



# **Manby Lodge Infant School Attendance Policy**

Based on Surrey LA Model Policy

**Reviewed by Governors: Summer 2021  
Next review due: Summer 2022**

**Appendix 1 – School Attendance Targets  
Appendix 2 – Attendance Codes**

## **Commitment to Attendance**

The staff at Manby Lodge Infant School are committed, in partnership with the parents/carers, students, governors and the Local Authority, to building a school which serves the community and of which the community is proud.

Regular attendance is key to achieving the five outcomes of Every Child Matters: staying healthy, enjoying and achieving, keeping safe, contributing to the community, and social and economic well-being. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

## **Parent Responsibility and The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

## **Registers**

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Head Teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents/carers keeping children off school unnecessarily

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- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence.

## 2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

## 3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

## Registration & Lateness

The school day begins between 8.40am – 9.10am (Timings are currently staggered due to Coronavirus restrictions). Morning registration will take place between 8.40am and 9.10am. The registers will remain open until 9.30am for the last three classes who start school at 9am. Any student who arrives within this period will be marked present. However if the teachers register has been done, they will be marked as present, but late. Any pupil arriving after 9.30am should sign in with the attendance officer (Front Office staff) and will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. (See Appendix 2)

The afternoon registration will be taken after lunch at approx. 1pm.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

## Escalation Process

If a child is absent for any reason, it is the responsibility of the parent to notify the school. However if the child is absent and no reason has been provided the following procedure will apply:

### **First Day Absence**

The school will telephone the parent to request reason for absence. School will note any reason given for absence and will categorise it as authorised or unauthorised. A message will be left where no contact can be made.

### **Second Day Absence**

The school will telephone the parent to request reason for absence. School will note any reason given for absence and will categorise it as authorised or unauthorised. A message will be left where no contact can be made.

### **Third Day Absence**

The school will telephone the parent to request reason for absence. School will note any reason given for absence and will categorise it as authorised or unauthorised. If no response is received the school will send a letter and the School Attendance Lead will be informed.

### **Ten Days Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Inclusion Service. This is a legal requirement. The school will include details of the action that they have taken.

Where a child is absent from school the following procedure will be followed for welcoming them back. If they've been off for one day, the tutor welcomes them back and checks they are ok. If they are off for a few days, further communication from the tutor will be made and provision made for the student catching up with work. For longer term absences a more formal reintegration will take place with a plan to catch up, some sessions may be provided where the student is given support by the Learning Opportunities Centre (LOC).

### **Frequent Absence**

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is unhelpful to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

The Inclusion Service meets with school staff regularly to discuss attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s by:

1. Phone call to parent by Class Teacher or Year Group Lead and issues discussed with student within school.
2. Letter sent to parents stating concerns.
3. Meeting at school with school staff.

If this is unsuccessful the school will refer to the Inclusion Service.

### **Persistent Absence (PA)**

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A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is considerably damaging a child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

Parents will be notified by a letter if their child becomes a persistent absentee and be invited to a meeting where an action plan will be drawn up to address the issues identified.

### **Failure to ensure regular school attendance**

The Inclusion Service, acting on behalf of the Local Authority, may also issue a Penalty Notice to parent / carers who are failing to secure their Child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Inclusion Officers. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

### **Exceptional Leave of Absence**

School will only authorise leave of absence in term time in exceptional circumstances.

**The Education (Pupil Registration)(England) (Amendment) Regulations 2013, which becomes law on 1<sup>st</sup> September 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The head teacher is required to determine the number of school days a child can be away from school if leave is granted.**

Children should not be taken out of school for holidays during term time. The school holiday dates are published a year in advance and parents/guardians/ carers are expected to book their family holidays during the school holidays.

Where a parent wishes to request a leave of absence, because it is felt to be impossible to avoid the need for absence during the school term, a formal request must be made, in writing, to the Head Teacher who will consider the application.

Should absence be taken without the Head Teacher's authorisation the case will be referred to the Inclusion Service and a Penalty Notice may be issued.

### **Penalty Notices**

The Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

## **Circumstances when a Penalty Notices may be issued**

Pupils identified by police and inclusion officers engaged on Truancy Patrols and who have incurred unauthorised absences.

**The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1<sup>st</sup> September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.**

Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 7 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Inclusion Officer will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

**With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.**

### Penalty Notice relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

### Inclusion Officer

Inclusion Officers monitor the attendance of children. The Inclusion Officer (IO) will work with school staff and parents to promote good attendance and investigate reasons for absence.

If attendance problems cannot be resolved by school then the school will make a referral to the Inclusion Service. The IO will try to resolve the situation but if attempts to improve attendance have failed, but unauthorised absence persists, the IO can use sanctions such as parenting contracts, penalty notices and prosecution.

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Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could result upon conviction in a magistrate's court, to a fine not exceeding £2500 or a term of imprisonment not exceeding three months, or both.

## **Roles & Responsibilities**

### **All staff are expected to:**

- Encourage good attendance and punctuality.

### **Class Teachers are responsible for:**

- Keeping a register of attendance for each lesson and raise attendance concerns with their Head of Department.

### **Attendance Officer (Front Office Staff):**

- Will ensure morning and afternoon registers are taken and are up to date.
- Contacts parents and requests reasons for absence.
- Collates daily attendance records and, together with the attendance lead, puts in place agreed procedures to monitor and respond to poor attendance and punctuality.
- Produces termly attendance letters for parents/carers.

### **Attendance Lead (Headteacher):**

- Monitors and reviews the attendance policy on an annual basis.
- Monitors and reviews the attendance procedures and works with the attendance office and Inclusion Service to ensure reasons for absence are identified and interventions are put in place.
- Identifies and monitors attendance of PA students.

### **Headteacher:**

- Promotes the attendance policy within the school and ensures that it is implemented effectively.
- Regularly meet with the Inclusion Officer to identify and action any attendance concerns.
- Work with families to resolve attendance issues.

### **The Governing Body:**

- Agrees appropriate absence targets on an annual basis. (See appendix 1)
- Plays an active role in ensuring targets are met.

## **Appendix 1 – Attendance Targets**

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the school attendance lead will be responsible for overseeing this work.

#### **Our schools targets are:**

For the year 2020-21 the attendance target for Manby Lodge is: 97%

The target for PA children is: 90%



## Appendix 2 – Attendance Codes

All students must be given a registration mark each day. There are two sessions that require a registration mark. Registration will be taken by class teachers during am and pm registration.

The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>/</b>	Present (AM)	Present
<b>\</b>	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances