



MANCHESTER
CITY COUNCIL

Rack House Primary School

School Attendance Policy

Children's Services



Revised July 2015

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1. Introduction

Throughout this policy the term Parent refers to any person who has parental responsibility for the child.

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

1.2. Rack House Primary believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and to enable them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

1.3. Rack House values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

1.4. Rack House recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on [safeguarding](#), [bullying](#), [behaviour and inclusive learning](#). This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Legal Framework

2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

2.2. From September 2013, Head teachers are not expected to approve any term time holidays. In line with this new legislation, Rack House Primary School will not authorise holidays during term time. The school will request that the Local Authority issue a Penalty Notice to parents for taking their child on holiday during term time without consent from the school.

2.3. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. Under the present law, the school leaving age is 17. From **September 2015** the education leaving age will **rise** to 18.

2.4. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary use legal enforcement.

2.5. The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.6 The register must record whether the pupil was:

- present
- absent
- present at approved educational activity
- unable to attend due to exceptional circumstances

3. Categorising absence

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

3.2. Absence can ***only be authorised by the school and cannot be authorised by parents.*** All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

3.3. Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. ***This is the parents' legal responsibility.*** This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

3.4. Absence will be categorised as follows:

3.5. Illness: In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

3.6. Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school. A full day's absence may not be authorised.

3.7. Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or part time timetable agreed as part of a reintegration package.

3.8. Excluded (No alternative provision made): Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

3.9. Leave of Absence: Parents are strongly advised not to take pupils out of school during term time. Parents do not have an automatic right to remove their child from school during term time.

3.9.2. Parents wishing their child to take a "Leave of absence in exceptional circumstances" during term time must send a written request to the head teacher. **Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.**

3.9.3. All requests for leave of absence will be responded to in writing. Parents may be invited into school to discuss the reasons for the request. The school will confirm in writing if the Leave of Absence will be authorised within 1 week of the meeting in school.

3.9.4. Where a request has been granted the response letter should state:

- The expected date of return
- That parents must contact school should any delays occur
- That the child's place may be withdrawn if he/she does not return to school on the date agreed.

3.9.5. If a pupil fails to return on the agreed date and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

3.9.6. If the permission to take leave is not granted and the pupil still takes leave of absence, the absence will be **unauthorised**. In such cases the school will request that the Local Authority issue a Penalty Notice to each parent for each child.

3.9.7. Only in **exceptional circumstances** will leave of absence be authorised.

3.10. **Religious Observance**

Rack House Primary acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

3.10.1. In the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than two days be designated for any individual occasion of religious observance/festival and **no more than three days in total in any academic year**. Any further absence will be categorised as unauthorised.

3.10.2. Parents are requested to give advance notice to the school if they intend their child to be absent, whatever the reason.

3.11 **Traveller Absence** The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

3.12.1 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

3.12.2 It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

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

3.12.4 Rack House Primary will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at Rack House Primary will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

3.12.5 Rack House Primary can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

3.12.6 Rack House Primary will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

3.12.7 Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

3.12.8. Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

3.13 Late Arrival.

Registration begins at **9.00am**. Pupils arriving after this time will be marked as late. The register will close at 9.30am. Pupils arriving after the close of register will be recorded as unauthorised and will this count as an unauthorised absence for that school session.

3.13.1 Late arrivals and 100% rewards/incentives.

Pupils will only be rewarded with 100% attendance for the whole academic year if they have no more than 7 late marks within the whole school year.

Pupils will only be rewarded with 100% attendance for each half term, if they have no more than 3 late marks within that term.

3.13.2 On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

3.13.3 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

3.13.4 The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

3.14 Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

3.14.1 Examples of unsatisfactory explanations include:

- a pupil's/family member's birthday
- shopping for *uniforms*
- having their hair cut
- closure of a sibling's school for INSET (or other) purposes
- "couldn't get up"
- illness where the child is considered well enough to attend school
- Leave of Absence taken without the authorisation of school

4. Deletions from the Register

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from a leave of absence, after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

4.2 Rack House Primary will follow Manchester City Council's Children Missing from Education Protocol when a pupil's whereabouts is unknown.

5. Roles and Responsibilities

Rack House Primary believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such:

5.1 The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site

- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

5.2 **The Leadership Team will:**

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the DFE as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

5.3 **Attendance Lead/Attendance Support Worker/Class Teachers will:**

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

5.4 We request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child taking leave of absence during term-time. Where this is unavoidable, send a written leave of absence request to the Head Teacher in advance.

6. Using Attendance Data

6.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

6.2 Persistent absence

All pupils' absence is regularly monitored by the Local Authority.

A pupil is considered a persistent absentee when they accrue the amount of sessions absent as shown below.

Number of sessions/days absent	
½ term 1	7+ (3.5 days)
½ term 2	14+ (7 days)
½ term 3	20+ (10 days)
½ term 4	25+ (12.5 days)
½ term 5	31+ (15.5 days)
½ term 6	38+ (19 days)

6.3 Once a week the Attendance Lead and Attendance Support Worker will provide all attendance data for each class. Each half term class teachers are presented with a RAG report for their class presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

GREEN
AMBER
RED

pupils with attendance between 100% and 95.5%
pupils with attendance between 95.4% and 91%
pupils with attendance below 91%

6.4 The **Senior Leadership Team and Class Teachers** will receive a complete set of data.

6.5 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

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

6.7 Rack House Primary will share attendance data with the DFE and the local authority as required.

6.8 All information shared will be done so in accordance with the Data Protection Act 1998.

7. Support Systems

7.1 School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example; bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

7.2 Rack House Primary also recognises that some pupils are more likely to require additional support to attain good attendance.

7.3 The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance Panels Meetings
- Parenting contracts/Action Plans
- Referrals to support agencies
- School Council
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Parental engagement
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion unit
- Reintegration support packages

7.4 Any support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

7.5 Where parents fail or refuse to engage with the support offered by the school to improve attendance and further unauthorised absence occurs, Rack House Primary will consider the use of legal sanctions or the involvement of other agencies.

8. Legal interventions

8.1 Prosecution: where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

8.1.2 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

8.1.3 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

8.1.4 Alternatives to Section 444 prosecution are Parenting Order, Penalty Notices or an Education Supervision Order.

8.2 Parenting Contracts (Anti -Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent and the child. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

8.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

8.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

8.2.3 Parenting Contracts/Action Plans will be used in accordance with Manchester City Council's Parenting Contract Protocol.

8.3 Penalty Notices (Anti Social Behaviour Act 2003) Penalty Notices will be considered when:

- Leave of absence has been taken without the authorisation of the school.
- A pupil has accumulated at least five sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

8.3.1 Each such penalty incurs a fine of £120 if paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served.

Failure to pay a penalty notice may result in further statutory action being taken against you

8.3.3 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol

Appendix 1

Escalation of Attendance Interventions

GREEN = pupils with attendance of 100% to 95.5%

Parents will receive a letter home congratulating them on their child's good/excellent attendance.

Pupils will be rewarded within the school's merit/reward system.

Pupils with this level of half termly, termly and annual attendance will receive a green attendance report.

AMBER = pupils with attendance between 95.4% and 91%

Parents will be invited to an Attendance Panel Meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- a meeting with the Governors Attendance Panel

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Relevant Staff will speak to the pupil to:

- Confirm with the pupil the reason for absence and offer any support that may be required
- Update the pupil on other work they have missed and support any catch up required
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date
- Notify the Attendance Support Worker of any concerns regarding the child's attendance

In addition, where absence has occurred or attendance has not improved following the review with the pupil/parent, a further letter will be sent to parents advising of concern and possible further action.

Where improvement from red to amber has occurred, pupils and parents will be notified/rewarded.

The Attendance Lead/ASW will be responsible for all action at this level and will record all intervention and outcomes. Records are retained and available for inspection.

The Attendance Lead/ASW will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

RED = pupils with attendance below 91%

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- Long term non attendance
- Parental support/needs eg parental drug use, young carers, domestic violence
- School issues eg bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Other

Attendance Lead/ASW will:

- Ensure that the pupil has been spoken to at the stages preceding RED intervention
- RED - intervention will occur in cases where the pupil has immediately fallen from GREEN into RED
- Obtain records of previous contact and interventions as set out in AMBER and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues. This contact should also include the use of SEAL materials.
- Ensure that regular contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

Attendance Lead/ASW will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and Head Teacher on a regular basis.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Head Teacher will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body.