



**MANOR**

MULTI ACADEMY TRUST

# Attendance Policy

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## Attendance Policy

### Aims

Manor Multi Academy Trust strongly believe that attendance and punctuality are vital for a child to maximise their potential and create a feeling of belonging in their class/school community. Establishing a policy which actively promotes attendance and punctuality amongst pupils, forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education. (Article 28)

In promoting the belief that attendance and punctuality are important values we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers.

We believe that;

- Prolonged and consistent absence, in any year group, affects access to the curriculum and ultimately impacts on progress.
- Repeated and consistent lateness is an unsettling start to the school day for both the child and school.

For pupils with learning difficulties this factor is even more important, as poor retention skills are often an obstacle to pupil progress.

The intention of the school is for all pupils to achieve their maximum possible attendance.

As a school we aspire for all of our children to achieve the Department for Education, DfE, attendance figure of 96+% throughout the academic year.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary

Our academy aims to meet its obligations with regards to academy attendance by:

- Promoting excellent, 100% attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled Acting early to address patterns of absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and we will promote and support punctuality in attending lessons.
- Good attendance (96%) is essential to the learning, achievement and well-being of all learners, and particularly for those learners with SEND and/or from disadvantaged backgrounds, and for those who have had previously disrupted education.

## 2. Legislation and guidance

This policy meets the requirements of the [academy attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [academy attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [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 also refers to the DfE's guidance on the [academy census](#), which explains the persistent absence threshold.

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

### 3. Academy procedures

#### 3.1 Attendance register

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

The attendance register will be taken at the start of the first session of each academy day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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 (See appendix 1 for the DfE attendance codes.)
- Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

#### 3.2 Unplanned absence

Parents must 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 9:10am or as soon as practically possible (see also section 6).

All MAT phones should give an option to leave an attendance message

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

If the authenticity of the illness is in doubt, the academy may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents 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.

To report an upcoming medical or dental appointment parents should contact the school office

Applications for other types of absence in term time must also be made in advance. Information relating to whether the academy can authorise such absences can be found in section 4.

### 3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

Pupil punctuality across our schools is carefully monitored by designated attendance leaders. If students are persistently late to school following the closure of the register, then unauthorised absence procedures may apply.

### 3.5 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. All our schools will have a documented process (Appendix A) that outlines their first day absence protocol to ensure they have reasons for all absences and appropriate safeguarding processes are followed when families cannot be contacted for first day absence.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

**Headteachers/ Heads of school may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.**

We define 'exceptional circumstances' as those that have a material, compelling and unavoidable impact on the wellbeing of a pupil.

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

Valid reasons for **authorised absence** include:

Illness and unavoidable medical/dental appointments – as explained in sections 3.2 and 3.3 (an appointment card will be required for 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. If

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 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

NO holiday leave in term time will be granted.

Unauthorised absence will be tackled robustly by the academy in the following ways:

Our schools actively monitors the attendance of all students and considers any student with attendance under 96% to be falling short of our expectations. Monitoring of student attendance will be through class teachers, SBM, Years leaders/ phase laeders/ AHTs etc. Action taken in response will be proportionate to the absence rate seen and will seek to address any issues at the earliest possible juncture. Parents will be reminded of their responsibilities via letters, supported with home visits and undergo closer monitoring to ensure students achieve good attendance.

#### 4.2 Legal sanctions

Academies can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents 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 or not to issue a penalty notice ultimately rests with the Headteacher/ Head of School , following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as 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 or withdraw the notice.

### **5. Strategies for promoting attendance**

Good attendance is rewarded regularly through celebration assemblies with certification and raffle prizes. Students with 100% attendance will be recognised and receive a range of rewards outlined at individual school level.

### **6. Attendance monitoring**

Our schools offices monitors pupil absence on a daily basis.

Parents are expected to call the academy in the morning if their child is going to be absent due to ill health (see section 3.2).

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with the Trust Board and the Local Governing Body.

The academy will collect and store attendance data via the Management Information System (MIS) Data will be analysed, monitored and evaluated to track the attendance patterns of:

- Individual pupils
- Groups of pupils (including boys, girls, SEND, ethnic minority background, age group, those in receipt of additional funding)

These analyses will inform the academy's interventions with pupils and groups of pupils, and parents, to support improved attendance.

## **7. Roles and responsibilities**

### **7.1 The Local Governing Body (LGB)**

The governing board is responsible for monitoring attendance figures for the whole academy on at least a termly basis. It scrutinizes how effectively this policy is put in place, and reports the impact of the policy to the Board of Trustees.

### **7.2 The Headteacher/ Head of School**

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

The Headteacher/ Head of school also supports other staff in monitoring the attendance of individual pupils and issues fixed penalty notices, where necessary.

### **7.3 The Attendance Lead:**

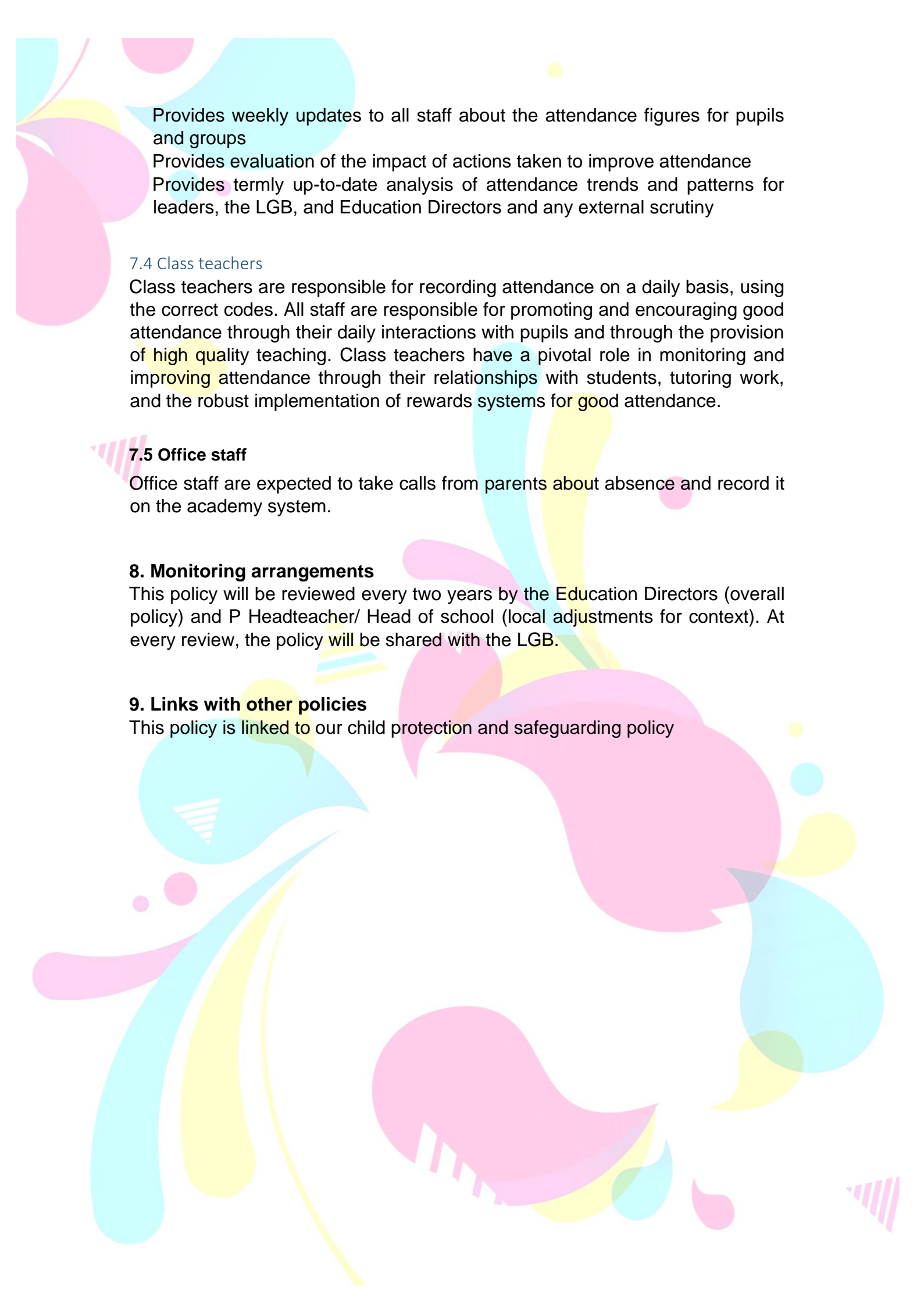
Monitors attendance data at the academy and at individual pupil, and group level

Reports concerns about attendance to the Headteacher/ Head of school (if they are not the attendance lead)

Works with education welfare officers to tackle persistent absence

Arranges calls and meetings with parents to discuss attendance issues

Advises the Headteacher/ Head of school when to issue fixed-penalty notices



Provides weekly updates to all staff about the attendance figures for pupils and groups

Provides evaluation of the impact of actions taken to improve attendance

Provides termly up-to-date analysis of attendance trends and patterns for leaders, the LGB, and Education Directors and any external scrutiny

#### 7.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes. All staff are responsible for promoting and encouraging good attendance through their daily interactions with pupils and through the provision of high quality teaching. Class teachers have a pivotal role in monitoring and improving attendance through their relationships with students, tutoring work, and the robust implementation of rewards systems for good attendance.

#### 7.5 Office staff

Office staff are expected to take calls from parents about absence and record it on the academy system.

### 8. Monitoring arrangements

This policy will be reviewed every two years by the Education Directors (overall policy) and P Headteacher/ Head of school (local adjustments for context). At every review, the policy will be shared with the LGB.

### 9. Links with other policies

This policy is linked to our child protection and safeguarding policy



## Appendix 1: attendance codes

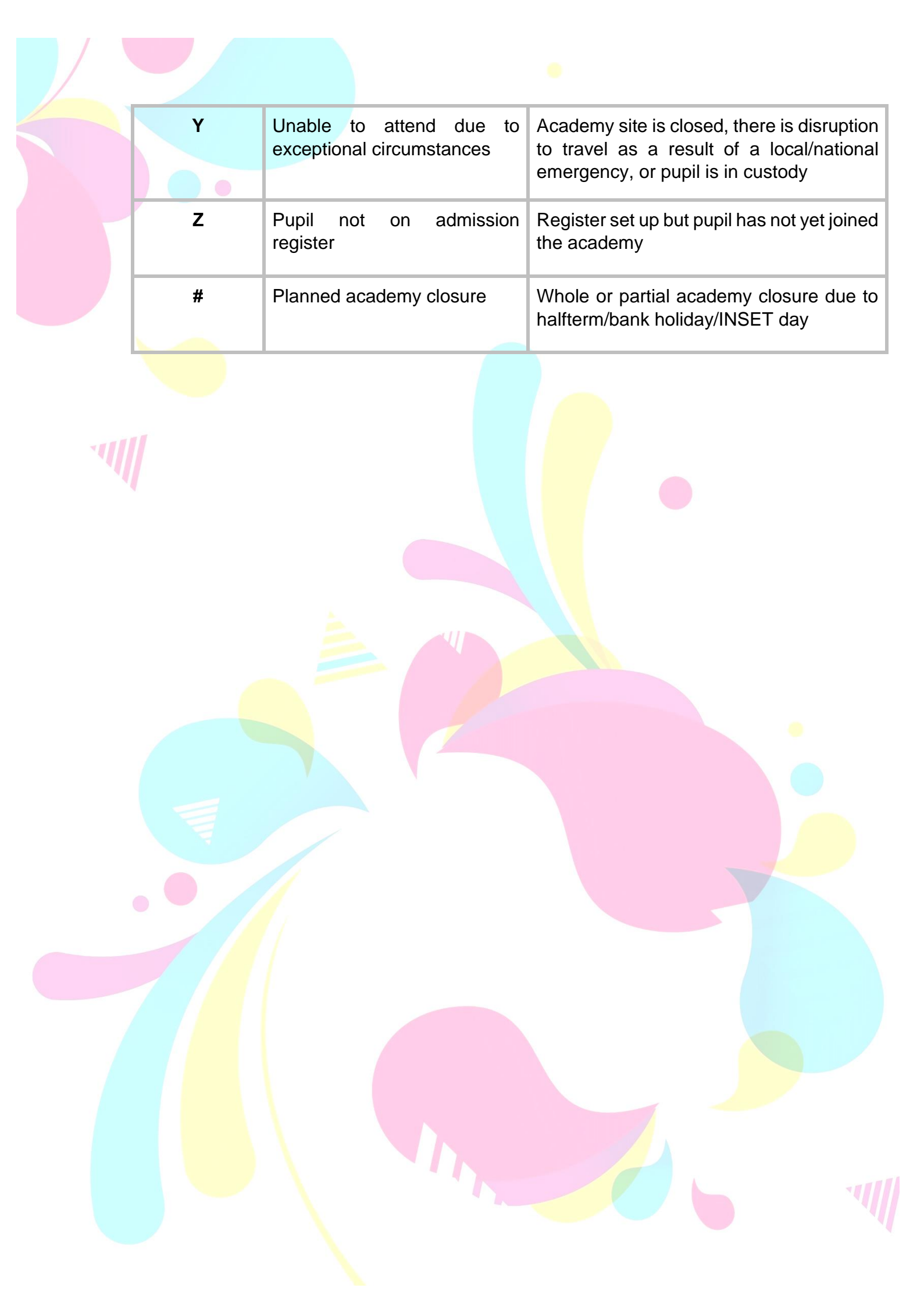
The following codes are taken from the DfE's guidance on academy attendance.

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 academy (Educational Visit/ visit to secondary school/ residential/– NOT Sick and accessing online learning)
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	Academy has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the academy
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
<b>N</b>	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)
<b>O</b>	Unauthorised absence	Academy is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at academy after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in academy	Pupil of non-compulsory academy age is not required to attend



<b>Y</b>	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the academy
<b>#</b>	Planned academy closure	Whole or partial academy closure due to halfterm/bank holiday/INSET day