



## Attendance Policy

Date Agreed	Approved by	Review Date
February 2016	Standards and Curriculum	Spring 2018

### Status

#### 1 Introduction

- At Manor Fields School we want the whole school community-governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.
- Manor Fields School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.
- Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.
- The school sets targets in accordance with Statutory Instrument 2005 No 58- The Education (School Attendance Targets) (England) Regulations 2005. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school.
- The Headteacher will ensure that the Governing Body has submitted annual targets to the Local Education Authority as required.

#### 2. Expectations

The responsibility for good attendance is shared between the school, parents and pupils.

##### The expectations for school are that:

- The school will provide a safe learning environment.
- The school will ensure that records of attendance are maintained on a daily basis according to Government legislation and guidance.
- The school will follow up all instances of poor attendance and punctuality.

##### The expectations for parents are that:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.

- Parents will inform the school, on the first day of absence, of the reason for their child's absence from school.
- If parents have failed to contact the school, the school will call the parents on the 1<sup>st</sup> day of absence.
- Parents will maintain regular communication with school staff where necessary.
- A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- Parents will ensure that the school is informed of any changes of contact details.

**The expectations for pupils are that:**

- All pupils are expected to attend school and all of their lessons regularly and punctually.
- Pupils must remember to hand any note giving reasons for absence to the relevant person.
- Pupils are expected to be ready to learn

### **3 Doors Open**

- Nursery opens at 8.30 am and registration is at 8.45am.  
12.30pm and registration is at 12.45pm.
- Reception doors open at 8.45 and registration is at 8.55am.
- KS1 doors open at 8.45 and registration is at 8.55am.
- KS2 doors open 8.45 and registration is at 8.55.

### **4 Registration**

- Registers close at 9.00 am for Reception – Year 6. Registers are marked consistently by staff and every child must have a mark in the register for every session.
- Any pupil arriving after closure of the register will be marked as absent for the whole session.
- Registers are marked in accordance with DFE guidance.

### **5 Lateness**

- Any pupil arriving after registration time but before 9.15am should report to the school office.
- A member of the office staff will record the late arrival to school.
- A member of the office staff will ensure that the late arrival is transferred to the register.
- In the event of an emergency, the late arrivals sheet is taken to the Assembly point.

### **6 Following up Lateness**

- Parents whose children are regularly late for school will be contacted by the Headteacher who will work with the parent(s) to bring about an improvement in punctuality.
- Initially the parent will be written to by the headteacher to follow up late arrivals to school.
- Incentives will be used as appropriate for individual students.

- If late arrivals are due to circumstances beyond the pupil's control e.g. delayed buses, road closure, then lates are marked as authorised.
- External agencies, such as Attendance and Inclusion Officer (AIO) may be informed if lateness continues.

## 7 Absences

- Notification must be provided for all absences from school.
- Notification will be accepted from parent/carer or adult family member.
- Notification will be accepted by telephone, parentmail, email or letter by 9.30 am.
- Notifications are stored with the class register and transferred to the pupil's file, and kept for the period of the academic year, unless requested otherwise.
- Absences can be authorised for a variety of reasons which may include: illness, medical appointments and family bereavement.
- Absences will be unauthorised for a variety of reasons which may include: shopping, birthdays, haircuts, moving house and holidays.
- Absences are authorised by the Headteacher.

Schools may decide not to authorise an absence, even when a reason is provided. If there is any doubt about an absence, the decision will be made by the Headteacher who will inform the parent(s).

- Pupils must attend school on the day of any medical appointments unless the appointment is out of Hertfordshire. For example, if a pupil has a medical appointment in the afternoon, they must attend school in the morning, or if the appointment is in the morning, they must return to school for the afternoon session. Appointment cards may be requested prior to the appointment.

## 8 Leaving and Returning to School during the School Day

- When pupils leave or return to school during the school day, office staff must be notified.
- Parents are requested to contact the school by parentmail or e-mail to inform them of any appointments.
- All pupils should sign out on leaving the school building and sign in on return.
- In the event of an emergency, the signing in and out book is taken to the assembly point.

## 9. Requests for exceptional leave of absence

- **The school has adopted the Government guidelines of refusing requests for holiday during term time. They may only be granted in exceptional circumstances and at the discretion of the Head.**
- We believe that children need to be in school for all sessions, so they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event.
- We expect parents and carers to contact the school at least a week in advance to request leave under exceptional circumstances.
- The governing body will consider all extended leave requests.
- Nursery children and children under the age of 5 are exempt from the above procedures but their good attendance at school is very important

## **10 Following up absences**

- Any absences that are not reported on the first day by 9.30am will be followed up with a telephone call from the office as the school is duty bound to ascertain the reason for absence for safeguarding purposes.
- Prolonged or regular absence from school is dealt with in various ways which might include; letters to parents, phone calls to parents, meetings in school, involvement of the AIO or other professionals.
- If other professionals are known to be involved, they will be informed of any concerns about school attendance.
- If a pupil is returning to school after a prolonged period, then appropriate support will be given to them to help them settle back in.
- The Headteacher in conjunction with external agencies, is responsible for making a referral to Hospital and Home Education when a pupil is likely to be absent for a long time due to illness.
- The school follows the Hertfordshire County Council guidance to exclusions.
- The school office is responsible for completing the EWN1 forms to make Education Welfare aware that a pupil has been taken off roll.

## **11 Rewards for good attendance**

- All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special gold certificates for any child who has 100 per cent attendance for a whole year.
- Parents are informed about good attendance via the school newsletter, assemblies and at parents' evenings.

## **12 Working with external agencies**

- The school works in partnership with external agencies and teams to improve attendance for individual pupils and the whole school.
- The Headteacher meets the AIO on an agreed schedule regularly.
- The school works with individual pupils and their parents to improve poor attendance.
- When attendance does not improve sufficiently, and after discussion with advisors, the school will make a formal referral to Children Schools and Families.
- Legal action may be taken if deemed necessary by the Headteacher and agencies. This may include fixed penalty notices and court action. 21 unauthorised sessions within a term may lead to a fixed term penalty notice and a fine will be issued. If the fine is not paid within 21 days, the fine will be increased.

## **13 Publication of Information**

- Parents are made aware of the school ethos on attendance through the School Brochure, new parents meetings, school website and through regular items in the school newsletter.
- Parents, staff and governors are informed of whole school attendance issues and statistics on a regular basis.

- Attendance is reported to governors via the Headteacher's report.
- Pupils are informed about the importance of good attendance via PSHCE lessons and school assemblies.
- Staff are informed of any changes to the School Attendance Policy through staff meetings.
- The school shares information on individual pupil's attendance as necessary with parents, pupils and staff.
- If a parent's first language is not English, any communication will be translated as necessary whenever possible.
- Termly data is submitted to the DFE.

#### **14 Monitoring and review**

- It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- The rates of attendance will be reported in the school prospectus, and in the annual report to the governors.
- Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.