



## ATTENDANCE POLICY

### Overview

At Manor Learning Trust we aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and students should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that parents/guardians make sure that students attend regularly and this Policy sets out how together the school and parents/guardians will work in partnership to achieve this.

### Why regular attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring a student's regular attendance at school is the parental responsibility and permitting absence from school without a good reason creates an offence in law which may result in prosecution.

### Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

### To help us all to focus on this we will:

- Give parents/guardians attendance figures in our community magazine: In Your Manor and on our website
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through certificates and prizes in Achievement Assemblies.
- Give parents/guardians up to date information about procedures and targets via the school e-mail system or web-site.

## **Understanding types of absence**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies, religious observances or other unavoidable causes. **Parents/guardians are requested to bring in medical appointment details and give to the school office.**

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. These include:

- Parents/guardians keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Students who arrive at school too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

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 a student is reluctant to attend, it is never better 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 make things worse.

## **Persistent absenteeism (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we the full support of parents and guardians to tackle this.

The school monitors 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 parents/guardians will be informed of this immediately.

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

The school will contact home if any student has reached below the 90% attendance rate so that intervention strategies can be put in place before the student moves into the PA range.

## **Absence Procedures**

### **If a child is absent the parent/guardian must:**

- Contact us as soon as possible on the first day of absence on 01933 622400

### **If your child is absent we will:**

- Telephone home on the first day of absence if notification has not been received
- Invite parents/guardians in to discuss the situation with the Pastoral Support Officer (PSO), Class Teacher and/or Vice Principal if absences persist and sign an attendance contract if appropriate. See appendix 1\* which details the absence procedure.
- Refer the matter to the Education Entitlement Service if attendance moves below 90%, following the signing of an "Attendance Contract"

## **Telephone numbers**

It is essential that the school has up to date contact information for parents and guardians. There will be regular checks on information throughout the year.

## **The Education Entitlement Officer**

Parents are expected to contact school at an early stage and to work with staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Entitlement Officer from the Local Authority. He/she will also try to resolve the situation by agreement, but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these officers can use sanctions such as penalty notices or prosecutions in the Magistrates Court.

## **Lateness**

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arrival also disrupt lessons, can be embarrassing for the child and can encourage absence.

### **How we manage lateness:**

The school day starts at **8.45am** and we expect students to be in class at that time. Gates open at 8.30am for students to wait in the playground or attend breakfast club.

Registers are marked by 8.45am and students will receive a late mark if they are not in by that time.

At 8.50am the registers will be closed. In accordance with the Regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may result in a referral being made to the EES. They may impose sanctions such as a penalty notice.

All students will be required to make up their missed learning time during their own time at school.

If a student has a persistent late record parents/guardians will be asked to meet with the PSO and/or Vice Principal to resolve the problem, but parents/guardians can approach the school at any time if they are having problems getting their child to school on time. Please see appendix 1\* for the attendance procedure.

### **Holidays in term time**

**Taking holidays in term time will affect a student's learning as much as any other absence and we expect parents to help us by not taking children away in school time.**

**There is no entitlement in law to time off in school time to go on holiday. Amendments to the 2006 Education Act make clear that from September 2013 the Principal may not grant any leave of absence other than in exceptional circumstances. The Principal will determine the amount of school days a child can be away from school if the leave is granted. In making a decision the school will consider the circumstances of each application individually.**

Leave will not be granted under the following circumstances:

- When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods and end of Key Stage Two assessments.
- When a student's attendance record already includes any level of unauthorised absence.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and the EES will be informed. This may result in sanctions such as a Penalty Notice.

## **School targets projects and special initiatives**

The school has targets to improve attendance and the student has an important part to play in meeting these targets.

The minimum level of attendance for this school is 96% attendance and the school will keep parents/guardians updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful education and we believe our students can be amongst the best in the county.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Children will receive 100% attendance awards at the end of each term. If they are absent for any reason, including medical appointments and illness, they will not achieve this award. This also includes any children late (after 8.45am) or early pick up from school after they have received the afternoon attendance mark.

## **People responsible for attendance matters in this school**

### **Class Teacher**

**Mrs K. Jones – Pastoral Support Officer**

**Mrs. S Folkard – Vice Principal**

### **Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents/guardians have a duty to make sure that their children attend. All school staff are committed to working with parents/guardians and students as the best way to ensure as high a level of attendance as possible.

Key Manager	<b>Vice Principal – Mrs. S Folkard</b>
Key Governor Committee Ratified	<b>Local Governing Body Dec 2014 (amended from Manor School Attendance Policy)</b>
Review Dates	<b>Dec 2017</b>
Location of Policy	<b>P:\STAFF\Policy Documents <a href="http://www.stpetersschoolraunds.co.uk">www.stpetersschoolraunds.co.uk</a></b>
Access to Policy	<b>Open</b>
Policy Context	<b>This Policy applies to all staff and students of the School and to those others offered access to such School resources.</b>

*\*Please note Appendix 1 will be add shortly*