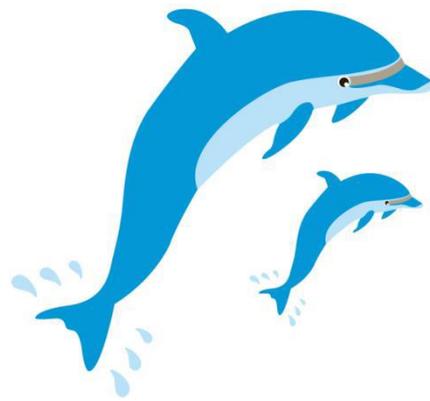


Brookburn Primary School



Attendance Policy

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1. Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Brookburn believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- 1.3 Brookburn values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.
- 1.4 Brookburn recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, anti-bullying and behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Legal Framework

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- 2.2 A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.4 The Education (Pupil Registration, England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 2.5 The register must record whether the pupil was:
 - present;
 - absent;
 - present at approved educational activity; or
 - unable to attend due to exceptional circumstances.

3. Categorising absence

- 3.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 3.2 Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 3.3 Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return.

3.4 Absence will be categorised as follows:

Illness: In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, family graduation, family wedding (1 day if in the UK and 3 days if overseas) or part-time timetable agreed as part of a reintegration package.

Excluded (No alternative provision made): Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Family Holidays and Extended Leave: Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if they do so this is an unauthorised absence and may result in the issue of a penalty notice. New legislation means that schools are not allowed to authorise family holidays or extended leave. Going on holiday in term time may take your child below 90% attendance, at which point the school must take action.

Religious Observance: Brookburn acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. Parents are required to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school, it is identified as reasonable that no more than three days in total, in any academic year will be authorised for religious observance and only one day per religious festival. Any further absence will be categorised as unauthorised.

Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Brookburn will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller

children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at Brookburn will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Brookburn can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Brookburn will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Exceptional Circumstances: In certain circumstances the Headteacher may authorise an absence due to exceptional circumstances. However, these are for short term absences only and very few requests will be authorised. Any request for exceptional circumstances should be made in writing to the Headteacher detailing the nature of the exceptional circumstances and the proposed period of absence.

If a pupil fails to return from an absence and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

If parents decide to take their child on holiday during term time the absence will be **unauthorised**. In such cases the school may issue a Penalty Notice if attendance falls below 90%.

Late Arrival: Registration begins at 9.00 a.m when the doors into school are closed. Pupils arriving after this time will have to enter by the school office and if signed in after 9.05am, be marked as present but arriving late. The register will close at 9:25 a.m. Pupils arriving after the close of register will be recorded as late. In addition to receiving a late mark, this will not be authorised and will count as an absence for that school session.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, the presentation of a medical card showing attendance at a medical appointment.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation which has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken during term time

Punctuality: At Brookburn we encourage good punctuality as an important value to have and a useful habit to develop in preparation for future life and work. Whilst punctuality is not subject to government legislation, at Brookburn it is monitored every 3 weeks and followed up at detailed in appendix 2.

4. Deletions from the Register

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

4.2 Brookburn will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

5. Roles and Responsibilities

5.1 Brookburn believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Review the school's Attendance Policy on a 3 year cycle, unless there is significant changes imposed by Government legislation.
- Ensure the required resources are available to fully implement the policy
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings, as part of the QA Report.
- Ensure that there is a named senior leader to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site

- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

5.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed every 3 years unless there are significant changes in Government legislation.
- Ensure that all staff is aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

5.3 Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctor's, Dentist's etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child on holiday during term time.

6. Using Attendance Data

- 6.1 The attendance of pupils will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

- 6.2 Every half term The Deputy Head will monitor attendance for all pupils. Pupils will be categorised as follows
- | | |
|-------|--|
| GREEN | pupils with attendance between 97% and 100% |
| AMBER | pupils with attendance between 90.1% and 96.9% |
| RED | pupils with attendance below 90% and below. |

An arrow next to the pupil's name will indicate if their attendance has improved, stayed the same or deteriorated.

- 6.3 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1). Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.
- 6.4 Brookburn will share attendance data with the Department for Education and the local authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

7. Support Systems

- 7.1 School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.
- 7.2 Brookburn also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
- 7.3 The school will implement a range of strategies to support improved attendance. Strategies used will include:
- Discussion with parents and pupils
 - Attendance panels
 - Parenting contracts
 - Referrals to support agencies
 - Pupil voice activities
 - Friendship groups
 - PSHE
 - Social and Emotional Aspects of Learning (SEAL) materials
 - Family learning
 - Reward systems
 - Additional learning support
 - Behaviour support
 - Reintegration support packages
- 7.4 Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Brookburn will consider the use of legal sanctions.

8. Legal Sanctions

- 8.1 Penalty Notice
Brookburn will monitor the attendance of all pupils on their roll. If five sessions of **unauthorised** absence occur over a period of no more than 100 sessions, the school will advise parents in writing of the unauthorised absence, and that their child's attendance is going to be monitored for a period

of no less than 15 school days. They should normally also be advised that statutory action may be considered.

At Brookburn we are very proud of our good attendance record and have never had to issue a Penalty Notice for a child's absence from school. However, under government legislation Penalty Notices may be used when:

- A pupil is absent from school for the purpose of a holiday in term time within a period of 100 sessions.
- A pupil has accumulated at least five sessions of unauthorised absence and further unauthorised absence has occurred following a written warning to improve within a year.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine (per child per adult) is paid within 21 days or £120 (per child per adult) if paid within 28 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

8.2 Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

8.3 Parenting Contracts

(Anti Social Behaviour Act 2003) A parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions. Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

Appendix 1: Escalation of Attendance Interventions

Colour code	% attendance	Number of sessions absent in a 10 week period.
Green	97 – 100%	0 - 3
Amber	90.1% - 96.9%	4 - 9
Red	90% or below	10 or more sessions

A session is a morning or an afternoon in school.

GREEN Pupils with attendance between 100% to 97%

Good attendance is celebrated in school at class level. Certificates are given weekly to the top three classes for attendance: Bronze, Silver and Gold. The vast majority of times the attendance for a class is above 97%, which is the school's target, but the awards are given regardless of this target. When a class attendance is 100% within a week, everyone in that class receives a prize.

Individuals achieving this level of attendance will not require any intervention or action.

When an individual pupil is absent and returns to school, if their attendance is above 97%, all action is at class teacher and administration level.

This will include:

- Welcoming the pupil back to school
- Confirming the reason for the absence and recording as required in the register.
- Updating the pupil on any work they have missed and supporting any catch up as required.

This intervention will be monitored by the Head or Deputy and reported back to the SLT.

AMBER Pupils with attendance between 90.1% and 96.9%

This group will be sub-divided to allow for support and communication before escalation of intervention and action is required.

Pupils with attendance between 93.1 – 96.9%

Class teacher will speak to the pupil and parent / carer to:

- Welcome the pupil back to school.
- Confirm with the pupil the reason for absence and offer any support that may be required.
- Update the pupil on work they have missed and support any catch up required.

At this stage, all action is at class teacher and admin level and will be monitored by the Head or Deputy Head.

Pupils with attendance between 90.1 and 93%

Where unauthorised absence has occurred or attendance is between 90.1 and 93% then a letter will be sent to the parents advising them of the school's concern and outlining the parents' responsibilities.

Where improvement has not occurred following this intervention, (15 school days) The Head or Deputy Head Teacher, with the class teacher, will speak to the pupil and parents to:

- Identify underlying home/school issues that may be causing the pupil's absence

- Review the pupil's academic progress and make links to the pupil's attendance e.g. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed
- Work closely with the parents / carers to improve attendance

The possible outcomes of the meeting include:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice, 15 school day, monitoring period commences.
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The Head or Deputy Head Teacher with the class teacher will be responsible for all action at this level and will record all interventions and outcomes. Records will be copied to an additional member of the Senior Leadership Team.

RED **Pupils with attendance below 90%**

Pupils who have attendance equal to or below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- Long term non attendance
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti-Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid-Year Admissions
- Gifted and Talented
- Other

An identified member of staff will:

- Ensure that the pupil has already spoken to a member of staff at the stages proceeding RED intervention (AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED, providing opportunity for support)
- Obtain records of previous contact and interventions as set out in AMBER and escalate accordingly.
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues.
- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to Amber.

- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs.
- Be the key contact person for any external agency working with the pupil.
- Input into whole school strategies to address the needs of pupils within their group.

Each identified member of staff will be responsible for all action at this level and will record all interventions and outcomes. Records will be copied to a member of the Senior Leadership Team and Head Teacher.

Attendance will be an item on the agenda of the Senior Leadership Team meetings where the progress of these children will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Head Teacher will report the attendance data to the Governors each term.

Appendix 2: Punctuality monitoring, supporting and reporting

At Brookburn, good punctuality is considered an important value to have and a useful habit to develop in preparation for future life and work. Arriving at school on time sets a pupil up for the day and ensures children reach their full potential and benefit from learning opportunities provided.

1. Punctuality is monitored by school and a designated member of the SLT, currently the Deputy Head, is assigned to follow-up instances of lateness in accordance with the following guidelines.
2. The school doors open at 8.50am allowing children to enter school to make their way to their classrooms for registration.
3. The doors close at 9.00am; children arriving after this time have to enter school via the office and are signed in by the admin team and will be recorded as late in the register if after 9.05am. If they are signed in before 9.05am then it is not recorded as late on the schools SIMS system. However, parents, carers and pupils should note that the correct entry into school in the morning is through the designated door and not through the office. This is not an acceptable alternative on a daily basis.
4. Although the register is open between 9.00 and 9.25am, allowing children to get a mark for attendance, if they arrive after 9.05am and enter by the office, they will receive a late mark.
5. Punctuality is monitored every 3 weeks by a member of the admin team. Pupils who have arrived late 3 times in a 3 week period, receive a letter (appendix A) from school reminding them of the importance of arriving at school on time every day. Information including names, the days late arrival occurs and the frequency, will be recorded for monitoring by the Deputy Head.
6. If within any other 3 week block in the same term, the same pupils have been late more than 3 times, a second letter (appendix B) is sent home and if deemed necessary this will be followed up with a call from a member of the SLT. The phone call is to informally discuss any issues causing the late arrival at school and to offer support. It is also to reiterate the importance the school places on good punctuality.
7. Where punctuality does not improve, and the same pupil has been late for more than 3 times in another 3 week block, a third letter is sent home requesting a meeting with a member of SLT to agree a plan of action that will be put in place to improve the punctuality.
8. Weekly punctuality percentages are reported in the school newsletter and week on week improvements celebrated.
9. Class punctuality awards are given out in Golden assembly to the classes with the best punctuality record each half term: Gold, Silver, Bronze. For this purpose, punctuality will be based on children entering school by the designated door, and arriving on time in their classroom. Any child signing in through the office, regardless of the time (9.01 – 9.25am) will be counted as late.
10. Schools recognise that poor punctuality is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's

attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.