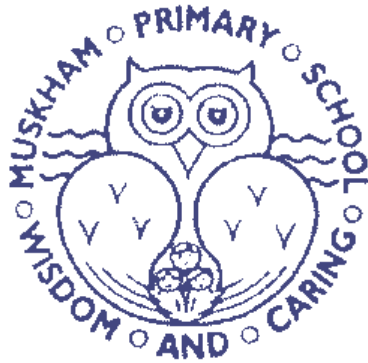
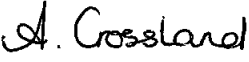
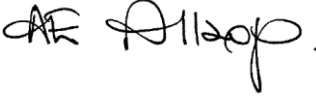




Muskham Primary School

Attendance Policy

Signed  

Mrs Amanda Crossland	Mrs Anne Allsop
Headteacher	Chair of Governors

Adopted & Revised: October 2021 & January 2024

Next Review date: January 2027

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1. Aims of the policy

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Learning builds upon learning and a child missing the early teaching of a topic can lead to difficulties later in their school life when teachers seek to build upon a previous year's study. Real disruption to individuals' educational progress is a result of the full attendance pattern being broken.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry

- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The school gates open at 8:45 am; children go directly to their classrooms where a 'warm up' task will be waiting for them. Pupils must arrive at school by 8:55 am. The register will be taken at 9:00 am.

The register for the first session will be taken at 9:00am and will be kept open until 9:15 am. The register for the second session will be taken at 1pm and will be kept open until 1:15pm.

3.2 Unplanned absence

Parents or Carers must notify the school via email or telephone on the first day of an unplanned absence, for example, if their child is unable to attend due to ill health. This should be undertaken by 9:00 am or as soon as practically possible (see also section 4).

If the absence extends into a subsequent school day then the parent/carers must make renewed contact with the school to confirm continued illness or to advise the school of the expected date that the pupil will return to school.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

3.3 Medical or dental appointments

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the school should be notified in advance and the pupil should be out of school for the minimum amount of time necessary.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice by email or telephone is required for authorising these absences.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in sections 4 and 6.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late.

A pupil who arrives after the register has closed will be marked as an unauthorised absence unless there is an acceptable explanation.

3.5 Following up absence

The school will follow up any unexplained absences on the first day to ascertain the reason, ensure proper safeguarding action is taken where necessary and identify whether the absence is authorised or not.

4. Authorised and unauthorised absence

4.1 Approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The Department for Education instructs schools to consider authorising leave of absence in term time only in exceptional circumstances and therefore leave of absence during term time is to be discouraged. There is no entitlement for parents or carers to remove their child from school for a family holiday during term time, even in circumstances where the parents' or carers' employers refuse to grant leave outside of the school term. The school is the only agency which can authorise such an absence. Absence during term time can have a serious effect on a pupil's potential achievement.

The Department for Education states that leave of absence in term time due to the following reasons will **not** be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with beginning or end of term
- Day trips

Parents/carers who wish to claim **exceptional circumstances** as a reason for taking leave of absence in term time should apply to the Headteacher, using the schools application form, outlining the individual circumstances of the case. Application forms are available upon request from the school reception.

Applications should:

- be made well in advance of the proposed leave of absence
- be received by the school at least four weeks before the leave commences.
- be completed by a parent/carer with parental responsibility for the child, intending to take them out of school.

The school will aim to process all requests for leave of absence within 14 days of receipt. Leave cannot be authorised retrospectively. In such cases it will be regarded as unauthorised absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in sections 5.2 and 5.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents' or carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Bereavement of a close family member.

Unauthorised absence:

There are times when children are absent for reasons which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery at home
- Going shopping or for a hair cut
- Going for a family day out
- Because it is your child's birthday
- Sleeping in after a late night
- Regular illness where no medical evidence is forthcoming
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

5. Strategies for encouraging attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

Parents and carers are asked to arrange dental and doctor's appointments out of school hours or during school breaks wherever possible.

The school will make every effort to encourage children and their parents/carers towards good attendance. This will be done by:

- first day contact with parents/carers
- assemblies on attendance
- weekly attendance trophy for the class with the highest attendance.
- reporting to parents/carers on their child's attendance
- newsletter items on attendance
- regular contact, and support, for parents/carers of children with attendance below acceptable levels
- monitoring of attendance by the Head teacher
- certificates and awards for full attendance at the end of the school year

6. Attendance monitoring

The school monitors pupil absence on a daily basis.

Parents and carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 1.2).

If a pupil is absent and the school has not heard from the parent or carer by the end of the registration session, then the school will try to contact the parent or carer by telephone. This is to determine the reason for the absence, to combat any possible truancy and ensure safeguarding of pupils.

Parents will be informed of their child's attendance at three points in the year (October parents' Evening, February parents' Evening and the End of Year report) The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. Parents will be informed by letter if their child is classified as a persistent absentee and invited into school to discuss the issue.

If a pupil's attendance gives more serious concern, for example due to frequent or prolonged absence, or where their attendance falls below 85%, the school will formally refer the pupil and their parent or carer to the Enforcement Team through the Notts Family Service.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

The guidance flowchart for headteachers and business managers in relation to children being at risk of missing education is prominently displayed in the main school office and stored in the headteacher's office.

7. Roles and responsibilities

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school and these are presented to the governing body on a termly basis. It also holds the headteacher to account for the implementation of this policy.

In some circumstances the headteacher may seek advice from the governing board for applications of absence in very exceptional circumstances.

7.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher supports other staff in monitoring the attendance of individual pupils and monitors the impact of any implemented attendance strategies

7.3 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

They may also monitor attendance at an individual pupil level and report concerns to the headteacher.

They will work with parents or carers and the headteacher to tackle persistent absence.

7.4 Office staff

Office staff collate and record attendance information on the school system and are expected to take calls from parents/carers about absence, informing the class teacher as appropriate. They also contact parents and carers on the first, and subsequent days, of absence if the school has not been informed of the absence.

The office staff support the headteacher in monitoring specific pupils' attendance during intervention programmes.

7.5 Parents/carers

Parents/carers are expected to make sure their child attends every day on time. They should call the school to report their child's absence before 9:00 am on the day of the absence and each subsequent day of absence), and advise the school of when they are expected to return

Parents/carers should provide the school with more than 1 emergency contact number for their child and ensure that, where possible, appointments for their child are made outside of the school day

8. Reviewing arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, every three years. At every review, the policy will be approved by the full governing board

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

10. Appendix 1

Registration Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school

D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Appendix 2



Absence Notification Form

The school is not normally able to authorise leave of absence for pupils during term time. The school must report children who are missing from school without explanation to the Nottinghamshire County Council Safeguarding Hub.

You are therefore asked to notify the school of any planned absence, authorised or not, by completing this 'Absence Notification Form'.

Name of child	
Class	
Dates of planned absence	
Reason for absence	

- ☐ I accept that this absence will show as "unauthorised" on my child's permanent educational record. I understand that should my child's attendance fall below 90%, the Head Teacher is obliged to formally refer them to The Nottinghamshire Family Service.

OR

- ☐ I believe that this absence is an exceptional circumstance. I request that the Head Teacher considers the details above and informs me of the final decision.

Signed (Parent or Carer)..... Date