

Marus Bridge Primary School



ATTENDANCE POLICY

REVIEWED & ADOPTED AT THE MEETING
OF
THE LOCAL GOVERNING BODY
HELD 20 September 2022

Signature of Chair: *K Catterall*

Headteacher: *R Aldridge*

This policy will be reviewed every three years.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their child attends school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again at the start of the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Pupil Registration) Regulations 2006 (as amended), only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence, which must be recorded as authorised using the appropriate national code.

Applications for a leave of absence must be made in advance in accordance with school procedure. Only exceptional circumstances warrant a leave of absence.

Under the Education Pupil Registration Regulations 2006 (R8 & 12), deletions from the school roll must be reported to the LA by the school, giving reasons for that pupil's removal prior to deletion.

In compliance with the 1996 Education Act the school will, after making appropriate checks, report all Children Missing from Education to the LA (Attendance Service), who have a duty of care to investigate the whereabouts of such children and negotiate their prompt return to suitable education. The school will inform the Local Authority of students who fail to attend regularly or have been absent for a continuous period of 10 days or more without the school's permission.

School statement of intent

All children of compulsory school age have the right to an effective full time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. Marus Bridge Primary School takes its responsibilities to monitor and promote the regular attendance of all its children seriously. We acknowledge that irregular attendance disrupts continuity of learning, undermines educational progress, leads to underachievement and low attainment and impedes a child's ability to develop socially within the school community.

Aims

This policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which children feel safe, secure and valued.
- Promoting opportunities to celebrate and reward children's successes and achievements.
- Raising awareness of the importance of good attendance

- To establish and sustain effective links with parents/carers to ensure that this is the case.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Parents

Parents have responsibility for ensuring that their child attends school regularly and punctually. It is their legal responsibility to ensure that their children attend school regularly. Parents should also make sure that their children arrive on time, properly dressed in their uniform. If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, LA and Social Services where such a child's attendance is irregular. Parents may be prosecuted if a child does not attend school regular and punctually. This will be done under the 1996 Education Act and aims to ensure parents carry out their duty to secure suitable education for their children.

Parents are expected to:

Keep requests for their child to be absent to a minimum.

Offer a reason for any period of absence, preferably on the first day of absence. Ensure that their child arrives at school on time; a reason should be offered for lateness. Work closely with the school and the Attendance Service to resolve any problems that might impede their child's attendance.

Take annual family holidays during school holiday periods.

Support their child and recognise their successes and achievements.

School

We are a friendly, happy school community, learning is fun and we try to make each day interesting and varied. Our mission is to ensure that every child can 'Learn, Enjoy and Achieve!' at our school.

Meet our statutory duty to record and monitor the punctuality and attendance of students both morning and afternoon sessions.

Consistently record authorised and unauthorised absences within the guidance of the 1996 education act.

Promote and reward school attendance. Develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent-condoned absence with effective monitoring and intervention.

Develop a range of effective strategies to follow up intermittent and long-term absenteeism and promote good attendance.

Encourage open communication channels between home and school.

Follow LA procedures leading to a formal referral to their service.

Remain an inclusive school meeting the needs of all children to the best of our ability.

Local Authority (LA)

The LA has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Start Well service and School Attendance Service, the LA provides support to schools and parents to fulfil their legal duty. The School Attendance Service is the enforcement agency of the LA and as well as providing guidance and support through its officers; it may take a parent to court for not fulfilling their duty under Section 444 of the Education Act 1996. The court may impose a fine or, in some cases, a custodial sentence on the parent(s). They may also put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

Education Penalty Notices can be used as an early deterrent to prevent pattern of unauthorised absence developing and will be administered on behalf of the school by the School Attendance Service. They will in most cases be issued by post to both parents for persistent absence without acceptable cause which may include, unauthorised holidays in school term time and persistent late attendance after the school register has closed. The school will send out a letter termly reminding parents of their obligations around school attendance and the criteria for Education Penalty Notices. This letter or notification serves both as information and as a warning to parents regarding the consequences of not fulfilling their legal duty under section 444 of the Education Act 1996.

School Procedures for Recording and Monitoring Attendance

Recording

The class teacher takes a morning register recording who is present and absent from school at the start of the session. This is done using Arbor electronic registration. If a child arrives after 8.55am, they must report to the school office where parent/carer informs the office their child's name, class, time and reason for lateness. This will be recorded on Arbor. Any child arriving late MUST register at the office for purposes of fire regulations. Any child arriving after **9.30am** will be marked absent for the session. This lateness will be recorded as 'U', which is an unauthorised absence for the session.

Reasons for absence

Parents must notify school by phone or parent mail on the first day of absence **before 9.30am** and every subsequent day for safeguarding purposes unless agreed in advance. If this doesn't happen the Office Staff will telephone or text all points of contacts and if necessary a home visit may be undertaken to confirm the child's safety. We will then decide whether to authorise the absence or record it as an unauthorised absence.

This decision will be made within the guidance set out in the 1996 Education Act (as amended), which identifies the following reasons as acceptable reasons for an authorised absence:

- The child is ill or is prevented from attending by unavoidable cause;
- The child is absent on days exclusively set apart for religious observance in their particular faith;
- The child is absent 'with leave'. This refers to leave being granted by the school, NOT by the parent. The reason for a period of absence is always required.

Attendance codes

Marus Bridge Primary School applies the standard set of register codes consistently as required by law. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to absences (Appendix 1)

Monitoring and Responsibilities

The Pastoral Manager along with the LA Attendance Officer will review the attendance of all Marus Bridge Primary School children on a regular basis. A letter will be sent to the parents of any child falling below 90% to advise and offer support if needed. Further letters and meetings will be offered (see Appendix 2 Attendance Procedure) in order to support and resolve any problems that may be impeding their child from attending school.

Targets

At Marus Bridge Primary School, we believe that good school attendance gives children the opportunity of success and helps develop skills for life. We believe it is vital that all children attend school every day unless there is an unavoidable cause. Our aim is that every child should end the year with attendance above 94% and the overall school target is for over 96% attendance. School follows Red/Amber/Green system for monitoring purposes.

Gold	100%
Green	96% to 99.9%
Amber	90.1% to 95.9%
Red	90% and below

Requests for leave of absence

If a parent wishes to request a period of leave for their child, the LOA form (Appendix 3) must be completed and returned to the school. The Headteacher will review the request and make a decision to grant or deny the leave. The outcome of the request will be notified to the parent and duly noted on the electronic register. Leave of absence will only be granted to students during term time in exceptional circumstances.

Strategies used to promote good attendance and punctuality

Children's attendance figures will be published at parents evening and with the annual reports.

A bronze, silver and gold pin badges is awarded for a child completing a full term without any absences. Bronze will be for one full term completed, silver for two full terms and gold for completing 100% attendance for the full year – along with a voucher. These rewards are shared at our celebration assemblies.

The class with the best weekly attendance across EY/KS1 and KS2 will be awarded with a certificate and extra playtime. The class with the most wins will get a class treat at the end of the summer term.

Children with 100% attendance are entered into a monthly prize draw to win a One4all Voucher worth £10. They will go into the prize draw for completing 100% attendance for a week and the chance to be re-entered if they complete any further weeks in the month. They

could potentially accumulate 4 entries per month. The draw will take place the last Friday of each month in our celebration assemblies.

Monitoring - Governors

It is the duty of the governors to monitor overall attendance.

The Governors will examine information provided to them, and seek to ensure that the school's attendance figures are as high as possible.

The school will keep accurate records on file for a minimum of three years. This policy will be reviewed at least once every three years.

Appendix 1

Statutory Attendance Codes

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

Appendix 2



Marus Bridge Primary School

WN3 6SP

Mr Ross Aldridge - Headteacher

01942 248129

enquiries@marusbridge.co.uk



Dear Parent

Education Penalty Notice Warning for Non-School attendance

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty

Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

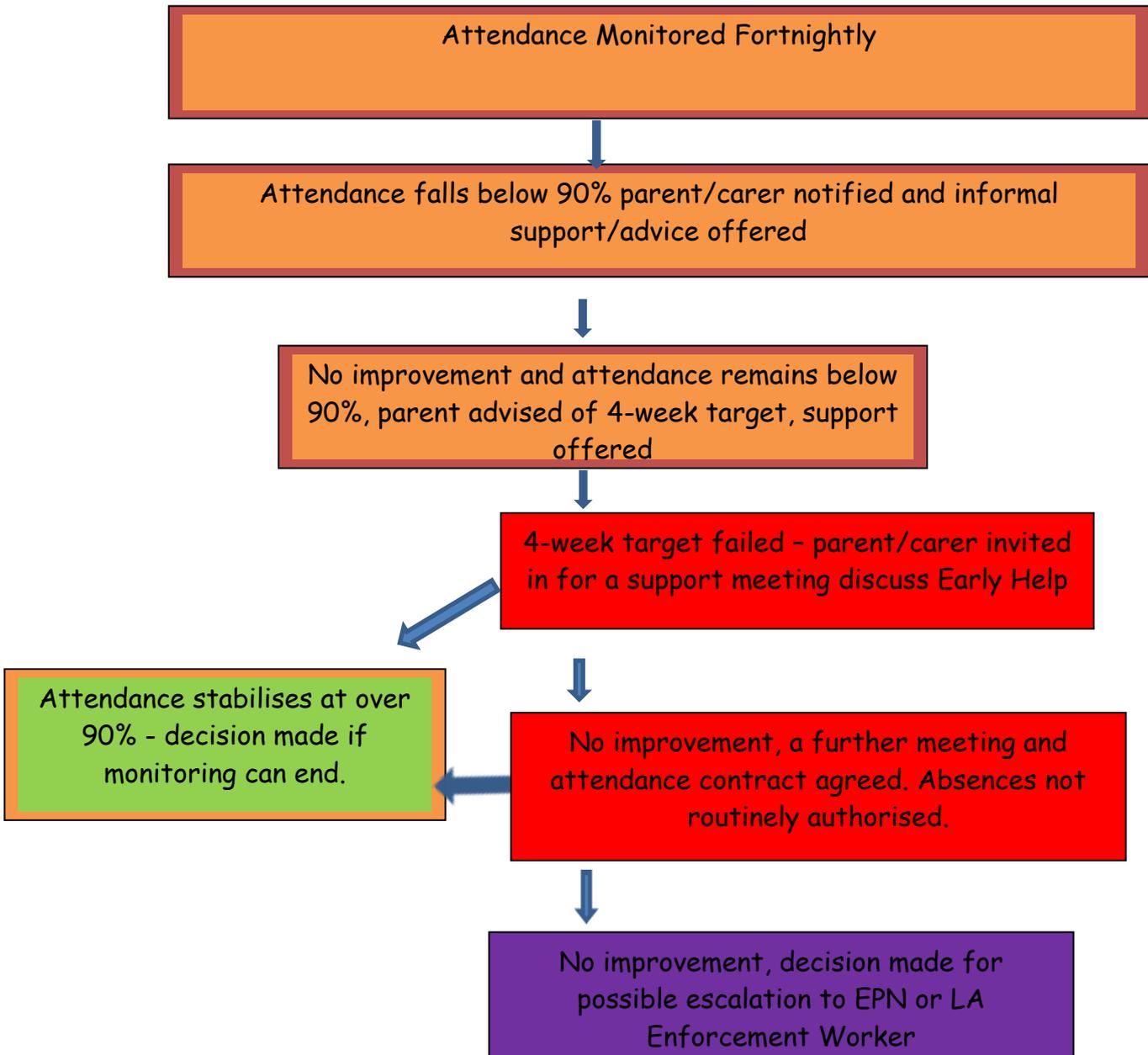
Yours sincerely,

R Aldridge
Headteacher

Appendix 3



Marus Bridge Primary School
ATTENDANCE PROCEDURES



Appendix 4



Marus Bridge Primary School
WN3 6SP
Mr Ross Aldridge - Headteacher
01942 248129
enquiries@marusbridge.co.uk



Leave of Absence Request Form

Requests for leave of absence during term time will only be granted in exceptional circumstances

A REQUEST FOR ABSENCE MUST BE MADE 6 WEEKS BEFORE BEFORE BOOKING THE EVENT

NAME OF CHILD **TEACHER**

Details of Absence

Date of first day of absence

Date of Return to school

Total Number of **school** days absent

Or/ and Time you wish to collect your child from school.....

Reason for absence:

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.

Parent/Guardian Name:

Signature: Date:

The Headteacher will consider the following points before authorising leave:-

- The student's previous attendance history
- The age of the student
- The child's stage of education
- Time of Year
- The nature/reasons for the absence

Office Use Only

- Request approved
- Request denied
- Code

Signed Date