



ATTENDANCE POLICY

This policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 1998
- Criminal Justice and Courts Services Act 2000
- Education (School Attendance Targets) (England) Regulations 2005
- Education (Student Registration) (England) Regulations 2006
- Education (School Attendance Targets) (England) Regulations 2007
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (Student Registration) (England) (Amendment) Regulations 2010
- Education (Student Registration) (England) (Amendment) Regulations 2013
- Education (Penalty Notices) (England) (Amendment) Regulations 2013

The following documentation is also related to this policy:

- School Attendance -Statutory Guidance and Departmental Advice - August 2013.
- Royal Borough of Windsor & Maidenhead Penalty Notice Code of Conduct
- The Education (Student Registration) (England) (Amendment) Regulations 2013 [Statutory instruments, 2013, No: 756]
- The Education Act 1996
- The Anti-social Behaviour Act 2003
- The Education (Penalty Notices) (England) Regulations 2007

Rationale

Manor Green School is committed to providing effective, high quality education to all students and embraces the concept of equal opportunities for all. We provide a safe learning environment where all students feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential.

As a result, we take unauthorised absence very seriously and act decisively to ensure that attendance is maximized.

The primary responsibility for ensuring that children and young people attend school rests with their parents/carers, however, promoting attendance and tackling absence is the responsibility of schools and agencies within the local authority.

We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students, their parents or carers the importance of regular and punctual attendance. We will use direct communication, as well as our website, social networking sites and Head's Weekly Newsletters.

We recognise that parents' commitment to their children's 100% attendance at school is key and we work tirelessly to establish and maintain strong home-school links. Whenever there is concern about attendance, an Attendance Officer, a class teacher, Cluster Leader/Head of School, Head of Wellbeing and Safeguarding and Family Adviser may all be involved in supporting the family to maximize school attendance.

If there are problems which affect a student's attendance we will investigate, identify and work in partnership with parents and students to resolve those problems as quickly and efficiently as possible.

If the problems persist, the Headteacher may decide to involve Children's Services at the Local Authority to take over the process of non-compliance with the requirement to attend school.

Aims

- To create and communicate our school's culture in which 100% school attendance is accepted as the norm
- To demonstrate that such good attendance and punctuality is valued by the school
- To maintain and develop effective communication regarding attendance between home and school
- To alert parents/carers to updated statutory guidance, including actions which may be taken in case of non-attendance at school

School Procedure

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised or unauthorised.

Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Morning Registration

Morning registration will take place at the start of school from 9am and closes at 9.15am. Any student arriving after this time will be marked as late (L), or as having an unauthorised absence (U) unless there is an acceptable explanation i.e. school transport was delayed.

In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate absence code will be entered.

Afternoon Registration

Afternoon registration will be completed by 2pm.

Students arriving after the start of school, but before the end of the registration period, will be treated for statistical purposes, as present, but will be coded as late (L) before registers close. If they arrive after the registers close they are recorded as unauthorised (U).

Medical/dental appointments

When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours. In light of our students' complex learning difficulties and medical conditions we do not expect appointment cards to be provided for every appointment.

Absence from School

First Day Absence

Parents/carers must give a written or verbal explanation, by ringing the school office. If no explanation is received by 9.30am school staff will contact the parent.

Third Day Absence

If no explanation has been received a standard letter will be sent home and parents are expected to ring school that day with an explanation.

Social Care will be notified if there is an unexplained absence of more than two days for a student who is on a Child Protection Plan.

Frequent Absence

In cases where a student begins to develop a pattern of absence, the school will try to resolve any concerns with parent/s. The Head of Wellbeing and Safeguarding may liaise with Children's Services at the Local Authority to ensure necessary action is taken when incidents of poor attendance are identified.

Where incidents of poor attendance are identified through monitoring, parents/carers will be notified in writing that this is a cause for concern. If this continues, the school will invite parents/carers in to discuss causes and ways forward.

Religious Observance

A maximum of three days absence is allowed for religious observance.

Unauthorised absence over 10 days

In cases where a student is absent without authorization for 10 days or more, Children's Services will be informed and the case will be referred to Children Missing from Education at the Local Authority. Parents will be informed by letter of the action taken by the school.

Penalty Notices and Legal Action

Education Act 1996 Section 444 (1) 444(1A) states that:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

- to his/her age, ability and aptitude, and
- to any special needs he/she may have

either by regular attendance at school or otherwise. Failure to do so may result in legal action taken against the parent under the above legislation.

Leave of Absence

All requests for term-time leave of absence must be made in writing to the Headteacher, in advance, by the parent with whom the child normally resides using a Leave of Absence form, which is available from the school office or the school website: www.manorgreenschool.co.uk.

Leave of absence is only allowed in exceptional circumstances and parents/carers are asked not to request leave of absence for holidays, as the Headteacher cannot authorise such requests.

Parents/carers will be informed in writing of the Headteacher's decision.

There are 190 school days (380 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please note that this may differ from one academic year to another.

Role of the Governing Board

The Governing Board will:

- delegate powers and responsibilities to the Headteacher to ensure all staff are aware of and comply with this policy;
- comply with student registration regulations;
- ensure that the attendance policy is carried out;
- set the attendance targets for the year;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets;
- have responsibility for ensuring that the school complies with all equalities legislation;
- nominate a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- have responsibility for ensuring funding is in place to support this policy;
- have responsibility for ensuring this policy and all policies are maintained and updated regularly;
- have responsibility for ensuring all policies are made available to parents;
- have responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all staff, students and parents are aware of this policy;
- undertake the daily monitoring of school attendance by using an appropriate and effective registration system;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals, special educational needs and persistent absentees;
- monitor trends by using data effectively to help strategic planning;
- target intervention and support to those children that have been highlighted as poor attenders;
- work closely with Children's Services;
- have in place a system for parents to report a child's absence;
- report to the Governing Board every term on attendance figures and progress to achieving set targets;
- regularly remind parents/carers of their commitment to this policy;
- ensure promotion of the importance of attendance during collective worship;
- ensure that good attendance is publicised during assemblies, in newsletters and the termly report to the Governing Board;
- provide a welcoming and safe environment which encourages attendance and promotes the best performance from students;
- award students when they have achieved 100% attendance;
- organise home tuition with the local support services for students with long term illness provided they are well enough to undertake the work;
- organise training for staff on the use and understanding of attendance codes and authorised and unauthorised attendance;

- improve teaching in order to improve student engagement;
- strengthen links with external agencies who engage with, and support, families;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff especially on bullying and the needs of vulnerable groups;
- monitor the effectiveness of this policy by:
 - monitoring trends and patterns as highlighted in attendance data
 - looking at results from parent, student and staff questionnaires
- annually report to the Governing Board on the success and development of this policy

Role of the School Business Support (SBS) team:

The SBS staff are responsible for:

- implementing the policy with the Headteacher;
- monitoring individual and class attendance on a daily basis;
- reporting to the Headteacher attendance figures and trends, alerting them to any concerns;
- contacting parents regarding concerns about their child's attendance;
- organising meetings to discuss a child's poor attendance;
- compiling attendance data reports for the Headteacher, the Governing Board and Children's Services;
- ensuring registers are distributed to the teaching staff and are kept up to date;
- contacting parents by 10:00am if parents have not reported their child's absence;
- sending a letter if no contact is made;
- continuing to contact the parents throughout the day until contact is made;
- contacting the Social worker if a child is on a Child Protection Plan and no reason has been given for the child's absence;

Role of Teachers

Teachers will:

- comply with and implement this policy;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the school office of any concerns about attendance;
- emphasise the importance of punctuality and good attendance with students and parents;
- discuss individual student attendance at parent-teacher consultations
- report to the Headteacher any concerns which require Headteacher's immediate action.

Role of Parents

Parents are responsible for:

- complying with this policy;
- not taking holidays in term time;
- ensuring that their children attend school and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;

- ensuring their children are collected on time;
- taking part in periodic surveys conducted by the school;
- supporting the school's Code of Conduct and any other guidance necessary to ensure the smooth running of the school;

Role of Students

Students are responsible for:

- knowing the value of good attendance;
- supporting the school Code of Conduct and any other guidance necessary to ensure the smooth running of the school;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website, Head's Weekly Newsletter, social networking sites and letters home;
- The School Bus Compliance Manager
- the staff handbook;
- meetings with parents;
- school events;
- meetings with school staff;
- reports, such as annual reports to parents and Headteacher's reports to the Governing Board;
- Display in the main school foyer.

Training

All teaching and learning support staff will:

- have equal chances of training, career development and promotion;
- receive training on this policy on induction which specifically covers:
 - the importance of good attendance and punctuality;
 - all aspects of this policy;
 - the use and understanding of attendance codes;
 - authorised and unauthorised attendance;
 - looking at trends and patterns;
 - bullying;
 - the needs of vulnerable groups.
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the effectiveness of this policy

Review of Procedure

This policy will be reviewed annually, or when the need arises, by the Headteacher and the Governing Board.

The Governing Board approved this policy on date: 14th March 2019



Signed:

Chair of Governors



Signed:

Headteacher

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Attendance Policy		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Students	Staff	Parents/ carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓				

Question	Equality Groups																		Conclusion																
	Age			Disability			Gender Reassignment			Marriage and Civil Partnership			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Sex			Yes	No						
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓			✓			✓				
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓			✓			✓				

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Nathan Aspinall	10.2.15	Governors' ACE Committee	6.3.15



ABSENCE FROM SCHOOL

Morning registration

Takes place from 9:00-9:15am. Any student arriving after this time will be marked as late (L) or as having an unauthorised absence (U) unless exceptional circumstances apply, e.g. school transport delayed. Appropriate absence codes will be entered for medical appointments, etc.



Afternoon registration

Will be completed by 2pm.

1st Day of Absence

Parents/carers must provide explanation by 9:30am Office staff will contact parents by 10:00am if no explanation has been given.



3rd Day of Absence

If no explanation for absence is received, a letter will be sent home and an immediate explanation will be expected.

Note: Social Services will be notified of unexplained absences in excess of two days for students on the CP register.



Frequent Absence

Where patterns of absence develop, the Attendance Officer (AO) will liaise with the Education Welfare Officer (EWO) to ensure that the necessary action is taken.



Unauthorised absence over 10 days

In cases where a student is absent without authorisation for 10 days or more, the Educational Welfare Officer will be informed and the case will be referred to Children Missing from Education at the Local Authority. Parents will be informed by letter of the action taken by the school.