



Manor Park Academy

Attendance and Punctuality Policy

Updated
February 2021

Review September
2021

Manor Park Academy recognises that regular attendance and punctuality is not just a legal requirement but a contributory factor in raising educational standards. Where the words regular and regularly are used in this policy, it refers to a minimum attendance of 96% or better. Our expectations on attendance and punctuality are in the best interest of the pupil. Parental support where attendance is concerned is paramount.

To ensure that attendance and punctuality is monitored effectively, Manor Park Academy monitors attendance daily to enable action to be taken, should it be necessary.

Equates to	Attendance	Description
	100%	Perfection
4 school days off each year	98%	Impressive
7 school days off each year	96%	Good
9 school days off each year	95%	Nearly There
11 school days off each year	94%	Needs to Improve
1 month off each year	90%	Concerns
2 months off each year	85%	Serious Concerns

We believe that if pupils are to benefit fully from education it is necessary for children, parents/carers and school to work in partnership and if we are to succeed in raising standards good attendance and punctuality is crucial. Therefore, it is expected that all children on roll at Manor Park attend school on time and every day when school is in session and that children are fit and well to do so.

Mission Statement

Manor Park Academy seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The Academy strives to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

All Academy staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The Academy will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Manor Park Academy will establish an effective and efficient system of communication with pupils, parent/carers and appropriate agencies to provide mutual information, advice and support.

Aims

To maintain a high level of attendance and punctuality ensuring equal access to the curriculum for all through regular attendance and punctuality.

- To make attendance and punctuality a priority for all those associated with the Academy including pupils, parents/carers, staff and governors
- To provide support, advice and guidance to parents/carers and pupils
- To develop a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and Academy
- To continue with rewards for good attendance and punctuality

- To promote effective partnerships with the Local Authorities Education Legal Intervention
- Team and with other services and agencies
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence
- To promote effective partnership with the Attendance and Prosecution Services and with other services and agencies
- For all pupils to reach at least an attendance percentage of 96% at the end of an academic year which is the national average attendance figure set by the government.
- To have high expectations, both of regular attendance and time keeping and encourage in pupils a sense of their own responsibility.
- To encourage good habits at an early age by monitoring attendance for all pupils including those within the Early Years.

Legal Framework

Under the Education Act 1996 it is the legal responsibility of all parents/carers to ensure that their child/ren that are of school age attends school regularly and on time, failure to comply with this is a criminal offence.

The Education Act 1996 states that: The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable (a) to their age, ability and aptitude, and (b) to any special educational needs they may have, either by regular attendance at school or otherwise.

A person begins to be of compulsory school age (a) when they attain the age of five, if they attain that age on a prescribed day, and (b) otherwise at the beginning of the prescribed day next following their attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year. (a) if they attain the age of 16 after that day but before the beginning of the school year next following, (b) if they attain that age on that day, or (c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Manor Park Academy is dedicated to complying with attendance laws set out by the legal frame-work and has set out this attendance and punctuality policy accordingly.

Absences

All pupils are expected to attend school for the full 190 days of the academic year, unless there is a valid reason.

There are two types of absences:

1. Authorised (where the Academy approves a pupil's absence)
2. Unauthorised (where the Academy does not approve a pupil's absence)

Authorised Absence

It is the responsibility of the Head teacher to authorise any child's absence from school. There- fore, absences will be treated as unauthorised until the school is satisfied that it should be au-thorised.

Parents/carers cannot authorise absences and should be aware that while

calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

The Head teacher need not accept a parental explanation of a child's absence, whether written, telephoned or given in person if they are in any doubt about the explanation. It is for the Academy to judge whether the explanation given is satisfactory justified for the absence and may seek advice from the Local Authority Education Welfare Officer.

Examples of Authorised Absence

Authorised absences are those which the Academy considers reasonable and may include:

- Illness
- Hospital/dental/doctor appointments for the pupil which can't be made outside school hours
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments
- Exclusions.

Medical appointments are recorded as authorised absences with evidence of an appointment card, letter or text message. Whenever possible, medical appointments should be made outside Academy hours. Where this does not happen, children should attend school for as much of the day as possible.

If a child is ill and the Academy is informed the absence may be recorded as authorised. For illnesses of more than three days a medical certificate/ doctor's note or proof of medication should be presented.

A child may be absent on days exclusively set apart for religious observance in their particular faith. However, notice is required in writing for such absences.

The absence will be treated as authorised for a pupil who has been excluded for a fixed period and remains on roll. The absence of a pupil who has been excluded permanently will be treated as authorised while any review of appeal is in progress.

The Academy also has the discretion to authorise absences in the following cases:

- Traveler child travelling
- Immediate family member bereavement
- Public performances/film or TV work (under Local Authority License)
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Unauthorised Absence

Unauthorised absences are those which the Academy does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Academy using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily. This may include looking after brothers or sisters or ill relatives, attending appointments with parents/family members or caring for a disabled parent
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping or birthdays
- day trips and holidays in term time.

A child arriving after the close of registration 9.30am will be recorded as unauthorised absence for the morning session. The Academy actively discourages lateness and will monitor patterns of recurrent lateness which could provide grounds for prosecution. All late pupils are recorded on the 'Late Grid' and given a late card to hand to the Class teacher to indicate that they have been registered in the office. The time of arrival and a reason for the lateness will be recorded where possible.

Leave During Term Time

The Academy will not authorise leave of absence for holidays during term time. Parents/carers do not have this right therefore holidays must be taken during school holiday periods.

The Head teacher can only give permission for term time leave in 'exceptional circumstances'. Although the following list is not exhaustive, permission for term time leave will generally not be given for:

- family holidays
- day trips
- weddings
- trips to visit relatives abroad
- trips abroad that involve medical surgery for parents when other arrangements for childcare can be found.

Please note that where a request is made and is authorised, it will only be on the understanding that the following evidence will be requested and is provided:

- Any required trip abroad – proof of flight details, including a proposed date of return. If flights have to be changed by an airline which directly affect the return date, then proof of this will also be required.
- Funeral – a copy of an order of service.
- Attendance at an event – proof of this, either a ticket or programme that includes a list of attendees.

A request for term time leave should be made using the request form to the Head teacher 14 days prior to the intended absence and a decision will be made based on individual circumstances. The request form can be collected from the school office.

Failure to notify the Academy of a reason for absence will result in the matter being passed to the Local Authority which may lead to a request for a Penalty Notice of £60.00 per parent/carer per child or legal action being taken.

If you do not pay the fine, legal action will be taken and if found guilty, this could result in a fine of up to £1000 per child and having a criminal record

Recording

Attendance registers are legal documents and are required by laws to be called twice a day at the commencement of each session; at **9:00 am** and then again at **1.15pm KS1 & 1:30pm KS2**. This includes recording absences using the DfE issued absence codes:

- | | | | |
|---|----------------------------------|---|-----------------------------|
| B | Educated off-site | | |
| C | Authorised absence | | |
| D | Dual registration | | |
| F | Extended family holiday (agreed) | G | Family holiday (not agreed) |
| F | Family holiday (agreed) | I | Illness |
| J | Interview | | |

L	Late (before register closed)	M	Medical
N	No reason		
O	Unauthorised absence		
P	Approved sporting activity		
R	Religious observance		
S	Study leave		
U	late (after registration close)	V	Educational visit
W	Work Experience		
/	Present		

Attendance Procedures

If a child is absent, the parent/carer should telephone the office to inform the Academy of the reason for the child's absence. All telephone calls are logged.

If a pupil is absent with no explanation from the parent/carer, the office will send a text to parents on the first day asking for parents/carers to contact school with a reason for the absence, if there is still no contact, a follow up call will be made. If the Academy has concerns about a pupil or cannot make contact with parents/carers, a home visit may be taken by the school or a safe and well check requested through the police.

If a child's attendance falls below 90%, this is classified as a **Persistent Absentee**. Support will be offered to and a referral may be made to the Local Authority's Fast Track where legal action may be pursued for poor attendance.

Children who are missing from education.

A child going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. School staff will be alert to these safeguarding concerns when a pupil goes missing for an extended period or on repeat occasions.

The school must notify the local authority, Child Missing in Education (CME) of any pupil who fails to attend school regularly, or has been absent without school's permission or knowledge of their whereabouts for a continuous period of 3 days.

The school must notify the local authority of any pupil who is to be deleted from the admissions register because they:

- a. Have been taken out of school by parents and being educated outside the school system. (home education)
- b. Has ceased to attend school and no longer lives within a reasonable distance of the school at which they are registered.
- c. Has been certified by school medical officer as unlikely to be in a fit state of health to attend school before ceasing compulsory school age, and neither they nor their parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- d. Is in custody for a period of more than four months due to final court order and the proprietor does not reasonably believe that they will return to the school at the end of that period.
- e. Has been permanently excluded.

Roles and Responsibilities

Head Teacher

The head teacher is responsible for:

- Overall monitoring of school attendance,
- Ensuring all relevant reports, information is available for Inspections, Governors, DFE, Local Authorities.
- Policies and Procedures are maintained on a daily basis by designated persons.

Governing Body

As part of the whole school approach to maintaining high attendance, the Governing Body will:

Ensure that attendance is given a high priority and will annually review the school's Attendance Policy.

Ensure that all legislation regarding attendance is complied with and that up-to-date information is provided to families.

Agree with the school, the appropriate and accurate attendance figures and also agree the targets that will be submitted to the borough.

Once a term, at governor's meetings allow the time to discuss attendance issues and ways that they can support the school as necessary.

School Leadership Team

As part of our whole school approach to maintaining high attendance, the School Leadership Team will:

- Ensure that attendance is given the highest priority and ensure that each phase leader will be active in their approach to promoting good attendance with their students and parents/carers.
- Build links with each year group which will ensure that school policy is administered, and that the school's systems to promote good attendance are adhered to and are consistently done.
- Ensure that the data is analysed to identify whole school year group and student issues as soon as possible and implement the appropriate interventions and support.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their pupil to attend.
- Document any specific interventions or steps taken to work with families to improve their pupil's attendance in case of future legal proceedings.
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues.

Pastoral Lead

The Pastoral lead is responsible for:

- Managing attendance through the pastoral and office teams, meeting once per week or as the need arises.
- Monitoring trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised
- Making referrals to external agencies.
- Providing reports and background information to inform discussion with the school's external partners.
- Liaising, with other professionals, to determine potential sources of difficulties and reasons for absence.
- Ensuring that there is sufficient time and resource to lead attendance.
- Ensuring all reasonable steps have been taken to include home visits as part of Safeguarding Procedures and promotion of good attendance.
- Preparing analysis and reports of attendance and punctuality of specific groups as requested by the head teacher.
- Rewarding pupil's attendance.

Administration Staff

- Staff in the school office are responsible for:
- Collating and recording registration and attendance information.
- Taking and recording accurate messages from parents regarding absence seeking further information through discussion, specifying person spoken to, time and date of call and reason for absence.
- Ensuring the absence/late sheet is completed accurately and then recorded on the school's electronic systems.
- Contacting parents/carers of absent children by 9.30am where no contact has been made and liaising with DSL where no contact can be made or there are concerns raised.
- Recording details of children who arrive late ensuring time and reason for lateness and that children are given a late pass.
- Recording details of children who have had to leave school early or go home if unwell or other types of emergencies.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers and reporting concerns to the Pastoral Lead.
- Sending out any standard letters regarding attendance to keep parents/carers informed of attendance percentage and impact.
- Liaise with parents/carers regarding attendance concerns/queries.
- Gathering information to reward attendance.

Teachers and Support staff

As part of our whole school approach to maintaining high attendance, the school's teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- Ensure that they are fully aware and up to date with the school's attendance policy and government legislation and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- Ensure that they are following the correct systems for recording attendance and that attendance is taken daily.
- Contribute to strategy meetings and interventions where they are needed.
- Work with external agencies to support pupils and their families who are struggling with regular attendance.
- Informing the SLT where there are concerns and acting upon them
- Providing background information to support referrals to external agencies.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Reporting to the office any difficulties they are having accessing Arbor.
- Holding parent/carer meetings where attendance is of a concern ensuring accurate recording on school's electronic system.
- Ensuring attendance reward schemes are valued and implemented.

Parents

As part of our whole-school approach to maintaining high attendance, we request that parents/carers:

- Notify the school by telephone on the first day that their child is unavailable to attend school before 9:15 am.
- Confirm this in writing when the child returns to school

- Avoid making medical/dental appointments during the school day.
- Do not take their child on holiday in term time and in the case of exceptional circumstances permission must be granted by the Head teacher. The Leave of Absence in Term Time application form can be obtained from the school office and applications must be made four weeks before the intended date of absence.
- Promote the value of excellent attendance at home and follow the procedures set by the school, ensuring that their child attends school regularly and punctually.
- Advise the school of any difficulties the child may be having so that the school can support as appropriate.
- Are aware that Section 444 of the Education Act states, 'If a pupil of compulsory school age who is a registered pupil fails to attend school regularly, his/her parent is guilty of an offence.'
- We expect parent/carers to provide where reasonably possible, more than one emergency contact number for your child should a time arise that we need to contact you urgently. (Ref: KCSIE)

Pupils

- As part of our whole-school approach to maintaining high attendance, we request that pupils:
- Ensure they are punctual, and regular attendance is maintained at the highest level.
- Attend all their lessons on time and be ready to learn.
- On those occasions that they return to school from an absence they must bring a written explanation to their teacher.
- ALWAYS – talk to your parent/carer or an adult you trust if you are worried about anything that is happening at school.

The Local Authority Education Legal Intervention Team

Parents are expected to contact school at an early stage and to work with the staff in re-solving any problems together, which is nearly always successful. The Academy can implement the issue of a Fixed Penalty Notice with a fine of £60 per pupil per parent or legal action being taken; Leaflets are available from school. Alternatively, parent/carers may wish to contact the Education Legal intervention Team (ELIT) themselves to ask for help or information. Or contact Children, Young People and Families on 0121 303 1888 who are independent of the school and will give impartial advice.

Punctuality

School Times (adapted due to Covid 19 Risk Management Plan)

Nursery	8:30 – 11:30am
Reception	8:30 – 3:15
Year 1	8:35 – 3:20
Year 2	8:40 – 3:25
Year 3	8:45 – 3:30
Year 4	8:35 – 3:20
Year 5	8:40 – 3:25
Year 6	8 : 4 5 – 3 : 3 0

Manor Park Academy has a breakfast club onsite which opens at 8.00am and is available on a £2 per session basis (we have had to limit numbers due to our Covid 19 Risk Management Plan so are only able to offer this as a paid service for parents who require childcare at this time. Children must register at the office prior to attending. The school day officially starts at 8.55am. Children who arrive after 9.00am, will be recorded as late and have to enter the school via the front office as all other entrances will be locked. All pupils who enter the school

late will need to be marked on the register in the class or through the front entrance to ensure that safeguarding and health and safety procedures are adhered to. Any pupil, who comes into school via the office, will be marked as late on their attendance record and due to safeguarding given a late ticket to show they are on the premises.

Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9.30am will be marked as having an unauthorised absence for the morning. (Attendance code U).

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session (N code).

The attendance register must be completed by the class teacher by 9.05 am and by 1.30pm using the school's electronic system, Arbor. All attendance records are documented using Arbor, which is supported by the Local Authority.

Where there have been persistent incidents of lateness or concerns with attendance, parents/carers will receive a letter to invite them into school to provide an opportunity for parents/carers to seek support and advice through an Early Help process.

Being frequently late for school adds up to lost learning:

Arriving 5 minutes late every day adds up to over 3 days lost each year.

Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.

Arriving 30 minutes late every day is the same as being absent for 19 days a year.

19 days lost a year through being late = 90% attendance = Persistent Absence.

Some strategies to support improving punctuality

Night time routines

- Encourage children to pack their school bag before going to bed, ready for the next day.
- Getting to bed earlier.
- Setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.



Morning routines

- Setting the alarm for a time that allows all morning routines to be carried out without making them late for school.
- Having breakfast before leaving home, so there is no need to call in at the shop on the way to school.
- Encourage them to leave home at least five minutes earlier than they think they need to.
- Meeting a reliable friend to walk to school with.
- Coming to school for breakfast club if available.



Did you know..?

- Children spend only 190 days out of 365 days in school.
- Children who lose time from school do not do as well as they could.

There is never a good time to take children away from their lessons especially:

- When children have important tests to complete
- When they move from Key Stage 1 to Key Stage 2
- When they move from to Secondary School

It is not true ...

- That they catch up. Research show that by missing lessons, pupil soon fall behind. Lessons they miss are **not** repeated at a later date.
- That you automatically have 5 days extra school holiday each year. Schools are quite within their rights to refuse to authorise applications
- That for younger children, lost schooling does not matter. It is just the opposite!

Every School Day Counts – Always

Check Academy holiday dates and discuss with your child's Class Teacher any holiday plans or visits which do not coincide with these dates.

Please, please, please put your child's education first

Parents/carers who take their children out of school during term time without the Headteacher's authorisation beyond an agreed date:

- Risk losing their child's place at the Academy
- Risk being taken to court or being given a Fixed Penalty Fine if their child's attendance is generally poor
- Risk their child's future
- Risk their child feeling left behind or left out

Stop and think what it will cost your child

Appendix 1 – Process.

Attendance Interventions

Who does what and when ...?

Threshold	Intervention	By whom
100-96%	<p>Daily and weekly monitoring takes place (first day calling and weekly attendance figures).</p> <p>Assembly is used to share and celebrate attendance figures with pupils.</p> <p>Annual awards for pupils that meet and exceed the school's attendance target of 96%.</p> <p>Top Attendance Class award shared in the newsletter</p>	Class teacher encourages/monitors attendance Admin Attendance Lead SLT
Below 96% (preventative)	<p>If attendance dips below 96% and is either unauthorised or the reasons provided are questionable,</p> <p>Stage 1 letter shared with parent/carer to raise awareness.</p> <p>A period of 4 weeks monitoring takes place where an insufficient reason for absence is provided (unauthorised).</p> <p>Follow up with the family.</p>	Class teacher Admin Attendance Lead SLT
95-90%	<p>If attendance continues to drop, a letter informing parents of this is sent out, requesting a meeting with the Class teacher</p> <p>Four week period of monitoring takes place.</p> <p>Other early help interventions to be considered here as appropriate.</p> <p>Follow up with the family.</p>	Class teacher (to be kept informed) Admin Attendance Lead
90% and below	<p>PA threshold:</p> <p>Meeting with the Pastoral team to discuss and agree on a plan of action.</p> <p>Four week period of monitoring takes place.</p> <p>Follow up with the family.</p> <p>Where there is no improvement, then a referral to the Local Authority for statutory action should be considered.</p>	Class teacher (to be kept informed) Admin Attendance Lead Headteacher Local Authority (statutory action)

Appendix 2 - Related Local Authority Policies.

All Guidance & policies from Birmingham City Council must be followed.

Organisation	Contact Details	Acronym
School Admissions	0121 303 1888	-
Elective Home Education	home.education@birmingham.gov.uk	EHE
Child Missing in Education	cme@birmingham.gcsx.gov.uk 0121 303 4983	CME
Court Section	Attendance@birmingham.gov.uk 0121 303 1290	-