



Mercia Primary Academy Trust

ATTENDANCE POLICY

The Mercia Primary Academy Trust follows all DFE and Local Authority advice regarding Attendance and any information from them runs in concurrence with the below.

The schools in Mercia Primary Academy trust set a minimum attendance target of 97%

This policy aims to raise the profile of attendance by encouraging and promoting a positive attitude in order that all children can achieve a good rate of attendance throughout their time at school. Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately.

All children should be at school, on time, every day the school is open. Children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent/carer.

The attendance and behaviour policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Schools have a duty in law to refer any absence of 20 sessions (10 days) or more over a 12week period where they have been unable to make contact with the parent/carer, their child or have general concerns about the absence. Schools will refer to the Education Welfare Service (Local Support Team) and you may receive a penalty warning notice and also potentially a fine.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. Only school can authorise the absence, not the parent/carer. This is why information about the cause of each absence is always required. Authorised

absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to receive a mark

Parents/carers whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. Our Attendance Officer and Senior Family Support Worker will work with parents/carers to resolve problems which may affect the child's attendance. We may involve representatives of other agencies that work within the school i.e. the School Nurse, the Local Support Team etc. where required in order to ensure all children benefit from consistently good punctuality and attendance. If difficulties cannot be resolved in this way, the school will refer the child to an Education Welfare Worker (Local Support Team), who may issue Penalty Notices or instigate court proceedings.

School Attendance and the Law

Under Section 44 of the Education Act 1996, parents/carers of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child at the school where he/she is a registered pupil. Failure to discharge this duty may result in the LA prosecuting the parents/carers.

This policy reflects the most up to date legal powers and duties that govern school attendance in accordance with The Education Act 1996 and subsequent regulations and amendments.

- **Authorised absence** means that the school has given approval in advance for a pupil of compulsory school age to be absent from school.
- **Unauthorised absence** is where a school is not satisfied with the reasons given for the absence.

Authority to decide whether to authorise an absence can only be given by the Headteacher or a person acting in the absence of the Headteacher. This is to agree that there was a legitimate reason for a child not to be in school.

Illness

Parents/carers are required to notify the school on the first day the child is absent due to illness. We will request medical evidence to support any illness. This can be provided by hospital letters, appointment cards from GP/Dental surgeries. The school will record the absence as unauthorised if they are not satisfied of the authenticity of the illness.

Pre-booked Medical or dental appointments

Where appointments are unable to be made out of school hours the pupil should only be out of school for the required time for the appointment. Authorisation of the appointment will be marked with an 'M' where medical evidence is provided. If no medical evidence is provided the child will be marked with a 'U' (Late after registration has closed) or 'O' (an unauthorised absence) if the child does not attend school for the whole session or full day.

Religious observance

The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Advice is sought from parents' religious body about whether it has set the day apart for religious observance. The Headteacher may request proof that the child will be attending a religious observance.

Leave of absence authorised by the school

Each request will be considered individually taking into account the circumstances, i.e. the nature of the event for which leave is requested; the frequency of the request; whether advance notice has been given by the parent/carer; pupil's attainment, attendance and ability to keep up to date with missed schooling.

Holiday authorised by the school

Leave of absence will not be granted by the Headteacher unless in exceptional circumstances. To make a request the parent must complete a Request for Leave Form, and this must be signed by both parents/legal guardians who hold parental responsibility and anyone who has day to day responsibility for the child. This request must be made in advance. The Headteacher must be satisfied that there are exceptional circumstances to warrant granting the leave of absence. If a leave of absence is approved, the Headteacher will determine the number of days the pupil can be absent from school. A leave of absence is granted entirely at the Headteacher's discretion.

Holiday not authorised by the School or in excess of the period determined by the Headteacher

Where the Headteacher has not authorised a leave of absence for the purpose of a holiday and the parents/carers still take the child out of school or extend the agreed leave of absence, the absence will be recorded as unauthorised in the register. Regulations do not allow for retrospective approval.

Leave of absence will also be recorded as unauthorised where parents did not apply for leave of absence in advance. The maximum authorised leave that the Headteacher can grant is 20 sessions (10 days) over the academic year.

Elective Home Education

If a school receives written notification from parents/carers that they wish to home educate their child then the school will inform the Local Authority of the parents/carers decision to remove their child's name from the admissions register. Whilst school will not seek to prevent parents/carers from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

Penalty Notice

If your child has 20 sessions (10 days) unauthorised absences or is late 10 times over a 12 week period, you may receive a Penalty Warning Notice, and potentially a fine.

Additionally, after completing a Request for Leave Form regarding holidays, should the schools decide not to grant leave of absence, this will be recorded as an unauthorised absence. This may also lead to a Penalty Warning Notice, and potentially a fine.

If a child is still obtaining unauthorised marks and a parent/legal guardian still choose to take their child out of school, this may be subject to a Penalty Notice fine of £60 per parent/legal guardian* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings. Non-payment of a Penalty Notice will result in the withdrawal of a penalty notice and will trigger the fast track prosecution process under the provisions of section 444(1) of the Education act 1996.

*Generally the DfE states that parents include all those with day to day responsibility for a child.

The Code of Conduct

The Education (Penalty Notices) Regulations 2007 set out the details of how the penalty notice scheme must operate. This includes a requirement that every local authority must draw up and publish a Code of Conduct for issuing penalty notices, after consulting all schools, including academies, and the police. The code should set out the criteria that will be used to trigger the use of a penalty notice.

Please see Appendix 1 for Staffordshire Local Authority Code of Conduct for issuing Penalty Notices September 2017. www.staffordshire.gov.uk/education

Dealing with late arrivals

Flax Hill Junior Academy

- The school gates are opened at 8.30 am to allow pupils to go directly to their classroom.
- At 8.40 am the school gate is closed and any pupils arriving after this time will need to enter school using the main school entrance.
- At 8.50 am the register is taken in class by the Teacher and any pupils not in class will be recorded as 'N' and the school office will contact parents to ascertain the reason for the pupil's absence.
- Any pupils arriving after 8.50 am will need to sign the 'late book' on arrival.
- A late mark will be recorded in the SIMs class register, and this includes the amount of minutes lost in any one session. (Please refer to the SCC Code of Conduct regarding fines issued to parents whose child is persistently late).
- The register will be monitored regularly by the Attendance Officer/Senior Family Support Worker and reported on to the Headteacher.
- Once a child has accumulated 10 late marks 'U' or unauthorised marks 'O' a fine may be issued.
- Children will be classed as late if they arrive at school between 8.50 am – 9.20 am and this will be recorded as 'L'. The late book will need to be completed in the school foyer with reason for lateness.
- Any child arriving after 9.20 am will be recorded as late after register has closed 'U' (unauthorised mark).
- Registers are taken at 1.15 pm in the class by the Teacher.

Lark Hall Infant & Nursery Academy

- The school gates are opened at 8.50 am to allow pupils to go directly to their classroom.
- At 9.00 am the school gate is closed and any pupils arriving after this time will need to enter school using the main school entrance.
- At 9.00 am the register is taken in class by the Teacher and any pupils not in class will be recorded as 'N' and the school office will contact parents to ascertain the reason for the pupil's absence.
- Any pupils arriving after 9.00 am will need to be signed in the 'late book' on arrival.
- A late mark will be recorded in the SIMs class register, this includes the amount of minutes lost in any one session. (Please refer to the SCC Code of Conduct regarding fines issued to parents whose child is persistently late).
- The register will be monitored regularly by the Attendance Officer/Senior Family Support Worker and reported on to the Headteacher.
- Once a child has accumulated 10 late marks 'U' or unauthorised marks 'O' a fine may be issued.
- Children will be classed as late if they arrive at school between 9.00 am – 9.30 am and this will be recorded as 'L'. The late book will need to be completed in the school foyer with reason for lateness.
- Any child arriving after 9.30 am will be recorded as late after register has closed 'U' (unauthorised mark).
- Registers are taken at 1.00 pm in the class by the teacher.

Lakeside Primary School

- Staff will be on duty by 8.45am.
- Children go into class from 8.45am. The bell will ring and a teacher will be on duty to ensure children do not leave after they arrive.
- The bell will ring again at 8.55am.
- Children will be registered in class and this process should be finished by 9.10am so that lessons may begin.
- Children who arrive after the bell has gone should enter school by the main doors.
- If they arrive between 8.55am and 9am they will be sent to class.

- Children will be classed as late if they arrive at school between 09.00-09.10am this will be recorded as 'L'. Any child late after 09.30 am will be recorded as 'U' on the register. A late mark will be recorded in the SIMs class register, and this includes the amount of minutes lost in any one session. (Please refer to SCC Code of Conduct regarding fines issued to parents whose child is persistently late.)
- If the reason is acceptable, e.g. a medical appointment which the school has received in advance warning of or, an unavoidable medical emergency will be classed as 'M'.
- Once a child has accumulated 10 late marks 'U' or unauthorised marks 'O' a fine may be issued.
- The register will be monitored regularly by the Attendance Officer/Senior Family Support Worker and reported on to the Headteacher.

Dealing with unauthorised absence

- Until a legitimate reason is provided, all absence will be recorded as unauthorised.
- Parents/carers are expected to provide a reason for absence by phoning or emailing the school before 9.00 am on the first day of absence.
- In the first instance a text will be sent requesting a reason for absence. If no reply is received from the text message this will be followed up with a phone call for parents/carers to provide reason for absence. Parents/carers will be requested to provide proof of absence in all instances.
- If no response is received from the parent to our attempts to contact you, your child will receive an unauthorised absence mark in the register.
- The LA regularly monitors attendance figures.
- Please see SCC Code of Conduct for issuing fines for any unauthorised absence.

Register Code List (please see appendix for additional COVID attendance codes)

/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg)
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interviews
L	Late (before registers closed)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend / No mark recorded

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Where possible we use the child's attendance from last year as our starting point when calculating any child's attendance, especially during the first term of a new academic year.

Parents whose children have an attendance rate below 90% will be asked to provide GP appointment cards etc. for every absence. If these are not forthcoming the absence will be recorded as an unauthorised absence. When an individual pupil's attendance level falls below 95% in any term without good reason, a referral may be made for the parent to meet with the Senior Leadership Team/Senior Family Support Worker, to discuss any individual issues and how the school can support the improvement in their child's attendance.

Following investigation, any unresolved issues may result in a referral to the Local Support Team / Education Welfare Worker. This may result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 Section 444.

Parents/carers are informed by text between 9.30am and 10.00 am if their child is absent from school and no reason has been given. By contacting the parent/carers, both schools hope to ensure that the parent/carer is aware their child is not in school, enabling the parent/carer where necessary to establish their child is safe.

Each school has an Attendance Officer. It is their responsibility with the support of the Senior Family Support Worker to ensure that these policies and procedures contained within this document are followed.

Rewards and incentives for attendance

Parents/carers are informed by letter three times a year - Autumn half term, Spring Half term, Summer Half term of their child's attendance using a set template letter - appendix (2). Attendance certificates are given at the end of each half term. At the end of the Academic year 100% attending children have a special assembly to celebrate their success.

Those children who achieve an attendance percentage of 100% at the end of each half term will have their names entered into a raffle. At the end of the school year, names will be pulled out and the winners will receive a prize. To celebrate success, if the whole school achieves 100% attendance on three set 100% attendance days we will hold a non-uniform day and these will be specified days throughout the three terms.

Best attending classes receive a weekly cup and additional playtime. Attendance is mentioned on the newsletter on a bi weekly basis.

Summary

The schools have a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend school. All staff are committed to working with parents/carers to support a high level of attendance throughout both schools.

Signed

Director, Mercia Primary Academy Trust

A signed copy of this document is available from the school office.

Review annually.

Version Control

Version	Date Approved	Changes	Reasons for Alterations
V2	24.10.2018	No Changes	
V2	12.11.2019	Updated to include Lakeside	
	01.03.2021	Appendix to add additional COVID codes	Covid amendment
	24.03.2021	Added a range of different formats.	Accessibility.

Appendix

Appendix 1 Staffordshire County Council's Code of Conduct (01.01.2018) – See below link

<https://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Appendix 2 Traffic Light letters

Appendix 3 Education Act 1996 – School Attendance – See below link

<https://www.legislation.gov.uk/ukpga/1996/56/contents>

Appendix 3 Request for Leave

Appendix 4 Guidance Notes for Parents requesting Leave in Term Time

Appendix 2 – Green Attendance Letter

«date_of_printing»

Parent/Guardian of «chosen_forename» «chosen_surname» «reg»

«address_block»

Dear «salutation»

Your child is in the GREEN GROUP (Excellent)

We are writing to congratulate you and «chosen_forename». Since the beginning of the academic year, «his_her» percentage attendance percentage is «percentage_attendance» %. This is excellent! Such good attendance is ensuring that «chosen_forename» is missing as little teaching and learning as possible.

Any parent whose child gains 10 days (20 sessions) over a 12 week period of unauthorised absences may receive a penalty notice from the Local Education Authority.

We operate a colour code system in an attempt to improve the attendance of all the children here at Flax Hill Junior Academy, as evidence shows that attendance does affect a child's learning and attainment.

Thank you for your continuing support.

Yours sincerely



Richard Lane
Executive Headteacher

Appendix 2 – Yellow Attendance Letter

«date_of_printing»

Parent/Guardian of «chosen_forename» «chosen_surname» «reg»

«address_block»

Dear «salutation»

Your child is in the YELLOW GROUP (Good)

Since the beginning of the academic year «chosen_forename»'s attendance percentage is «percentage_attendance»%. This is good and we recommend that your «son_daughter» is not absent unnecessarily for the rest of the year so that «he_she» may achieve an attendance percentage of over 95%. Good attendance ensures that «chosen_forename» is missing as little teaching and learning as possible.

Any parent whose child gains 10 days (20 sessions) over a 12 week period of unauthorised absences may receive a penalty notice from the Local Education Authority.

We operate a colour code system in an attempt to improve the attendance of all children here at Flax Hill Junior Academy, as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage of at least 95%, unless there are exceptional circumstances that allow them to be in the yellow group.

Thank you for your continuing support.

Yours sincerely



Richard Lane
Executive Headteacher

Appendix 2 – Red Attendance Letter

«date_of_printing»

Parent/Guardian of «chosen_forename» «chosen_surname» «reg»
«address_block»

Dear «salutation»

Your child is in the RED GROUP (Persistent Absence)

Since the beginning of the academic year, «chosen_name»'s attendance percentage is «percentage_attendance»%. This is unacceptable and needs your urgent attention. Additionally, due to «chosen_name»'s low attendance, as well as their mark being under 90%, all further absences will require proof of medical attention i.e. GP appointment card or medication prescribed by a GP. If this is not provided an unauthorised absence mark will be recorded in the register.

We operate a colour code system in an attempt to improve the attendance of all children here at Flax Hill Junior Academy, as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow group.

As «chosen_name» is currently in the red group, she/he is now categorised as a "Persistent Absence Pupil" by the Local Authority. Any parent whose child gains 10 days (20 sessions) over a 12 week period of unauthorised absences or is late 10 times after register closes, may receive a penalty notice from the Local Education Authority who may then issue a Penalty Notice or Court action.

All children should have an attendance percentage of 95% or above, unless there are exceptional circumstances that allow them to be in the yellow or red group. If you require any support to help with this issue, please do not hesitate to contact Angie Doxford our Family Support Worker, who will be happy to assist with any concerns you may have.

Yours sincerely



Richard Lane
Executive Head Teacher

Appendix 3

Request for Leave during Term Time

Child's Full Name _____ Date _____

Child's Address _____

_____ Postcode _____

I request leave of absence from school (exceptional circumstances only) during term time for the period from _____ to _____ (Dates).

Total number of school days requested for leave _____ (Days).

Reason for request for leave during term time. Please include supporting evidence (This section must be answered in full with as much detail as possible and supporting evidence must be provided along with this application).

I have other children in different schools:

Childs Full Name _____ School Attending _____

Childs Full Name _____ School Attending _____

Childs Full Name _____ School Attending _____

Signature of 1st Parent/Guardian _____ Print Name _____

Signature of 2nd Parent/Guardian _____ Print Name _____

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

Office use only

Current Attendance _____ % Last Year's Attendance _____ %

Agreed / Not Agreed

Signed _____ Mr R Lane (Headteacher) Date _____

Notification of decision: Date letter sent to parent/guardian _____

Appendix 4

Guidance Notes for Parents requesting Leave of Absence during Term Time

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, complete the attached form and return it to the school office. This form should be returned to school giving enough time for your request to be considered and well before the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers are unable to authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that Head teachers may not grant leave of absence during term time unless there are exceptional circumstances. Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Mercia Primary Academy Trust understands the challenges that some parents face when booking holidays particularly during school holidays. However we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.
5. Each case will be considered individually and on its own merit. Parents need, therefore to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of:
 - The exceptional circumstances
 - The attendance pattern of the child
 - Frequency of similar requests
 - The stage of the child's education and progress
 - Effects this will have on the child's future progress
 - Whether the parent made the request in advance
 - If the child is due to sit any exams including SATS – They will not normally be granted leave of absence
6. Where parents have children in more than one school, a separate request must be made to each school. The Head teacher of each school will make their own decision based on the factors relating to the child,

their school and their stage of education. However Head teachers may choose to liaise with each other as part of their decision-making process.

7. Should the school decide to grant leave of absence, but the child does not return to school at the same time they were expected to and no information is available to the school to explain and justify their continuing absence, they will be recorded as unauthorised. The school must be satisfied with any reason justifying the absence, if they are not, then the absence will also be recorded as unauthorised.
8. Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to Penalty Notice fine of £60 per parent* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support Head teachers in challenging parents who ignore the law.

Appendix 5 – Covid coding for attendance:

Recording non-attendance related to coronavirus We have defined a set of sub codes for schools to use to consistently record non-attendance related to coronavirus and help them to complete the educational settings status form.

Set of sub codes

The set of sub codes to record non-attendance related to coronavirus are:

Code X01: Non-compulsory school age pupil not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have not yet had a positive test.

Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) inside the school setting This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) inside the school setting (for example, individuals, classes, year groups or bubbles who have been sent home because of potential contact with a confirmed case of coronavirus (COVID19) within the school setting). Includes test and trace where it applies.

Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) outside the school setting This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) OUTSIDE the school setting (for example, a household member with symptoms or a confirmed positive test, or a social contact or a contact with someone from the local community with a confirmed positive test). Includes pupils advised to self-isolate through test and trace where appropriate.

Code X05: Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory) This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health & Social Care guidance 'Coronavirus (COVID-19): how to self-isolate when you travel to the UK'.

Code X06: Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend. This code is used for the small number of pupils who have been specifically identified as clinically extremely vulnerable and advised that they should not attend school. Department of Health & Social Care / Public Health England 'Guidance on protecting people who are clinically extremely vulnerable from COVID-19'.

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice. This is for pupils who as part of local or national restrictions to education settings, (including set out in the Contingency Framework and related guidance) are specifically advised not to attend school for public health reasons.

Code I01: Illness This code is used for pupils who are absent because of non-coronavirus (COVID-19) related illness or sickness.

Code I02: Illness Confirmed case of coronavirus (COVID-19) This code is used for pupils who are absent because they have tested positive for coronavirus (COVID-19).

Where schools are using these sub-codes they will still need to consider on an individual basis whether Code X is the appropriate code for a given non-attendance. They will need to ensure that Code X is only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from either Public Health England (PHE Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Where a pupil's non-attendance does not meet these requirements it should not be recorded as Code X and schools should consider whether another code can be used.