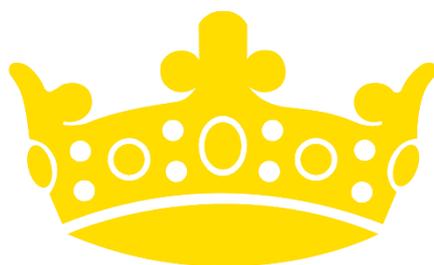


# Manorcroft Primary School



## Attendance Policy



## Attendance Policy

### Aim:

This is a statement of the aims, principles and strategies for monitoring attendance. The staff team, in partnership with parents, children, governors and the Local Authority (LA), firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted upon promptly.

### Expectations:

We expect that all pupils will:

- Attend school 100%, unless there is a genuine reason for absence
- Arrive at school punctually
- Attend school appropriately prepared for the day

We expect that all parents/carers who have day to day responsibility for pupils attending our school will:

- Ensure regular attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually, prepared for the school day and any extra-curricular activities
- Ensure that they contact the school whenever their child is unable to attend school (via email: [absence@manorcroft.surrey.sch.uk](mailto:absence@manorcroft.surrey.sch.uk), or by leaving a message on the absence line: 01784 432155)
- Keep the school informed in the case of prolonged absence
- Contact the school promptly whenever any problem occurs that may keep their child away from school
- Collect their child promptly at the normal end of the school day, or agreed time if attending an extra-curricular activity
- Discuss promptly with their child's class teacher or senior member of staff, any problems that deter their child from attending school
- Not take holiday in school time
- Make every attempt to arrange dental and medical appointments out of school hours

We expect that school staff will:

- Maintain at least twice daily attendance records (register) for all pupils
- Monitor attendance of all pupils
- Contact parents as soon as possible when a pupil fails to attend and where no message has been received to explain the absence
- Follow-up all unexplained absences
- Encourage good attendance
- Provide a welcoming and safe learning environment for all pupils
- Report on attendance at Parents' Evenings and Governor Meetings
- Make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school and LA's expectations regarding regular school attendance
- Refer irregular or unjustified patterns of non-attendance to the Surrey Inclusion Service

### Encouraging Attendance:

Manorcroft Primary School encourages regular attendance by:

- Providing a caring and welcoming learning environment
- Responding promptly to a child's or parent's concerns about the school or other pupils
- Marking registers accurately and punctually at morning and afternoon registration



- Publishing and displaying attendance statistics (*eg. Attendance Cup winner published weekly on the Awards letter and on the school website*)
- Celebrating good and improved attendance and punctuality (*eg. awarding the weekly Attendance Cup to the winning class, awarding certificates half termly and annually for 100% attendance*)
- Monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Surrey Inclusion Service if the irregular attendance continues (*eg. half termly letters home to parents/carers whose child's attendance has dropped below 92% or 90%, inviting parents/carers in for 'attendance clinics'*)
- Ensuring our Home School Link Worker (HSLW) is made aware of, and can support, pupils and families where non-attendance and/or punctuality is an issue

### **Responding to Non-Attendance:**

When a pupil does not attend school, we will respond in the following way:

- On the first day of absence, if a telephone call, note, email or message has not been received from the parent/carer by 9.30am the school office will endeavour to contact the family using all the available contact details held in school. If contact cannot be made, the Headteacher will take the appropriate action, including contacting the police if this is deemed necessary.
- The school will continue to try to contact the parent/carer and invite them into school to discuss their concerns. The school will inform parents/carers that if the absence persists then a referral may be made to the Surrey Inclusion Service.
- Persistent failure to comply with the expectations set out by the Surrey Inclusion Service may result in further action, an application for an Education Supervision Order, or court prosecution.

### **Persistent Absenteeism:**

A pupil becomes a 'persistent absentee' when they miss 10% or more across the school year, for whatever reason. Absence at this level has a considerable impact on a child's learning and is the equivalent to missing half a day a week. In situations where absence at this level persists, a referral will be made by the Headteacher to the Surrey Inclusion Service. Failure to comply with the expectations set out by the Surrey Inclusion Service may result in further action.

### **Requests for Leave of Absence during Term Time:**

No parent/carer can demand leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively. Permission for absence during term time is at the school's discretion and will only be granted in exceptional circumstances. If a family needs to request absence in term-time then a 'Leave of Absence Request' form should be obtained from the Admin Team or school website, completed and submitted to the Headteacher. The Headteacher, who may consult with the Chair of Governors and other local schools (in cases where leave has also been requested for siblings), will then decide whether to authorise the absence requested. Each request will be considered separately, and a decision made based on the reasons for each request.

If any parent requests extended leave of absence of more than 4 weeks (20 consecutive school days) for exceptional circumstances, then in consultation with the LA, the school will take the pupil's name off roll and the parent will have to re-apply for a place at the school upon their return.

### **Family Holidays:**

The school holiday dates, and end of Key Stage Assessment dates are published well in advance and are available from the Admin Team or the school website. There are 190 school days each year and 175 days of holidays/weekends, therefore all family holidays need to be booked within the school holiday dates. **Family**



**holidays are not deemed exceptional circumstances.** In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

### **Medical/Dental Appointments during Term Time:**

We expect all medical or dental appointments to be made out of school time where possible. Where an appointment during school time is unavoidable and means the pupil will be absent for a school session (whole morning or afternoon), a 'Leave of Absence Request' form must be completed. Evidence of the appointment may be requested.

### **Punctuality:**

Poor punctuality is not acceptable. Arriving late causes disruption to the education of the late child and the rest of the class. School registers are closed 30 minutes after the school start time and pupils arriving after this time will be recorded 'as late after close of register' which counts as an unauthorised absence for that session. The pupil's name will be recorded in line with school procedures in case of emergency procedures/fire drills, etc.

### **Changing Schools:**

It is important that if families decide to send the child/children in their care to a different school that they inform school staff as soon as possible. A pupil will not be removed from Manorcroft Primary School roll until the following information has been received and investigated:

- The date the pupil will be leaving this school and starting the next
- The address of the new school
- The new home address, if it is known

The pupil's school records will then be sent onto the new school as soon as possible. If the school has not been informed of the above information, then your child is considered to be a 'Child Missing Education' (CME). This will be reported to the Surrey Inclusion Service, as the LA has a legal duty to carry out investigations, including liaising with Children's Services, the police and other agencies as appropriate.

### **Penalty Notices:**

The Surrey 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, which will require 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 Notice may be issued:

- Where a child is taken out of school for 5 days or more (they do not need to be consecutive) and the 'leave of absence' is without the authority of the Headteacher, **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 made aware 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.
- Where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered if the attendance is below 90% and there are 7 or more unauthorised sessions in the previous six school weeks, which may include a pupil arriving late after close of registration.
- Pupils identified by police and Surrey Inclusion Officers engaged on Truancy Patrols and who have incurred unauthorised absences.



Penalty Notices 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 between 21 days and 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.

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

**Policy Agreed:** November 2021  
**Review Date:** Autumn Term 2023

*We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.*