance target and levels/percentages of pupil's attendance. The tree is used and displayed across the academy, by all staff. Pupils should be able to articulate which color level/percentage they are currently at and have opportunities to talk to staff about their attendance.

7. Safeguarding procedures - Following up absence

The academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The academy operates a "first day call" system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the academy has not been previously informed, via text/ My Child at School APP / telephone message.

First day absence texts/App messages calls are made within an hour of the register closing. If a child/young person is absent and parents/carers/primary contacts are uncontactable, the 1st and 2nd emergency contacts will be used.

If we are unable to establish the reason for absence via text message, email or phone call and by [time], we will follow the steps as set out within Appendix 4 of this policy.

A Home-visit may be considered on the first day of absence however if this has not been conducted, then on the third consecutive day of absence a home visit should be conducted (if a reason for absence has still not been established through both the primary and emergency contacts). At least two emergency contacts should be held for each child. The academy may also consult with the Police to request a 'Safe and Well' visit should contact not be made.

If through daily calls or home-visits, concerns arise regarding the need for Early Help support or a possible safeguarding concern is identified, the matter should be passed to the academy's Designated Safeguarding Lead (DSL) immediately (both verbally and recorded on CPOMS).

Any unexplained absences will be followed up on a weekly basis by way of a letter home.

If at any stage, further concerns are identified, and the headteacher is unsure of what action to take, the Four C's Safeguarding Lead should be contacted for consultation.

If a pupil has a social worker or external family support worker that they should be contacted by the DSL on day of absence to inform and to agree actions to be taken to safeguard the pupil.

8. Children Missing in Education

The academy will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contacts numbers for parents/carers/emergency contacts. Parents should remember to update the academy as soon as possible if the numbers change.

All staff are informed of the Children Missing in Education Policy. This procedure is to be used for searching for, and if necessary, reporting, any pupil missing from the academy.

The academy recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from Annex B, 'Keeping Children Safe in Education' 2023 and 'Children Missing Education' 2016 to promote their safety and wellbeing. The procedures in this policy will be followed when dealing with children who go missing from

education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future.

The academy shall inform the applicable Local Authority of any pupil who fails to attend the academy regularly, or has been absent without the academy's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the academy and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State). *(Please refer to Appendix 5 of this policy and Appendix 4 of the MDPA Safeguarding Policy)*

9. Pupils with Medical conditions or Special Educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have educational needs and disabilities. At Manor Drive Primary Academy] our ambition for good regular attendance applies to all pupils.

To support pupils with medical needs, the academy will:

Ensure the pupil has a comprehensive health care (or similar) plan which addresses medical, educational social, emotional and mental health needs, where needed.

Consider whether additional support from external agencies (including the Local Authority and health services) would be appropriate and work together with those services to deliver appropriate support.

Work with Local Authorities, families and pupils to develop support approaches and strategies for attendance for pupils with special educational needs and disabilities including access to provision outlined in the pupils education, health and care plan.

The academy will contact Peterborough Education Attendance Service –when it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative due to health needs, to establish additional support which may be required in order for pupils to continue their education.

10. Part Time Timetables

All pupils, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.

A part-time timetable will not be treated as a long-term solution. Any individual support programme or other agreement will have a time limit by which point the pupil is expected to attend full-time.

There will be an identified lead person with responsibility for monitoring the part –time timetable and only activated in agreement with the parent/carer and lead persons in the academy.

Part- time timetables will last no longer than 6 weeks and formal written reviews will take place at least fortnightly and will include the pupil, parents/carers and other professionals as appropriate.

10.6 In agreeing to a part-time timetable, the academy has agreed to a pupil being absent from the academy for part of the week or day and therefore must record it as authorised absence.

11. Nursery Education

Should a parent/carer choose to accept a nursery or reception place for their child, we strongly encourage good attendance. This ensures continuity of education and minimises disruption to learning.

If a child is under five and has been an allocated place in our academy, we expect parents to follow this attendance policy.

12. Monitoring Attendance

Senior Leaders and members of the attendance team regularly analyse attendance data to identify pupils with good and improving attendance and to provide additional support to pupils and pupil cohorts where attendance is causing a concern.

Daily Monitoring

The [attendance lead- insert relevant title] checks registers and contacts any family that has not informed school of their child's absence and follows set procedures. (*Appendix 3*)

Weekly Monitoring

Whole school attendance is monitored and analysed on a weekly basis.

Attendance patterns and trends are monitored through the 'Bromcom Dashboard' and 'Astrea Attendance Tracker' in order to provide intervention and support in a targeted way for individual pupils, families, cohorts and groups (including their punctuality) This data is analysed weekly by the attendance lead and as part of the academy 'Behaviour, Attendance, Safeguarding and Inclusion (BASI) meeting.

BASI meetings are used to monitor individual pupil attendance and identify pupils who need support and identify staff and targeted actions for those cases.

BASI meeting attendance data is shared weekly with class teachers to facilitate discussions with pupils.

Individual pupil attendance is monitored to check on:

Improvement in attendance.

Patterns of non-attendance.

Number of absences.

Vulnerable pupils.

Pupils with low attendance.

Termly Monitoring

Attendance Meetings are held each half term with Senior leaders, Attendance leads, Astrea Attendance Lead and [insert as relevant -Local Authority attendance school support] to monitor data and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of attendance codes, days of poor attendance and from this data analysis devise specific interventions to address areas of poor attendance for individual cases / cohorts of pupils.

The impact of school wide attendance strategies are monitored termly, this analysis is then used to inform future strategies linked to the attendance action plan and Academy

Improvement Plan

Attendance data, patterns and trends are reported to Local Governance Committees and Transition Management boards half termly.

13. Reporting to Parents / Carers

To support parents / carers in meeting their legal requirements and to maximise individual pupil attendance, [name of academy] seeks to keep parents informed of their child's attendance and to actively involve parents with any attendance issues.

Methods include:

Weekly texts to celebrate good and improving attendance

Active involvement by teaching staff

Discussion at Parents' Meetings/Evenings.

Weekly newsletters

Attendance is reported on annual reports

Absence letters asking for reasons for unexplained/unaccounted absences

Parent letters where attendance is of concern

Home visits

Parent meetings

All parents / carers are encouraged to download the My Child at School App. This enables parents to track their child's attendance daily. The platform also has functionality for parents to report a child's absence and the reason for absence.

14. Unauthorised Attendance Procedures and Intervention

The academy uses a range of positive strategies and interventions to ensure the highest levels of attendance. However, when normal academy procedures do not result in good attendance, a range of further measures, including legal action, must be considered.

Where attendance concerns have been identified or pupils are at risk of becoming Persistent Absentees the attendance team will contact any parent whose child's attendance is of concern, particularly where reasons for absence are not clear or are unauthorised.

Parents / carers will be invited into the academy to meet the attendance team to discuss any problems with getting pupils to school -whether any help or support is needed to improve attendance and whether any multi agency support is needed.

Pupils with medical or additional needs may need to be discussed further to make sure that the correct support is in place.

A signed attendance plan may be written with the attendance lead and parent and will be given a period of time for attendance to improve and, if successful, no further involvement is needed.

If attendance does not improve during this period of time, despite help being offered the academy will escalate to the Local Authority who can decide to take further action against any parent/carer, including legal action which may result in fines or a summons to Magistrates' Court.

(See appendix 6 for escalation procedures)

15. Legal Sanctions

The local authority (Peterborough City Council) can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age.

If issued with a penalty notice, parents / carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether to issue a penalty notice rests with the Head teacher, following the local authority's code of conduct for issuing penalty notices **Appendix 5**. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as Leave of Absence, for example holidays) taken in term time without permission

Where an excluded pupil is found in a public place during academy hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent / carer or withdraw the notice (this is in consultation with the Academy)

16. Roles and Responsibilities

The Trust

The Trust is responsible for monitoring attendance figures for the whole academy on at least a half termly basis. It also holds the Headteacher to account for the implementation of this policy.

Attendance data is presented at every Local Governance Committee (LGC) meeting.

Trust Central Staff – work alongside academy attendance leaders every half term to prioritise attendance improvement strategies and whole school cultures.

Trust Central staff ensures the academy receives regular training on attendance is available for academy staff.

The Local Governing Body

Identify a member to take responsibility for attendance

Receive reports from the Headteacher and review the working of the policy

Regularly review attendance data and help leaders focus support on the pupils who need it.

Ensure that the policy is promoted and implemented throughout the academy and is known by the parents.

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring school-level absence data, reporting it to the Trust and the LGC.

The Headteacher will oversee, direct and co-ordinate the academy's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied.

The Headteacher will develop and maintain a whole school culture that promotes the benefit of good attendance and maintains this ambition for all pupils.

The Headteacher supports staff in monitoring the attendance of individual pupils, cohorts and vulnerable groups.

The Headteacher will set attendance targets as part of the **Academy Development Plan** and target-setting process and monitor and evaluate progress towards these targets.

The Headteacher will ensure that there is a dedicated senior leader in the academy with responsibility for championing and improving attendance.

The Headteacher will ensure that strategies are in place to promote attendance and implement the policy throughout the academy

The Headteacher will determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested, or absences which have taken place for which no request was made

The Headteacher will notify parents / carers as appropriate if a pupil fails to attend regularly

The Headteacher will liaise (in collaboration with relevant staff) with the appropriate multi-agencies (including the Local Authority's agencies) where necessary in order to improve attendance or where support is not working follow the Local Authorities legal intervention procedures.

The Strategic Attendance Lead/Headteacher will also:

Work with all attendance staff to ensure this policy is implemented consistently

Develop and maintain a whole school culture that promotes the benefit of good attendance

Ensure good attendance is promoted and rewarded

Form positive relationships with pupils and parents

Ensure admission and attendance registers are accurately completed

Proactively use data to identify cohorts with, or at risk of low attendance and develop strategies to support them.

Monitor and evaluate progress towards attendance targets as part of the Academy Development Plan and target-setting process

Ensure that weekly attendance is tracked at BASI meetings and appropriate action is taken as a result

Ensure additional support and adjustments are made where required for pupils with additional needs.

Make regular checks on absence notes and the reasons for absence

Arrange appropriate training for staff

Advise the Headteacher on any strategies that could be initiated or improved

Ensure that unaccounted-for absences are followed up appropriately

Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance.

Hold formal meetings with parents / carers where attendance is not improving.

Will liaise (in collaboration with relevant staff) with the appropriate bodies (including the Local Authority's agencies) where necessary in order to improve attendance

Monitor attendance data at academy and individual pupil level on a daily basis

Form positive relationships with pupils and parents.

Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding lead

Ensure good attendance is promoted and acknowledged.

Input / check daily attendance figures and follow robustly the daily procedures for following up attendance.

Ensure admission and attendance registers are accurately completed

Ensure that unaccounted-for absences are followed up appropriately.

Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance.

Arrange calls and meetings with parents to discuss attendance concerns

Inform parents/ carers of pupils if attendance is a concern

Hold informal / formal meetings with parents/ carers where attendance is not improving.

Monitor the attendance tracker on a weekly basis and input any actions taken

Contact parents over pupil absence patterns where appropriate

Liaise with the Attendance Lead over training needs

Produce attendance data / statistics for the Attendance Lead and Headteacher

Signpost and support access to multi agency services where attendance is a concern

Work with Local Authority Education Attendance Officers to tackle persistent absence

Work with pupils / parents on attendance plans, strategies and interventions to improve attendance.

Act as lead practitioner in order to support families where school is best placed lead service

Take an active part in multi-agency efforts with the Local Authority and other agencies as required.

Contribute to the evaluation of academy strategies and interventions

Office / Admin Staff

Take calls from parents / carers about absence and record it on Bromcom in a timely manner.

Retrieve messages from the phone line (MCAS?) and record on Bromcom in a timely manner.

Inform attendance leads for reasons of pupil absence.

Follow first day absence procedures as outlined in the policy

Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding lead

Form positive relationships with pupils and parents/ carers

Class Teachers will:

Record attendance daily in Bromcom, using the correct codes, and submit this information in a timely manner.

Reward and promote attendance and maintain a positive culture towards attendance

Form positive relationships with pupils and parents/ carers

Hold regular conversations with pupils to promote attendance and identify any barriers to attendance

Raise any concerns regarding absence and or punctuality with the attendance lead

Have initial conversations with parents/pupils regarding attendance concerns

Direct parents / carers to the school office / attendance lead to report absences
Work with attendance / pastoral staff on interventions / adaptations for individual pupils to improve attendance.
Liaise with attendance staff regarding information that may affect a pupils attendance and where the authenticity of an illness/ absence is in doubt.
Parents / carers are required to:

Ensure their child attends every day the academy is open unless they are too ill to do so or have an authorised absence
To not arrange leave of absence during term time
To immediately inform the academy if their child is unable to attend (by 9.00am, where possible), including the reason for absence
Continue to liaise with the academy on each day of absence unless agreed otherwise by the academy
Wherever possible make medical appointments outside of school hours
Ask the academy for support if their child is experiencing difficulties
Attend and meet with academy staff with regards to attendance
Inform the academy of any change in circumstance that may impact on their child's attendance.
Ensure that all contact numbers held by the academy are up to date.
Form a positive relationship with academy staff, recognising the importance of good attendance.

17. Statutory and Regulatory Framework

This policy meets the requirements of the school attendance guidance 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:

[Keeping Children Safe in Education 2023](#)

[The Education \(Independent School Standards\) \(England\) Regulations 2014](#)

[Working Together to Safeguard Children 2018](#)

[School attendance Guidance: Working together to Improve School Attendance](#)

[School attendance parental responsibility measures Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police January 2015 \(update May 2020\)](#)

[Children Missing Education 2016](#)

[The Education Act 1996](#)

[The Education Act 2002](#)

[The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy complies with our funding agreement and articles of association.

18. Associated Policies

This policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

This Policy should be read alongside the Academy's:

Safeguarding Policy

Behaviour Policy

Anti-Bullying Policy

Children in Care Policy
Policy Monitoring arrangements

This policy has been authorised by the LGB of Manor Drive Primary Academy, is published on the school's website and is available in hard copy to parents on request. This policy can be made available in large print or other accessible format if required. This policy takes into account the local context and Local Authority procedures and code of conduct for attendance escalation such as the the issue of fixed penalties.

This policy will be reviewed annually by the Trust and adapted by the Headteacher.

Authorised by	
Date	[00 month year]

Effective date of the policy	[January 2024]
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19. Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

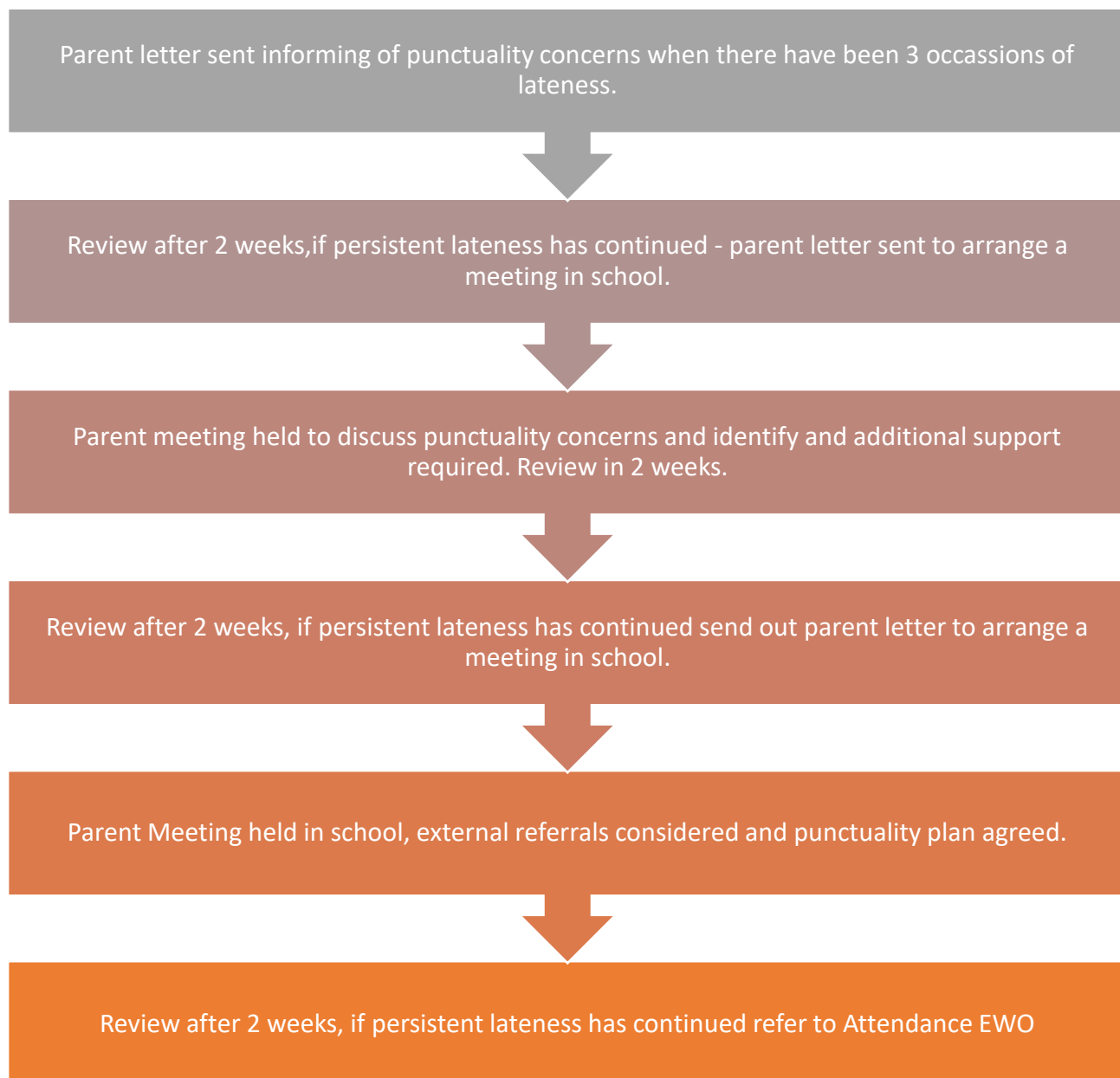
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded / Suspended	Pupil has been suspended/ excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness (not medical or dental appointment)
M	Medical/dental appointment	Pupil is at a medical or dental appointment
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 public examinations

T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	No reason for absence established or the school is not satisfied that the reason is an authorised absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
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 as a result of a local/national emergency, 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

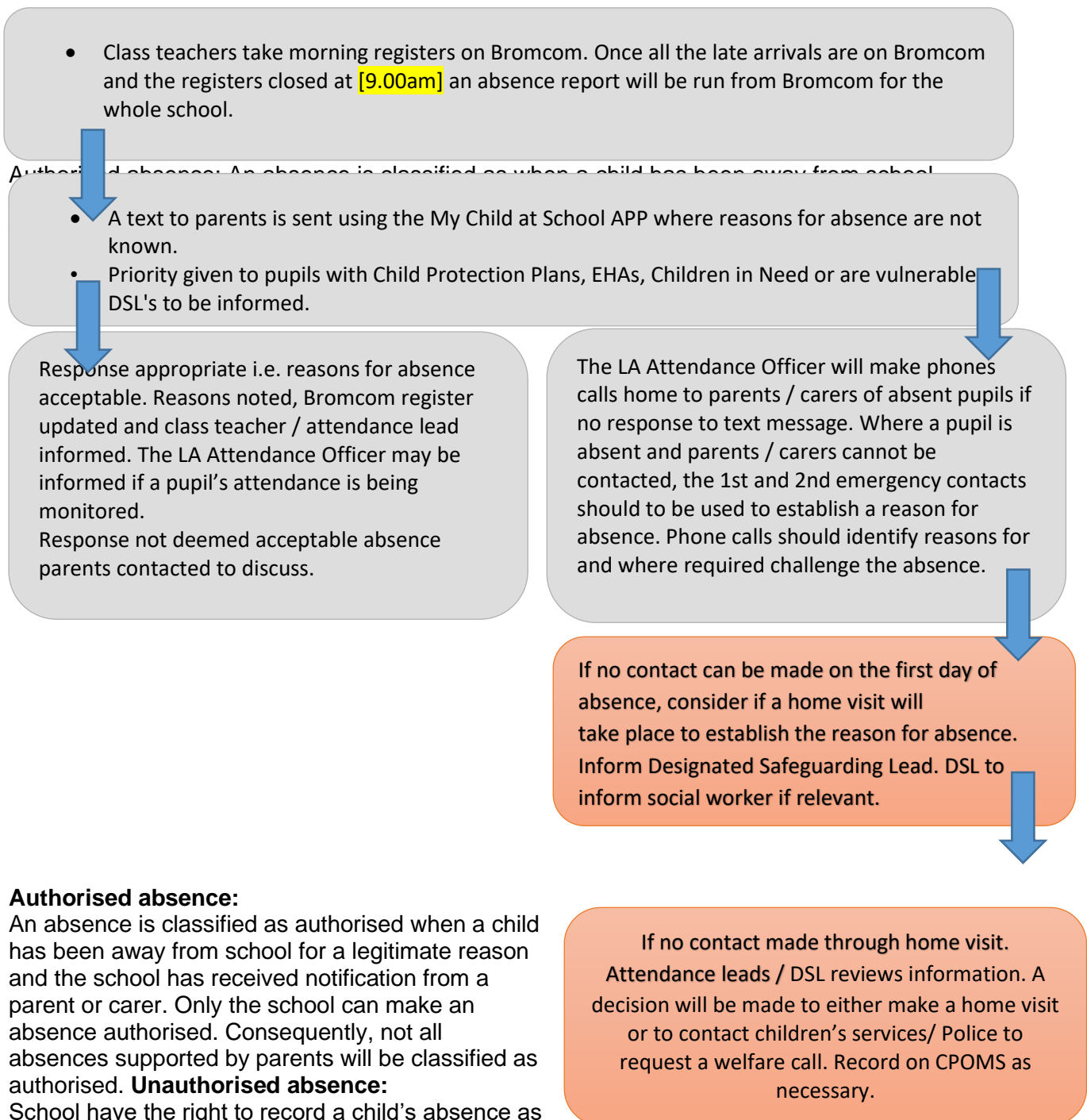
20. Appendix 2 – Punctuality Flowchart



Did not attend the meeting / Refused Support or to engage / Failed to improve punctuality. If still no improvement after this process refer to LA. The LA would require a breakdown of 'U' codes, how much learning lost and how this is impacting on the child academically and socially. What is the number of 'O' and 'U' codes? Has a referral to Social Care been considered?

21. Appendix 3 – First Day Calling Procedures

First Day Response: Persons Responsible: **[Insert Name]**

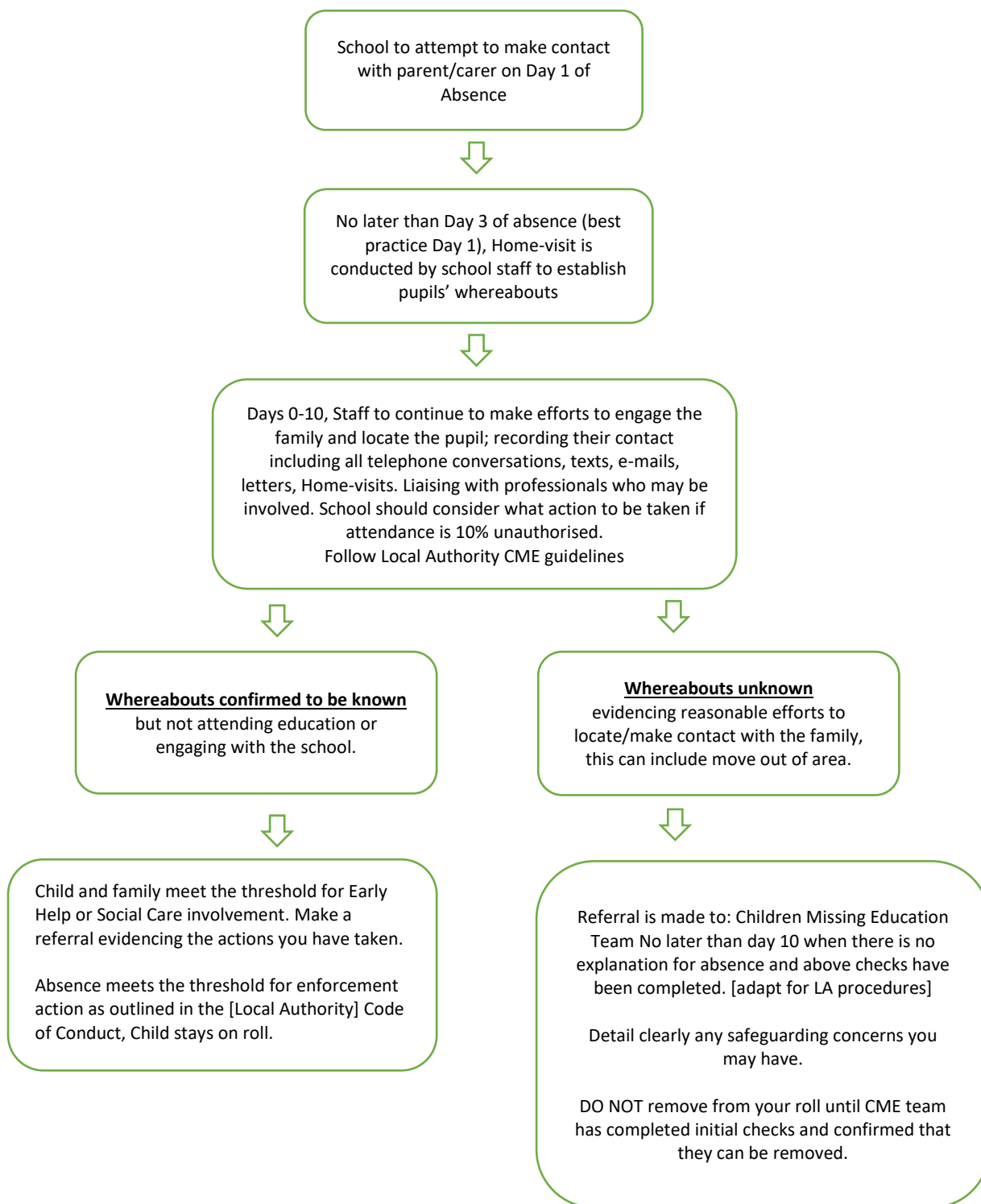


Authorised absence:

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. Only the school can make an absence authorised. Consequently, not all absences supported by parents will be classified as authorised. **Unauthorised absence:**

School have the right to record a child's absence as unauthorised if there has been no contact from the parent or carer or if the reason provided for the absence is not accepted by school. Parents are to be made aware that merely providing an explanation for their child's absence does not automatically constitute an 'authorisation' for this absence. This is the school's decision.

22. Appendix 4 – Children Missing in Education Flowchart



23. Appendix 5 – Attendance Monitoring and Intervention stages

Number of days absence (in full academic year)	Attendance at year end:	Responsible	Actions:
0 days absence	100% –	SLT Class teachers Pastoral Staff	Warm welcome Praise for good attendance Rewards – stickers, acknowledgement Positive text messages Attendance celebrations
0.5 -3 days absence (Up to 6 sessions absent)	98.4%		Request reasons for absences from parents and updated on Bromcom
Up to 7 days absence (14 sessions absent)	98-96%	DSL/Headteacher	4 days absence – Parents informed of pupil attendance (Initial Letter – cause for concern) Attendance is monitored. Attendance monitoring Praise for good attendance Attendance rewards
8 days absence (16 sessions absent)	>95.0%	Headteacher/DSL/ LA Representative	18/20 sessions: 9/10 days absence: Letter A1 issued After 4 week review (or shorter as appropriate) attendance remains a concern, parents invited to a formal attendance panel in school. Local Authority representative may be in attendance. Support and external agency support identified, Early Help support offered. Date for review of attendance contract to be agreed. (No further day's absence for rest of year = 95.2%/ 94.7%) If attendance becomes a concern prior to the 4 week review, continue to the next stage immediately
13 days absence (26 sessions absent)	93.1%		
14 days absence (28 sessions absent)	92.6%		14 days absence Attendance remains a concern at the 4 week review
20 days absence (40 sessions absent)	89.4%		Parents notified that the academy will be referring to the Attendance services in the local authority and at risk of legal intervention procedures.
21+ days absence	Under 89%		Consult with Local Authority - legal intervention procedures

24. Appendix 6` - Attendance Monitoring and Intervention

4 days absence

- Parents are informed that pupil attendance has dropped and further deterioration will lead to letter 1

Attendance not improved - 7 days absence

- See below

Parent Meeting

- Parents invited into the academy Letter 1 to alert them about a deteriorating attendance pattern and advise that no further absences to be authorised without supporting evidence
- Additional support for attendance discussed and attendance action plan agreed for a specified time period (for a maximum of 4 weeks)
- Individual attendance target set, praise and rewards for improving attendance.

Attendance Improves

- Attendance has improved, pupils receive praise and rewards for improving attendance, parents notified of improving attendance, however child's attendance will still be monitored.

Attendance not improved - 10 days absence

- Letter 2 Meeting. After 4 week review attendance remains a concern, parents invited to a formal attendance panel in school with [insert relevant staff] Local Authority representative may be in attendance
- Support and external agency support identified, Early Help support offered. Date for review of attendance contract to be agreed.

Attendance Improves

- Attendance has improved, pupils receive praise and rewards for improving attendance, parents notified of improving attendance, however child's attendance will still be monitored

Attendance has Not Improved

- Attendance remains a concern at the 4 week review
- Parents notified that the academy will be referring to the Local Authority. Legal process is followed and Penalty Notice procedure will commence.

25. Appendix 7 – LA Attendance Forms and Letters

Child's Name:		D o B:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		Surname:	
First Name:		First Name:	
Date of Birth: (for legal purposes in the event of prosecution)			
Date of Birth:		Date of Birth:	
Address and Postcode:			
First written language if not English:			
Telephone contact No's:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different):			
Additional Parent/Carer (Please complete if parents live separately)			
Surname:		First Name:	
			D o B:
Address and Postcode:			
Telephone contact Nos:			

Start date of absence:	
Last date of absence:	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE ATTACHED: Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters:	

I/We understand that a penalty notice may be issued if this request is refused, and my/our child(ren) is/are absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days. (All parents/carers to sign where appropriate)**

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Date Received by School:	
Total number of days requested:	
Leave of absence AGREED / DECLINED for the following reason/s:	
Date of decision letter sent to each parent/carers:	
Headteacher:	
Signed:	
	Date:

Leave of Absence Response - Request Refused
School Logo

TO BE POSTED TO EACH PARENT INDIVIDUALLY

Dear (parent's/carer's full name)

Address

Date

Re: Leave of absence not authorised

Child's Name:

Date of Birth:

I note your request to take <Child(ren)'s Name> out of school during term time between the dates.....to

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Head teachers may not grant any leave of absence during term time unless:

- An application has been made in advance to the Head Teacher by a parents/carers with whom the pupil(s) normally live(s) with; and
- The proprietor (Head Teacher) or person authorised by the Head Teacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

After carefully considering your application I have decided **not to authorise** your request for leave of absence as I am not satisfied that the exceptional circumstances criteria has been met.

The reason(s) for this is:

<Child's Name> is expected to attend school during these dates and any absence will be considered **unauthorised** absence unless medical evidence is provided.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information – available on the relevant websites and in hard copy upon request.

Please note your child(ren) may be at risk of losing their school place if this leave is taken.

I ask that you work with the school to ensure that your child attends school every day.

Yours sincerely

Headteacher

(*NB – Schools can issue 20 day letter on 1st day of absence if desired, but cannot issue in advance)

Leave of Absence Response - Request Agreed
School Logo
TO BE POSTED TO EACH PARENT INDIVIDUALLY

Dear (parent/carer's full name)
Address

Date

Re: Leave of absence authorised/part authorised (please delete as appropriate)

Child's Name: **Date of Birth:**

I note your request to take your child (insert name of child), (dob:.....) out of school during term time between the dates.....to

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Head teachers may not grant any leave of absence during term time unless:

- An application has been made in advance to the Head Teacher by a parent with whom the pupil normally lives with; and
- The proprietor (Head Teacher) or person authorised by the Head Teacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

**DELETE PARAGRAPH AS APPROPRIATE
EITHER:**

After carefully considering your application, I have decided to **authorise** your request in full as I am satisfied that the exceptional circumstances criteria have been met.

OR:

After carefully considering your application, I have decided to **authorise only part of** the period requested – from xxxx to xxxx. Absences outside of this period may be unauthorised and leave you liable to the possibility of receiving a penalty notice from the local authority.

The reason(s) for this is:

If you do not adhere to the agreed dates, it will be recorded as an unauthorised absence unless medical evidence is provided. I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence. I ask that you work with the school to ensure that your child attends school every day.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information – available on the relevant websites and in hard copy upon request.

Please note your child(ren) may be at risk of losing their school place if dates are not adhered to.

Yours sincerely

Headteacher

Leave of Absence – no request received

School Logo

TO BE POSTED TO EACH PARENT INDIVIDUALLY as soon as possible after the child(ren)'s return

Dear (parent/carer's name)
Address

Date:

Re: Leave of absence without request

Child's Name: Date of Birth:

I am aware that your child was absent from school from (date) to (date). I have tried to contact you with regard to these absences but have been unsuccessful.

As you will be aware, as of 1st September 2013 Head Teachers are no longer able to grant any leave of absence unless there are exceptional circumstances. It is also stated in our School policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

As you did not submit a request, the absence has **not been authorised**. However, if you feel that the absence was due to an exceptional circumstance or illness, please provide evidence to this effect no later than (Date – allow one week) and I may reconsider my decision.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information – available on the relevant websites and in hard copy upon request.

If you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely,

Headteacher

Letter to parent in response to request for evidence – no evidence received

Telephone:
Email:
Please ask for:
Our Ref:

School Logo

TO BE POSTED TO EACH PARENT INDIVIDUALLY

Parent/Carer's Full Name and Address

Date

Dear

Re: < Child's Name> Date of Birth:

Unauthorised leave of absence from XX/XX/XXXX to XX/XX/XXXX.

We are writing in response to our letter dated XX/XX/XXXX in which we requested further evidence to be provided.

As no response was received by the requested date, we would like to advise you that we will be forwarding a request to the Local Authority for the issue of a penalty notice.

Yours sincerely

Headteacher

Telephone:
Email:
Please ask for:
Our Ref:

School Logo

TO BE POSTED TO EACH PARENT INDIVIDUALLY

Parent/Carer's Full Name and Address

Date

Dear

Re: < Child's Name> Date of Birth:

Unauthorised leave of absence from XX/XX/XXXX to XX/XX/XXXX.

We are writing in response to our letter dated XX/XX/XXXX in which we requested further evidence to be provided.

Either

Thank you for submitting evidence in respect of the above absence. The Headteacher has reviewed the evidence and has reconsidered their decision on the basis of the information submitted. The school accepts that the absence was due to an exceptional circumstance and therefore will not be forwarding a request to the Local Authority for the issue of a penalty notice.

or

Thank you for submitting evidence in respect of the above absence. The Headteacher has reviewed the evidence and unfortunately it does not provide a defence to the absence and therefore the original decision to not authorise remains. As the Headteacher does not consider, even with the evidence, that the criterion of 'exceptional circumstance has been met, we will be forwarding a request to the Local Authority for the issue of a penalty notice.

Yours sincerely

Headteacher

20-day reminder letter

SCHOOL HEADED PAPER AND LOGO

(Parent's name
and
last known address)

Date

Dear (Parent Name)

Reference: Child(ren's) Name(s) and date(s) of birth

I am writing to inform you that (name) will be deleted from our Admissions register under Section 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, should they fail to return to school by the time that registration ends on <DATE> (*20 school days from the date of this letter or 20 school days from first date an unauthorised absence*). The school is permitted to take this action under regulation 8(1)(h) – a pupil has been continually absent from the school for 20 school days

Ground H

Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- at no point has the absence been authorised by the school (under regulation 6(2),
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location, but they have not succeeded.

In line with our safeguarding procedures, all details will be sent to the Children Missing Education Tracking Officer at Peterborough City Council for further investigation.

Should you return to Peterborough you will need to make a formal application to Peterborough City Council, School Admissions for another school place for <child's name>.

If you disagree with the above action or wish to discuss, please do not hesitate to contact us as a matter of urgency.

Yours sincerely

Headteacher
Copy to: LA Attendance Officer

Letter advising that your child will be statutory required to attend school next term

SCHOOL HEADED PAPER AND LOGO

Parent/Carer Name and Address

Date

Dear Parent/Carer Name(s)

Re: **Full Name of Pupil and DoB:**

We are writing to inform you that your child becomes of compulsory school age next term, or they have already reached 5 years of age. Your child's key worker is **<insert name here>**. They will make every effort to keep in contact with you about your child's progress. Please make this person your first point of contact but be aware they are unlikely to contact you during the school day. For emergencies or to explain your child's/children's absence, please contact the school using the telephone number: 01733 598001.

Our school has a minimum attendance target of 95% and we expect all children, including Reception children, to meet this target unless there are exceptional circumstances that prevent this.

Therefore, we are asking you to support the school in ensuring that your child attends regularly in accordance with the current legislation.

We take attendance very seriously and as your child will become of compulsory school age very soon we need to advise you that you are legally responsible for ensuring that your child attends the school at which they are registered and on roll at **8.45am every day**.

To ensure that you meet your statutory obligation, please ensure that you:

Maintain regular contact with school staff to discuss any concerns or further issues that may affect attendance at school.

Contact the school to explain all absences.

Provide medical evidence/appointment cards to enable the school to record absences as authorised.

Ensure that the school have a current address and two contact telephone numbers/email addresses in case of emergency.

Ensure that appropriate school uniform is provided and worn.

If there are any circumstances, exceptional or otherwise, that have been preventing or may continue to prevent regular attendance at the school then please contact us for a confidential discussion. We would much rather work with you and improve your child's attendance without the need for any legal interventions.

Yours sincerely

Headteacher

SCHOOL LETTERS TO PARENTS

Letter A1 - Expressing Concern about Poor Attendance

SCHOOL HEADED PAPER AND LOGO

Parent/Carer name and Address

Date

School reference

Dear Parent's name

Re: Full name of pupil and DOB

I am writing to advise you that **Pupil's First Name's** school attendance is causing concern as it has fallen to%. A copy of the attendance record is attached.

Regular attendance is a requirement and essential if pupils are to make the best use of their time at school. It enables them to keep up with the work and also maintain regular contact with their friends. Poor attendance creates the problem that having missed lessons they find it harder to understand subsequent work.

Pupil's First Name's attendance will continue to be monitored and you will be contacted again if it does not improve.

If there are any particular circumstances that the school may not be aware of, please contact **School Contact Name** and **Details** as soon as possible.

I would remind you that it is your legal responsibility to ensure that your child attends school regularly on time and every day.

If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely

School Signatory

Copy to: Attendance Officer

SCHOOL LETTERS TO PARENTS

Letter A2 - No Improvement in Attendance – Invitation to Meeting

SCHOOL HEADED PAPER AND LOGO

Parent/Carer Name and Address

Date

School reference

Dear Parent's Name

Re: **Full Name of Pupil and DoB**

I write to advise you that **(Name of School)** continues to be/is concerned about **(Pupil First Name's)** school attendance. A copy of the attendance record is attached.

I would now like us to meet to discuss this matter on:

Place:

Date:

Time:

Please contact me on the above number if this meeting is not convenient so an alternative appointment can be made.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at this School.

If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely

Name

Position

Copy to: Attendance Officer

SCHOOL LETTERS TO PARENTS

Invitation to School Attendance Meeting supported by Local Authority Attendance Officer

SCHOOL HEADED PAPER AND LOGO

Parent/Carer Name and Address

Date

School Reference

Dear Parent/Carer Name(s)

Re: **Full Name of Pupil and DoB:**

*Further to my previous letters of (date) and (date)** I am writing to advise you that **Pupil First Name's** school attendance has not improved significantly. A copy of the attendance certificate is attached.

I am now inviting you to a **School Attendance Meeting**

On.....at.....am/pm

To be held at

Please be advised that your child's attendance has now been referred to the Local Authority Attendance Service.

It is important that you and **Pupil First Name** attend this meeting when we will discuss any issues which are impacting on **Pupil First Name's** attendance and agree an action plan to improve the situation.

A Local Authority Attendance Officer will be present at this meeting.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at this school.

If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely

School Signatory

Copy to:

Attendance Officer