



# Millbrook Attendance Policy



Approved by Governors Autumn 2021  
Review: As Necessary

# Millbrook Primary Attendance Policy

## Members of staff responsible: Senior Leaders of the Federation

- Millbrook Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- We will endeavour to provide an environment where all pupils feel valued and welcome.
- For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.
- School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Children, Schools & Families.
- Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Wigan attendance targets.
- The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- This policy will contain within it the procedures that the school will use to meet its attendance target of 97%.

## School Procedures

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

Only the Executive or Deputy Executive Headteacher can authorise an absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. (N code)

## **Punctuality**

Morning registration will take place at **08.50am**

Pupils 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 before registers close.

**(L)**

Any pupil arriving after this time will be marked as **(U)**

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

## **Registration**

The registers will be returned to the office in a timely manner.

After this time, the school doors will have been closed and pupils will be signed in at the main office. The registers will be stored in the day inside the school office.

Afternoon registration takes place every day – registers are then returned to the school office.

Staff taking the register should not leave a blank space in the register. They should use the / \ or 0. All other marks will be entered by the staff responsible for attendance, unless the parent has spoken personally to the teacher concerned.

## **Attendance Policy**

All staff will be given a copy of the attendance policy. Copies of the attendance policy will also be included in the handbook given to new staff, students and supply teachers.

All staff who are responsible for taking the register will be given a copy of school expectations when marking the register. Registers should be marked in black /blue pen.

## **First Day Absence Procedure**

- Parents are expected to contact school to inform of the reason for absence by phone on 01257 404552.
- A member of the school office or teaching staff will try to contact the parents/carers of children who have not notified the school office by telephone.
- Other agencies may be contacted if school has concerns for a child's safety and well-being.
- In the unlikely event there has been no reason for the absence received by the time the child returns to school, a letter will be sent home to parents/carers. If there is still no response the absence will be recorded as unauthorised.

Please be aware that when a parent/carer telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences may require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)

### **Medical Appointments**

Whenever possible; medical appointments should be made for out of school hours or at the end of the day. General GP/Dentist appointments will not warrant a full day's absence.

### **Head lice treatment**

Only one session will be authorised for treatment – children should not be kept off school for a full day because they have received treatment for head lice.

### **A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Information sharing with Parents**

Each term an attendance report is sent with the child's report. This will be printed on coloured paper, reflecting the level of absence.

95% and above will be printed on green paper

94.9% - 90% will be on amber paper

89.9% and below – will be on red paper.

Please note, this information is purely factual according to Government guidance.

### **Children Missing Education**

The school has adopted the Local Authority policy for Children Missing Education and follows the guidelines and procedures in this policy.

### **Attendance monitoring stages of intervention**

#### **Stage 1**

- When attendance falls below 95%, a letter is sent to parents/carers to inform them that attendance is at a level of concern.

#### **Stage 2**

In cases where a pupil begins to develop a pattern of absences, the school will invite parents/carers to attend a meeting to endeavour to resolve the problem; this may mean that parents/carers will be asked to comply to an Early Help Plan. At this time it will be explained that no further absences will be authorised without medical evidence. The school may also refer to the school nurse if the problem appears to be a medical one

#### **Stage 3**

- If attendance shows little or no improvement, a referral will be made to **Start Well** who will support the family alongside school and attend Early Help Review Meetings.

## **Stage 4**

- If attendance shows little or no improvement, a referral the case may be escalated to the **Local Authority Attendance Enforcement Team** who may take up legal proceedings against parents/carers.

### **Persistent Absence (Defined in legislation as 10% or more absences)**

Parents/Carers of pupils who are persistent absentees will be informed in person or by letter and this will be highlighted to the Local Authority so they can intervene and support an improvement in attendance. If there is no improvement it may be referred to the Attendance Enforcement Team who will take legal proceedings should no improvement be made.

### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period. If a reason has been provided by phone or in person to a member of staff parents/carers do not need to send in a written explanation.

### **Holidays in term time**

Holidays during term time can no longer be authorised by school. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. Amendments to the 2006 school attendance regulations make clear that ***Executive/ Associate Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.*** Holidays taken without permission of the Executive / Associate Headteacher will result in these absences being marked as 'unauthorised.' leaving parents open to Local Authority investigation and potential financial penalty. If the Executive / Associate Headteacher agrees that the criteria for exceptional circumstance has been met up to a maximum of 5 days (10 sessions) will be authorised. Please note that you can be fined for taking your child on holiday during school time without the school's permission.

**There is no automatic entitlement in Law to time off in term time to go on holiday. Unauthorised leave taken in term time may result in the issuing of a Education Penalty Notice or prosecution.**

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the SMT will be responsible for overseeing this work.

### **School Target – 97% Attendance**

### **Attendance Awards/Promoting Attendance**

The school will use the following systems to reward and promote attendance.

### **Weekly Class Awards**

There is a display in the hall to encourage and promote excellent attendance. Each week a class with the best attendance will be given an award to put on show.

### **Individual Attendance Reward Charts**

Some children may need extra help to motivate them to attend. A reward will be given when a target has been met.

### **100% attendance certificate**

Certificates will be awarded at the end of each term and also at the end of the year.

### **Truancy**

If a pupil is thought to be playing truant, then the school will immediately inform the police and the parent/carer. All truants will receive sanctions and support.

Discussions will be held with the Executive / Associate Headteacher to understand the seriousness of the matter. A programme of monitoring and support will be put in place.

### **The Police will be informed immediately if a pupil leaves school without prior permission.**

Millbrook Primary School complies with the Local Authority procedure on the provision of penalty notices to address poor attendance at school.

### **The following circumstances will be considered as appropriate reasons for the issuing of Penalty Notices:**

- A Penalty Notice can only be issued in cases of unauthorised absence.
- Use of Penalty Notices will be restricted to one per pupil per academic year. As with prosecutions under Section 444 of the Education Act 1996, a Penalty Notice may be issued to EACH parent liable for the offence/offences.
- In cases where families contain more than one poor-attending student/pupil, multiple issues may occur but this will be the subject of careful consideration and co-ordination.
- There will be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice.