



Pupil Attendance Policy

Mount Pleasant Primary School

Written	November 2021
Reviewed	November 2022

Statement of intent

The aim of this policy is to outline the school's policy and procedures with regard to the attendance of children who are recorded as being on the school roll.

The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational and social progress.

We aim to work together with parent/carers to ensure that all children registered at our school attend both regularly and punctually.

Procedures in this policy take into consideration statutory and non-statutory guidance from the Department for Education, (DFE) and LA.

Roles and Responsibilities

The law requires children aged 5 – 16 years to attend school on a daily basis.

Parents'/ Carers' Responsibilities

1. Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
2. Parents/carers should ensure that if their child is to be absent from school for any unavoidable reason, such as sickness, they should contact the school as soon as possible; this should be the first morning of absence and then subsequent mornings. This should be done by phone or in person.
3. Parents may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents/carers. (Should there fail to be a satisfactory reason supplied the child's absence will be recorded as unauthorised.)
4. If a child's attendance begins to fall, and they are in danger of becoming a persistent absence child, parents/carers will be informed via text in the first instance, followed by letters and then requested to come into school to meet with the Attendance Officer and Senior Leader.
5. All appointments, if at all possible, should be outside the school day or during the holidays. We realise in some circumstances this is not possible. Parents/carers are asked to bring any appointment letters, cards or texts.
6. Parents should ensure their child arrives at school in time for the start of registration at 8:55 am. The school doors open from 8:40am. At 9:05 am, the doors will close and any children arriving after this time must report to the school office. Nursery starts at 8:30am and 12:15pm.
7. Any child arriving after class registers close at 9.05am will be classed as late.
8. If a child has a persistent late record, parent/carers will be asked into school to meet with the Attendance Officer to resolve the problem.

9. Parent/carers can approach school staff at any time for support if they are having problems getting children to school regularly and on time.

What is expected of the pupils?

1. To do all they can to attend school regularly and punctually
2. To inform a trusted adult if they feel that they are being bullied
3. To encourage friendship and a sense of belonging
4. To be happy and encourage others to feel happy

Teachers' responsibilities

1. Teachers are responsible for marking the register twice a day, at the start of the morning and afternoon session.
2. Teachers will complete the register using the agreed LA codes to record reasons for any absence.
3. Teachers will emphasise any issues arising from frequent absences and/or lateness at consultation afternoons/evenings.

Attendance Officer responsibilities

1. The Attendance Officer will follow same day calling procedures if parents have not provided any reason for absence.
2. The Attendance Officer will track on children at risk of falling attendance figures and will inform parents of this.
3. The Attendance office will speak to all parents/carers along with a Senior Leader for any children who is close to 90%.
4. The Attendance Officer will regularly track these children for signs of improvement.

The Headteacher

1. The Headteacher is responsible for ensuring that registers are completed correctly and stored appropriately.
2. The Headteacher will ensure that the school's policy and procedures for ensuring attendance at school will be communicated to parents and other interested parties through the school prospectus and at least termly reminders in the school newsletter.
3. The Headteacher or Deputy will meet fortnightly with the Attendance Officer to discuss any attendance/lateness issues, and the way forward with these.

Attendance rewards

We believe that it is important for children to value the importance of regular attendance and punctuality at school. Children will receive the following rewards

1. Class with the best attendance every half term in each phase will receive a class reward.
2. Children with 100% attendance in a term will receive a 100% certificate and a small reward.
3. Children with 100% attendance for the full year will receive an Attendance Trophy.
4. Children with 96%+ attendance at the end of each term and at the end of the year will receive a certificate.

Term time Leave of Absence

Parents should avoid booking holidays/leave of absence during term time. In line with Government guidelines, absences during term time will only be granted for 'exceptional circumstances'; holidays DO NOT qualify as 'exceptional circumstances'.

All requests must be made, in writing, to the Headteacher before any booking is made. A leave of absence request form is available from the main office. The headteacher will make arrangements to meet with parents to discuss the reason for the leave of absence and discuss the importance of good school attendance.

An exceptional circumstance could be:

- A bereavement of a close family member.
- A family needs to be together because of a serious and significant traumatic event.
- Visiting seriously ill relative- end of life imminent.
- A parent/carer is in the armed forces.

In the majority of these cases authorised absence will be given for the day. If the circumstances dictate that the family need to travel a significant distance up to a further 2 days may be authorised.

Penalty Notice

If a holiday or a leave of absence is taken in term time which has not been authorised, a Penalty Notice may be issued by Kirklees. The Penalty Notice is for £60, for each parent of each child, if paid within 21 days, and £120 if paid after this date but within 28 days. Repeated unauthorised term-time holidays may result in prosecution. In such cases the Head teacher will give consideration to requesting that a Penalty Notice be issued to the parents by the LA, in line with the agreed Kirklees Code of Conduct.

Penalty Notices have now replaced prosecution in cases where Headteachers consider that parents are failing in their duty to ensure the regular attendance of their children at school. The school recognises, however, that this sanction is only to be used as a last resort and that all parties will work together positively to ensure that children attend school regularly in order to achieve their best.

Children having more than 5 days unauthorised leave of absence over the school year will also have their details passed on to Kirklees and this could result in a fine being issued. Families taking children on unauthorised leave of absence year on year will lead to Kirklees Council taking the parents straight to prosecution which could lead to a criminal record and a fine up to £1,000.

Consequences of Unauthorised Leave

1. The possibility of a Penalty Notice being issued (to each parent for each child).
2. The possibility of losing the school place, and the likelihood of being re-admitted to the school.

3. The possibility of prosecution under section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence.
4. The possibility of a fine of up to £2,500 or 3 months imprisonment for non-payment of a penalty notice should the case go to court.

Leavers and Children Missing Education

The school has a responsibility to safeguard pupils from harm. This includes knowing and taking reasonable steps to check the destinations of leavers. If your child is leaving other than at the end of Year 6, parents should:

- give the school full information about their plans including
 - date of move,
 - name of new school,
 - new home address,
 - the start date at the new school if known,
 - and reasons for moving (a form is available at the school office),
- confirm the school has your current mobile phone number,
- let us know when you move.

When pupils leave and parents have not given us the above information, and we cannot contact the parent, then a child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations to try to track and locate the child. Telling us leaving details saves unnecessary investigations.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally parents have a duty to make sure that their children attend regularly. All school staff are committed to working in partnership with parents, children and families to ensure as a high a level of attendance as possible.

Appendices

1. Safeguarding Procedures
2. Leave of Absence Form
3. Attendance and Punctuality Posters

SAFEGUARDING PROCEDURES

At Mount Pleasant Primary School, we take Safeguarding very seriously. We carry out the following measures to ensure safety for all children.

If your child is going to be absent, can you please call school as soon as possible and leave a message on the absence line.

Please always make sure you notify the school of any new telephone numbers for any of the emergency contacts we have on our system for your child/children.

If we do not know the reason why your child is absent from school our daily procedures are as follows;

1. Late children are checked and input into the system.
2. At 9.15-9.30 a First Day Text is sent to the first contact we have on our system asking for a response.
3. If we do not receive a response to the text message, we will telephone the first contact we have on our system within 45 minutes of school start time.
4. We will then ring everyone on the contact list until we receive a reply ensuring where possible that someone from outside of the family home has been contacted.
5. If we have not managed to make contact, we will decide whether the circumstances warrant a home visit from school staff.
6. If after a home visit we still have not made contact, we would ask the Police to initiate a "safe and well" check on behalf of the school.

PLEASE NOTE:

ALL THE ABOVE ACTIONS ARE FOR THE SAFETY AND WELLBEING OF YOUR CHILD.

Leave of Absence Request Form

This form has been designed to clarify the process of holiday requests. The school is expected to comply with Government guidance by the DfE (Department for Education), and the LEA (Local Education Authority)

Pupil Name			
Date of birth			
Any other school age children?	Name	School	
	Name	School	
Dates of travel			
Total amount of days absent from school			
Does the holiday overlap with beginning or end of term?		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Please state the reason for your travel			
The following questions are outlined within the DfE expectations			Yes No
<i>Is the request due to 'special' circumstances, such as:</i> Service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and			<input type="checkbox"/> <input type="checkbox"/>
A family needing to spend time together to support each other during or after a crisis. If yes, please give details:			<input type="checkbox"/> <input type="checkbox"/>

Each request can only be judged on a case by case basis, you will receive a reply from the school in writing.

Person submitting application:

Relationship to child:

Signature:

Date:

Attendance and Punctuality Posters

**ATTENDANCE – Of the 365 days in a year, 190 are school days!
You child’s education is their future - don’t waste it!**

190 school days	8 days absence	10 days absence	19 days absence	38 days absence	47 days absence
	182 days of educatio n	180 days of education	171 days of educatio n	161 days of educatio n	143 days of educatio n
100%	96%	95%	90%	80%	75%
Excellen t!	Good	Satisfacto ry	Cause for Concern	Serious Concern	

175 holidays in the school year are so you can spend time with family, go on holidays, go shopping visits, attend appointments and so much more!

PUNCTUALITY – Come to School on Time Every Day!

Lost Minutes = Lost learning!

**5
minutes
late every
day
=
3 days lost**

**10 minutes
late every
day
=
6.5 days
lost**

**15 minutes
late every
day
=
10 days
lost**

**20 minutes
late every
day
=
13 days
lost**

**25 minutes
late every
day
=
19 days
lost**