REGISTRATION
& ATTENDANCE POLICY

This policy outlines Gatley Primary School's approach to ensuring the regular and punctual attendance of all children, which is regarded as essential for our children's education. It outlines how these expectations work in conjunction with the DFE Working together to improve school attendance (August 2024) and the relevant legislation including:
The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
• The Education (Pupil Registration) (England) Regulations 2006

• The Education (Pupil Registration) (England) (Amendment) Regulations 2010
• The Education (Pupil Registration) (England) (Amendment) Regulations 2011
• The Education (Pupil Registration) (England) (Amendment) Regulations 2013
• The Education (Pupil Registration) (England) (Amendment) Regulations 2016

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Headteacher
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Chair of Governors
Lisa Dennis

Date:

Contents

Introduction
Aims
Legal Framework
Roles and Responsibilities
Recording and Reporting Absences
Categories for Absences
Authorised Absences
Other Absences
Unexplained Absence
Persistent Absence & Severe Absence
Absence procedures and reporting
Removal from Roll
Late Arrivals
Managing Lateness
Non collection arrangements
Reasonable Adjustments
Part Time Timetable / Phased Return
Dual Registration / Alternate Provision
Education Welfare Officer/ School Age Plus Worker
Monitoring Attendance
Appendices

Introduction

Good attendance and time keeping are very important. It helps to settle children into school routines and to develop good attitudes to work. Children need to attend school to benefit from their education and to ensure the best possible learning outcomes. Missing out on lessons leaves children vulnerable to falling behind and creates a barrier to learning. Absence from school can also affect children's friendships and self-esteem. It is important that we all work together as partners to ensure all children attend and achieve.

Ensuring children's regular attendance at school is a parent or guardians legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility within the context of this school. *Failing to attend this school on a regular basis is considered a safeguarding matter*. As a school we will work proactively with our families to ensure that every child's time in school is maximised in order for children to achieve their full potential.

Aims

The aim of Gatley Primary Attendance and Registration Policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils and to ensure this is recorded accurately. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its Attendance and Registration Policy is adhered to as much as is possible.

Gatley Primary School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support. This document is supported by our policies on safeguarding, anti-bullying, behaviour and other associated teaching and learning policies.

Within this policy we aim to:

- To promote the education surrounding regular attendance;
- Create a welcoming and stimulating environment where pupils feel safe, secure and wanting to attend school;
- Act inclusively, with clarity, with our attendance reporting procedures adhering to legal frameworks;
- Work proactively with families to monitor, track and deal promptly with non-attendance;
- To introduce effective procedures which have a positive impact to improve attendance;
- To support parents in ensuring that children arrive on time for school, ready to learn.

Legal framework

The *Education Act 1996* states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —

(a) to their age, ability and aptitude, and
(b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

(a) when they attains the age of five, if they attains that age on a prescribed day, and
(b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

The aims and expectations of this policy apply to each and every child in our school, regardless of their age. It is our strong belief that regular attendance at school is fundamental to a child's ability to fulfil their potential to achievement and sustain a healthy wellbeing; this expectation is part of the offer of a place at Gatley Primary School.

Roles and responsibilities

Governing body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff;
- annually review the school's attendance rules and ensure that all provisions are in place to allow school staff, parents and children to implement the rules effectively;
- Support and challenge the school's implementation of this policy through involvement in school monitoring and school reporting around attendance data;
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff;
- take time at governors' meetings to regularly review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year;
- ensure that the school is implementing effective means of recording attendance and organising that data;
- ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance;
- provide information requested by the Secretary of State, including the termly absence data the department collects.

School leadership team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families;

- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement;
- coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full review;

- ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues;
- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them;
- report to the governing body each term on attendance records, data and provision;
- ensure that systems to record and report attendance data are in place and working effectively;
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend;
  - have in place appropriate safeguarding responses for pupils who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings;
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).

Teachers and support staff

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

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families;
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement;
- ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue (See Appendix 1)
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily (See Appendix 2);
- contribute to strategy meetings and interventions where they are needed;
- work with external agencies to support pupils and their families who are struggling with regular attendance.

Parents and carers

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

- engage with their children's education – support their learning and take an active role in the opportunities the school provides to support learning;
- promote the value of good education and the importance of regular school attendance at home;
- encourage and support their children's aspirations;
- ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment;
- follow the set school procedure for reporting the absence of their child from school (Appendix 3), and include an expected date for return;
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours;
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises;
- keep the school informed of any circumstances that may affect their child's attendance;
- develop and sustain regular routines at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance;
- do not take their children out of school for holidays during term time.

- inform the school in advance of any proposed change of address for their child(ren) along with the name of the parent with whom the child shall live.
- sign a home-school agreement.

Pupils
As part of our whole-school approach to maintaining high attendance, we request that pupils:
- attend school every day on time;
- come to school ready to learn with the equipment they need to learn;
- talk to a trusted adult if they are unhappy so that we can support them in feeling happy and safe in and outside of school;
- sign the home–school agreement

Recording and Reporting Absences

Registers are the legal documents held for the recording and reporting of attendance. The register is taken twice daily. For children in the morning, the first register is taken at either 8.40am or 9.00am depending on their wave of entry; for all Year 6 pupils this is always 8.40am. Children must attend school at the start of their chosen/directed wave time. Wave times are not flexible and cannot be used interchangeably to extend or shorten the school day.

The second attendance register is taken in the afternoon following the children's lunch break. Registers close 10 minutes after their opening time and should be completed by the adult teaching the class using SIMs. If a pupil is not present at the time that the afternoon registration takes place, they will be marked absent. Any unjustifiable reason for absence will be marked as unauthorised.

Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Office staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences, they should follow the school's safeguarding procedures.

Teaching staff will mark the register with / (am present) or \ (pm present) when a child is present in school. If they are not present they should be marked with 'N' which will enable the office staff to locate the child during register checks.

When a child is to be absent from school, without prior permission, parents should inform the school by telephone on the first day of absence by 9.00am. They should contact the school each day of absence providing a reason for the absence. Absence can be reported in one of three ways: by telephoning the school office on 0161 428 6180 / Option 1; by emailing the school office at office@gatleyprimary.com; or using the 'Reporting Absence' function in the ParentMail app. Alternative arrangements will be made individually with non-English speaking parents or carers.

If absence is not reported, office staff will seek to make contact with all named emergency contacts on a child's school record in turn, until a reason for absence is provided. See below section on Unexplained Absence for more details.

Authorised Absences

1. Illness
Most cases of absence due to illness are short term, but parents will need to contact school on first day of absence, and each day of the absence should it continue. In reporting the

absence, parents should explain what the nature of the illness is*. This will be recorded as 'I' in the register. A period of illness for 5 days or more will result in the teachers contacting families as a check-in and to offer additional support.

Frequent periods of illness will be a trigger for a school expression of attendance concern and will be monitored to enable the relevant support to be instigated under the school's safeguarding duty of care. This may include the involvement of the School Nurse or other health care professionals.

For regular or prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. Evidence will be requested where the school has genuine, reasonable grounds to doubt the explanation or needs clarification to record the absence accurately. If these are not provided on request it may result in the absence continuing to be classed as unauthorised.

Under new rules that come into force from the academic year 2024-5 onwards, the school is required to report to the Local Authority all pupils of compulsory school age who have been recorded with code 'I' - illness – for whom the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively (across the school year) due to sickness. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs. The sharing of this information with the Local Authority is a legal requirement of the school, as outlined in the DfE's *'Working Together to Improve School Attendance Statutory Guidance for Schools' July 2026.* Under this guidance the school is required to "Share information and work collaboratively with other schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe".

Please see the Medical Conditions Policy for absence periods for some conditions including Covid-19.

School work will not be issued for periods of illness as it is important that children rest and recover. Prolonged or extended periods of illness may result in work being issued if the illness is preventing the child from returning to school i.e.: recovery from an operation or surgery. However, it is the school view that for most treatments or extended illness, if the right support is in place, a return to school can be facilitated. Any return to school plans should be constructed with the relevant health care professional.

** If the authenticity of illness is in doubt, school can request parents to provide medical evidence (Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes) to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness and will advise parents of their intention.*

Where a child is experiencing emotional based school avoidance school will instigate early multi-agency support and utilise the Stockport LA EBSA materials to support the child's return to school.

<u>2. Medical or dental appointments</u>

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible and parents should make the school aware of when the appointment is and when the child will be returning within that school day.

Regular and repeated periods of illness could be a cause for concern. These periods of illness absence are monitored and external agencies such as the School Nurse maybe asked to support where necessary.

If a pupil is not is school for a session because they are attending a medical appointment, this will be recorded as 'M'. School work cannot be issued for time missed for medical appointments.

Any medical appointment in relation to treatments or therapies abroad (or holistic therapies in the UK or abroad) will be communicated to the school nurse and will not be coded as 'M' unless this forms part of a child's medical plan, investigations or needs as outlined in their records with the GP.

3. Authorised absences

There may be some exceptional instances where the school will authorise absence such as for a family bereavement. This will be recorded as 'C'.

4. Exclusion

Exclusion is treated as an authorised absence. This will be recorded as E.

Other Absences

5. Family holidays, extended leave or leave of absence

Parents should make every effort to ensure that family holidays or extended leave is arranged outside of school term time. Under The School Attendance (Pupil Registration) (England) Regulations 2024, schools are now only allowed to authorise leave of absence for any reason if satisfied that exceptional circumstances exist which outweigh the harm caused to a pupil's education by missing school and will not be for extended periods of time. And, as part of the DfE's 'Working together to improve school attendance' statutory guidance for schools in England introduced and starting in the academic year 2024/2025, the 'H' code – Family Holiday – agreed will **not** be available for schools to use to code absence going forward.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with a fine from the Local Authority, in the form of an Education Penalty Notice. Under new rules set out by the The Education (Penalty Notices) (England) (Amendment) Regulations 2024, schools are under a duty to consider an EPN whenever the statutory threshold of 10 sessions of unauthorised absence in 10 school weeks is met, whether the absence is due to term time holidays or any other reason. For three offences within three years, parents can be referred by the Local Authority to the Magistrates' Court.

Parents may request a leave of absence during term time where there are exceptional circumstances. **Requests for leave of this type must be made in writing using the school's Leave of Absence Request Form to the Headteacher at least 28 days/ 4 weeks in advance of the leave being taken**. In the case of unforeseen circumstances, such as a family bereavement, which requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered, and any time taken will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances. It remains the Headteacher's sole decision whether to authorise any request for absence (or length of absence) during term time and the Headteacher's decision on whether to authorise any request is final.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to further action by the school or prosecution by the Local Authority.

Extended periods of absence, without authorisation, may also result in the validity of child's place at the school being explored including the involvement of the Educational Welfare department in the local authority.

Authorised absences will be recorded as 'C' and unauthorised holidays/extended leave will be coded as 'G' or 'O'. School work will not be issued for either authorised or unauthorised holidays. Please refer to Section 7 – Unauthorised absences (below) which outlines the new rules / penalty system that the Government has placed in force for the academic year 2024-2025.

6. Religious observance

Gatley Primary School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times.

Absence for Religious Observance will be recorded in the register as 'R' and is limited to cover only 'specific days' that are 'exclusively set apart for religious observance by the religious body to which the pupil's parents belong'.

Parents will be aware of these dates and should give the school written notification in advance.

7. Travellers Absence

Department for Education new guidance allows schools to authorise absences for Gypsy, Roma, Traveller and nomadic pupils 'of no fixed abode' who are travelling with their parents for work, as part of the Section 444(6) of the Education Act 1996. Parents will need to provide written requests for leave in advance in the same way as for other leave of absence / extended absence requests. This will be recorded as 'T' on the register.

8. Unauthorised absences

An absence will not be authorised where the school is not satisfied with the reasons given for the absence.

Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending school, the school will notify the Local Authority who may consider issuing a penalty notice.

When considering whether to issue a penalty notice, we will have regard to:

- the Department for Education's statutory guidance, School Attendance Parental Responsibility Measures;
- the Local Authority's Code of Conduct for issuing penalty notices.

In the event that a penalty notice is issued but is not paid within 28 days, the Local Authority will decide whether to proceed to prosecution. The Local Authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

New rules come into force on 19/8/2024 will therefore take effect from the start of the 2024-25 school year. They will apply only to offences taking place (and fines issued) from then onwards.

The new rules are:

- For the first fine issued by the Local Authority for after the start of the 24-25 school year, the fine will increase to £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is then issued to the same parent for the same child within three years of the first fine it will be for £160.

Subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine); instead the parent will be prosecuted by the Local Authority in the Magistrates' Court.

Unexplained Absence

The School Office staff will attempt to make immediate contact with parents whenever a child is absent from school without explanation. If this is not possible, contact with the pupil's emergency contact list will begin. We expect all parents to report any absences to the school by no later than 9.00am with a reason for their child's absence. If this is illness related we ask that additional information is provided to help the school understand the nature of the illness. The office staff, in conjunction with the Pastoral Lead, will prioritise making contact with parents of Year 6 children who may be walking to school unsupervised by an adult and subsequently any child identified as 'vulnerable', for example: children subject to CP plan or a Child in Need plan; children who are currently looked after, adopted from care or subject to a child arrangement order; children receiving support from social services or any children previously reported as missing.

Absence can be reported in one of three ways: by telephoning the school office on 0161 428 6180 / Option 1; by emailing the school office at office@gatleyprimary.com; or using the 'Reporting Absence' function in the ParentMail app.

The school considers unreported absences a safeguarding concern and will do everything within its reasonable powers to establish the reasons for why a pupil is not in attendance at school, which may include notifying relevant authorities, for example Social Services, allocated social workers / key workers, or the local police, to conduct a welfare check. The school will use its knowledge of its families in accordance with any safeguarding information held, to instigate these checks at the relevant points.

As required by KCSIE (Keeping Children Safe in Education), on the 10th consecutive day of absence the school will report the pupils as 'children absent from education' to Stockport Children`s Services Contact Centre. This is recorded via the MASSH. Under new Local Authority rules, this now applies to pupils with 'N', 'G' or 'O' codes and includes cases where parents have notified the school in advance of an absence.

See Appendix 6 for a time-bound overview of the 'reasonable endeavours' taken by the school to establish the whereabouts of children who are absent without a reported reason.

All absence requests should be recorded by parents using the school's Proforma for Requesting Absence (Appendix 7) and will be considered on a case by case basis with a strong bias towards the fact that children must attend school and that it is a parent's legal duty of care to ensure this is the case.

Other codes which could be considered are found in Appendix 4.

Persistent Absenteeism (PA) -90% & Severe Absenteeism (SA) – 50%

At Gatley Primary School, we view attendance as very important and, where there are concerns about a child's attendance, we work with our families in a supportive way to ensure that regular attendance can be ensured. To help us to do this, we have a series of important

monitoring strategies including: the daily taking of registers, weekly attendance monitoring overviews and a graduated responses to dealing with attendance and punctuation concerns (see Appendix 1, 2 & 3).

All pupils in school are expected to hold an excellent attendance record, in line with or above the school's average of 97%. See Appendix 12 – Attendance Matters.

Children become a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason, including authorised absences and a 'severe absentee' when they miss 50% or more. Any significant absence such as PA or SA will be causing considerable damage to any child's educational prospects.

During half termly attendance monitoring, PA/SA triggers are identified and this can result in:

- Parents of pupils deemed 'at risk' of becoming persistently absent being contacted in writing
- Cause for concern / Staged Attendance Process letters may be issued for pupils who subsequently fall into PA. This will usually include a meeting with senior leaders
- Depending on reasons for absence, but usually for codes of 'I' 'G' or 'O' that reach Local Authority 'triggers' the school will notify the Local Authority for further action

All cases of PA/SA are automatically made known to our Education Welfare Officer or Stockport Family School Age Plus Worker to discuss an action plan to best support and increase attendance.

There is a graduated response to the management of persistent absence (See Appendix 3).

Absence Procedures: following up absences

Class registers are analysed by the school office at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. If this is not possible, contact will be made with the emergency contact list or with parents via email, text message or ParentMail.

If a pattern of unauthorised absences emerges, the school will follow the local authority's staged attendance process guidance (see Appendix 8). The teacher will begin by contacting the parent or carer to discuss possible reasons and school support systems that could help. This may be done in conjunction with issuing Letter 1 cause for concern.

Following this letter, non-improved attendance may result in an invitation to attend a School Attendance Meeting to agree a personalised plan for improving attendance. This may be done in conjunction with a Medical Action Plan and with a second letter being issued – Letter 2 further concerns. See Appendix 9-11.

In the event of continuing attendance concerns (10 or more unauthorised absences in a 3 month period) the matter will be referred to the Education Welfare Officer (EWO) who will advise as to next steps, which may include the involvement of other agencies or enforcement. In addition to this, as required by KCSIE (Keeping Children Safe in Education), on the 10th consecutive day of absence the school will report the pupils as 'children absent from education' to Stockport Children`s Services Contact Centre. Under new DfE Regulations, this now applies to pupils with 'N', 'G' or 'O' codes which may include cases where parents have notified the school in advance of an absence.

Removing from Roll

Ultimately, where a child has been continuously absent from school for a period of 20 school days or more, and where the absence was unauthorised or both the school and LA have been unable to establish the whereabouts of the child after jointly making reasonable enquiries, the school may remove the child from the school roll. The school will notify the EWS Service at the Local Authority and follow their processes to report such pupils as a 'Child Missing in Education' and ultimately remove pupil from roll.

In the event of a child leaving the school to commence their education at another establishment in this country or abroad (or to be home educated) it is the parents' responsibility to communicate this with the school office in advance of the child leaving school. As part of the school's safeguarding duty of care, it is essential that parents provide, in writing:

- Leaving date for pupil
- Name and address of new school (or written intent to home school)
- Start date at new school
- New address / contact details (if applicable)

This information must be provided to the EWS by the school and the school will follow the Local Authority Procedure for removing a pupil from roll. Failure to provide this information may result in the school reporting the pupil 'missing in education' with the Local Authority.

Late arrivals

A prompt start to the school day is essential. Late arrival to school means that children are missing out on vital educational provision and is disruptive to their learning and other pupils.

We have 2 waves of entry which we ask that you choose from and stick to during the school year. These are: Early Wave – 8.40am – 3.10pm **OR** Late Wave - 9.00am -3.30pm. For all our Year 6 pupils their school day starts at 8.40am and 3.10pm.

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning registration begins at 8.40am for early wave and 9.00am for late wave.

Pupils who arrive shortly after this time will be marked as an 'L' in the register for late. For pupils arriving after later than 30 minutes from their wave of entry time, the school will code this as 'U' – late after registers closed. This classed as an unauthorised absence, and such absences are monitored by the Local Authority.

Children who are late for their wave of entry will need to be signed in through our school office on our electronic entry system. Once signed in, pupils will be given a late slip which they will need to take to their teacher in the classroom.

How we manage lateness:

If pupils are late more than 3 occasions over a half term, the class teacher will contact parents to discuss ways in which we can work together to improve punctuality. There is a graduated response to the management of lateness as this can be trigger for safeguarding concerns (see Appendix 2).

Non Collection Arrangements

In accordance with our finish times (early wave: 3.10pm and late wave: 3.30pm), we ask that parents ensure their child is collected at the times stipulated, whether from the school building, from one of the walking bus (chaperone service) sites, or following an extra-curricular club. Collection arrangements are shared by parents at the beginning of the academic year and if

changes are made, we ask that parents inform the classteacher and school office with good time to ensure safe collection at the end of the day. If a child is not collected by their parent, carer or identified collection arrangement, staff will bring the child to the school office and we will make contact with **all emergency contacts** on the list to ascertain collection arrangements. If this is to be more than half an hour after collection should have been made, the child will be placed in Gatley Childcare/TD sports and a charge maybe incurred. We will continue to make contact with all emergency contacts until collection arrangements are secured. If this can not be done by 5.30pm, we will make contact with the relevant services. Repeated non-collection is a cause for concern. If this situation does arise, the school will invite parents in for a meeting to discuss the ways in which support can be offered.

Reasonable Adjustments

Whilst some children face more complex barriers to attendance, their right to education is the same as any other child, but additional considerations may be required. Where a child's Education Health Care Plan identifies a health care need or a Health Care Plan indicates this need, we understand that there may be an increased level of need for attending medical appointments during the school day which may be unavoidable. There may also be prolonged periods of absence or it may be the case that these children may be more susceptible to illness. Whilst this will still be monitored, reasonable adjustments surrounding the timeframes for monitoring may be extended under the support and guidance of the Educational Welfare Officer or the other external agency advice. A pupil's EHCP should be robust enough to ensure a pupil with SEND or health care needs, can and should be attending school full time. Absences not specifically cited within the EHCP will be recorded and responded to aligned with this policy.

Part Time / Phased Return

Where a pupil's individual needs are such that they may require a reduction in schooling hours, this may be considered by the school under the guidance of medical professionals in line with statutory guidance in 'Supporting pupils at school with medical conditions' or 'Arranging education for children who cannot attend school because of health needs'. This will be treated as a 'reduced timetable' and only for a short period of time with weekly reviews set and gradual increase in a child's participation in school hours. A risk assessment will document this, and the part time timetable must be agreed by parents, the school and formally reported to the Local Authority. Coding for the register will be 'C2'.

Dual Registration / Alternate Provision

On occasion, it may be in a pupil's best interests to attend another educational provision on a part time or short term basis. Main examples of dual registration are for pupils who attend a pupil referral unit (PRU), hospital school or special school. In each case, Gatley Primary School would be the 'main' provider and other provision will be 'subsidiary'. Attendance at another provision must be agreed by parents, the school and the Local Authority. Coding for Dual Registration at a subsidiary provider will be 'D' and other Alternative Provision as 'B'. If attending another provision organised by the Local Authority this would be coded as 'K'

Education Welfare Officer/Stockport Family School Age Plus Worker

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be solved this way, the school may have to refer children to the Local Authority 'School Age Plus Worker' or Education Welfare Officer. This worker will also try to resolve the situation by agreement but,

if unauthorised absences persist, these support workers can use sanctions such as Education Penalty Notices, Parent Contract or prosecutions in the Magistrates Court.

Monitoring of Attendance

Attendance is monitored daily as part of our safeguarding duty of care. Attendance statistics are collected half termly and are used to monitor the implementation of the graduated responses by DSLs. Termly information is fed back to governors in the Headteacher's report.

Appendices

Appendix 1: Graduated response – Attendance triggers and expectations

97%+	In line or above school's target
95%	Attendance threshold brought to parents attention in parents evenings/in writing (at risk of PA)
92%	Letter 1 issued: cause for concern in meeting with class teacher
90%	Letter 2 issued: concerns regarding absence letter issued in meeting with classteacher and phase leader
85%	Attendance has not improved from the above actions being deployed, meeting with classteacher and DSL/DDSL regarding a Team Around the Child process.

Appendix 2: Graduated response to lateness

3 lates over a half term.	Parents contacted via class teacher to make them aware and offer support.
5 lates over a half term	Letter 1 – cause for concern issued- in meeting with class teacher.
7 lates over a half term	Letter 2- concerns regarding attendance issued- in meeting with class teacher and phase leaders. Punctuality monitored over 2 week period. If lateness persists, referral to DDSL/DSL and external agency support explored.

Appendix 3: Graduated response to Persistent absence

10% of sessions missed	But this is explained by one or two instances of illness OR This is a result of a holiday taken during term time The pupil's attendance will be kept under monitoring and reviewed in next attendance sweep.
10% of sessions missed	This is due to sporadic (random/ not chunked) absence (illness or other), letter 1 will be issued – cause for concern – in a meeting with the class teacher. A focus on support will be discussed. Pupil's attendance will be tracked.
More than 10% of sessions missed	This is due to sporadic (random/not chunked) absence (illness or other), letter 1 has been already issued, letter 2 – concerns regarding attendance – will be issued in a meeting with the class teacher. A focus on support will be discussed, possibly including a personalised plan or, if applicable, a medical action plan (with support from the school nurse). Pupil's attendance will kept under 2 weekly review. If there is no improvement following this 2 week review, or if there are 10 or more sessions of unauthorised absence, external support instigated from EWO/ School Age + worker or School Nurse – referral to DSL or DDSL.

Appendix 4 : Register Codes (Active from 01/08/2024)

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C C1 / C2	C - Authorised absence as pupil is absent due to exceptional circumstances C1 – leave of absence for the purpose of participating an a regulated performance or undertaking regulated employment abroad C2 Leave of absence for a compulsory school age pupil subject to a part time timetable
E	Suspended or permanently excluded
I	Illness (NOT appointments)
J1	Authorised absence as leave of absence – interview/admission to another educational institution
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
B	Approved education activity as pupil being educated off site (NOT dual registration)
K	Attending education provision arranged by the Local Authority
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	reason for absence is not yet established
O	Unauthorised absence – absent for other or unknown circumstance
U	Unauthorised absence as pupil arrived in school after registers closed

D	Dual registered (at another establishment - This code is classified for statistical purposes as not a possible attendance)
Q	Unable to attend – lack of access arrangement
X	Non-compulsory school age child not required to be in school
Y1-7	Unable to attend due to exceptional circumstances - not counted in possible attendances Y1 – normal transport not available Y2 – widespread travel disruption Y3 – unavoidable partial closure Y4 – unavoidable full closure Y5 – criminal justice detention Y6 – public health law / guidance Y7 – unavoidable – other than Y1-6
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

Colour	Description
	Present
	Authorised Absence
	Approved Educational Activity - Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

Appendix 5: Overview for Parents (Attendance)

Parent/Carer's Guide to ATTENDANCE

Why attendance matters...

Regular attendance at school is key to ensure children achieve their full potential, and is essential for their wellbeing and self-esteem.

We ask that families work with us to ensure that children are attending school when they should be and have a target of 97% attendance or above for every child.

Attendance Matters

Every Day Counts....

Reporting daily absences

Families are required to report a reason for absence for their child every day by 9.00am. Remember that a lot of minor illnesses can be managed at school - see www.nhs.uk 'is my child too ill for school?' for guidance.

Reporting absence can be done in a number of ways:

- by telephoning 0161 428 6180
- by emailing office@gatleyprimary.com
- via the 'Reporting Illness' section of ParentMail

Punctuality

Regularly arriving to school late is unsettling for your child and can have a negative impact on their learning and that of others. Even 5 minutes late a day can add up to 3 days lost learning over the year.

If your child arrives late they must be signed in via the office. This will be recorded as a late mark. If they are significantly late this will be recorded as an unauthorised absence for the whole morning session.

When to request a Leave of Absence

For any planned/extended leave, you must submit a Leave of Absence request form to the office 4 weeks in advance.

Please be aware that the school cannot authorise term time leave unless in exceptional circumstances. Family holidays will rarely be considered as this. Unauthorised absences may result in fine from the LA and, if this continues, legal action (please see below):

Persistent Absenteeism

Below 90% attendance (for any reason) = Persistent Absence & below 50% attendance (for any reason) = Severe Absence

If your child is at risk of being/classed as Persistently or Severely Absent the school will contact you to offer support to improve attendance during a period of monitoring. All cases of PA/SA are made known to our Educational Welfare Officer, Family School Age Plus Worker or School Nursing Service.

New legislation related to illness and unauthorised absence

Under new government rules, the school is required to notify the LA of all children of compulsory school age who fail to attend school regularly or who have unauthorised absence for a period of 10 school days, including cases when parents have informed the school in advance.

The school must also report any child who has missed 15 days consecutively or cumulatively due to illness.

New penalty notices have been introduced as of August 2024.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

1 FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days

2 SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

3 THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.
Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHOURISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthourised absence in a 10-week period.

Appendix 6: Overview for Parents (Reasonable Endeavours to establish whereabouts)

REASONABLE ENDEAVOURS

IF A CHILD IS ABSENT FROM SCHOOL WITHOUT EXPLANATION, THE SCHOOL WILL MAKE ALL REASONABLE EFFORTS TO ESTABLISH THEIR WHEREABOUTS

1

TRIAGE - 9-9.30AM

OFFICE STAFF, IN CONJUNCTION WITH PASTORAL LEAD, WILL PRIORITISE CHILDREN WHO ARE IN YEAR 6 (WALKING UNACCOMPANIED) OR CLASSED AS VULNERABLE

2

EMERGENCY CONTACTS - FROM 9.30AM

OFFICE WILL SEEK TO MAKE CONTACT WITH EMERGENCY CONTACTS IN TURN, STARTING WITH PARENTS. FOLLOW UP TEXTS/PARENTMAIL MESSAGES WILL BE SCHEDULED.

3

RELEVANT AUTHORITIES - SAME DAY

IF NO EMERGENCY CONTACT CAN BE REACHED, SCHOOL MAY NOTIFY RELEVANT AUTHORITIES (e.g. Social Services, relevant Key Workers or Police) FOR WELFARE CHECK.

4

FORMALLY REPORT MISSING

ON 10TH CONSECUTIVE DAY OF ABSENCE SCHOOL WILL REPORT CHILD AS MISSING IN EDUCATION TO STOCKPORT LA AND MASHH - REQUIRED BY KCSIE LEGISLATION.

Appendix 7: School Performa for Requesting Absence

Leave of Absence Form

This form should be completed and submitted to the Head of School within four weeks of the start of the proposed leave of absence. Separate forms should be completed for each child.

As per the School Attendance Policy parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Under current legislation, schools are now only allowed to authorise leave of absence if satisfied that ***exceptional circumstances**** exist which outweigh the harm caused to a pupil's education by missing school and will not be for extended periods of time.

Parents/carers should be aware that where leave of absence is taken during term time without permission they may be issued with an Education Penalty Notice. Please be advised that the rules around Education Penalty Notice fines are changing from the start of the 2024-25 school year. The new rules will only apply only to offences taking place (and fines issued) from then onwards.

- For the first fine issued for after the start of the 24-25 school year, the fine will increase to £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is then issued to the same parent for the same child within three years of the first fine it will be for £160.
- Subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine); instead the parent will be prosecuted by the Local Authority in the Magistrates' Court.

Name of Child:	
Class:	
Name of Parent:	
Siblings at another school:	Name: Name of school:
Home address:	
Phone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Number of school days absent:	

Reasons for request:
Is it essential that your child specifically takes this leave? Are there any extenuating circumstances that have prevented you from using the school holidays period? Please detail the ways in which you have attempted to organise this leave outside term time / reduce the amount of days of absence from school:

exceptional circumstances as per Attendance Policy

Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the Headteacher at least 28 days/ 4 weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement, which requires the child to travel to another country, this will be taken into consideration. Retrospective applications will not be considered, and this time taken will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Headteacher's decision is final on whether the request is approved, and the length of absence approved. All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return. If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to further action by the school or prosecution by the local authority. Extended periods of absence, without authorisation, may also result in the validity of child's place at the school being explored. Authorised absences will be recorded as 'C' and unauthorised will be coded as 'G' or 'O'. School work will not be issued for either authorised or unauthorised holidays.

ATTENDANCE WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything.
Because your child will miss 5 school days you will be given a penalty notice fine.
The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160

2

FOR EVERY CHILD A PENALTY IS GIVEN.

+ £160 + £160 + £160 + £160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

5

IRREGULAR ATTENDANCE

10 IN 10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = 2 Sessions

3

FOR A FAMILY OF TWO PARENTS

+ £160 + £160 + £160 + £160

4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days

4

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

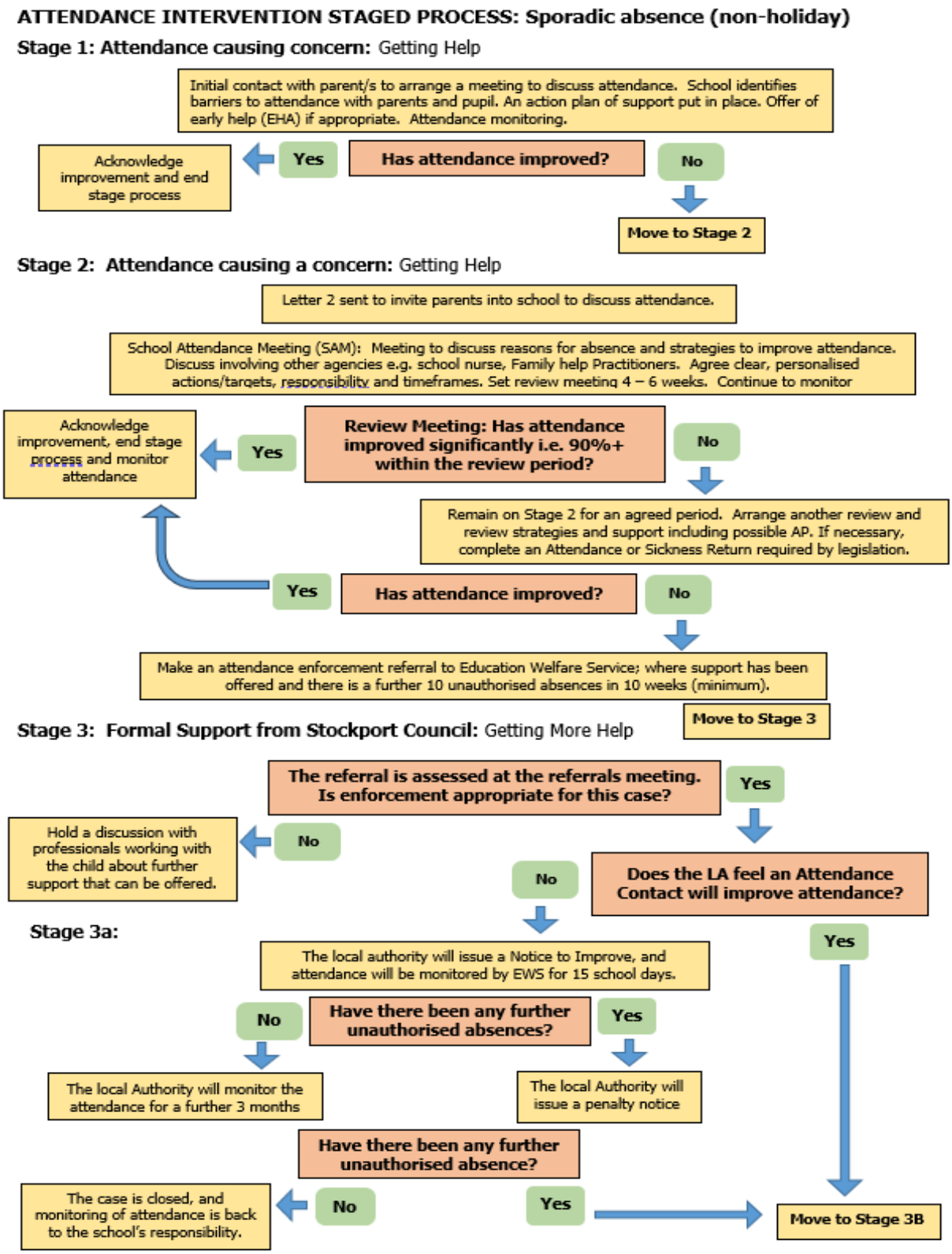
2ND TIME

2 parents and
1 child = £320
2 children = 640
3 children = 960
4 children = 1280
No discount for early payment

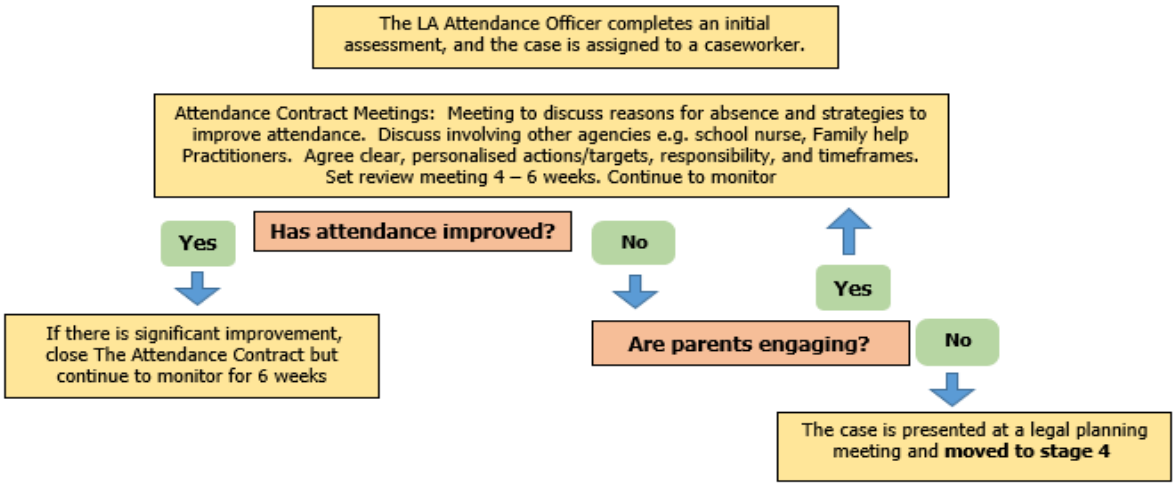
3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court.
A magistrate can fine each parent £2500 for each child
1 parent & 4 children = £10,000
2 parents & 4 children = £20,000

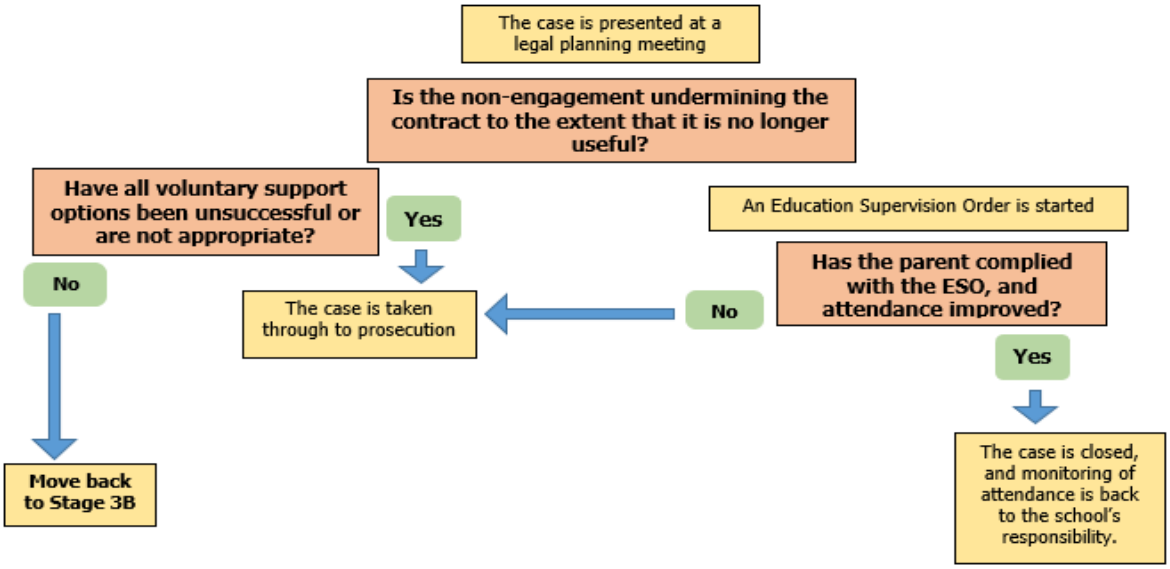
Appendix 8: Staged Attendance Process – Stockport Local Authority Guidance



Stage 3B: Formal Support Attendance Contract: Getting More Help



Stage 4: Formal Support Attendance Contract: Urgent Response



Appendix 9: Pupil Attendance Action Plan

Gatley Primary School
Enjoying Learning & Achieving Together

Pupil Attendance Improvement Plan

Name of pupil: Date:

Attendees:

Reason for meeting/brief background of issues affecting attendance:

Goal	Actions to be completed	Support needed	Who will complete the action and by when?	Review date	How will success be measured?

Review date:

Appendix 10: Medical Action Plan

Appendix 1- Medical Action Plan

Medical Action Plan

PUPIL NAME	DATE OF BIRTH	YEAR GROUP	TEACHER/KEY ADULT NAME
SEND stage:	Action Plan Chair/Coordinator:		
Attendance %:	No of broken weeks:	No. of days off school	

People invited to attend	**Name:**	**Signature:**	**Date of Medical Action Plan**	
Pupil			GP Consent gained?	**Y / N**
Parent / Carer			Consent form completed	**Y / N** **Date:**
School Staff			Decision made to authorise absence?	**Y / N** **Date:**
School Governor				
School Nurse			Name of person authorising	
Other Agencies			Date of Review	

Medical Issues	**Medical Evidence provided by**	**Date & Type of evidence**
Identified Difficulties	**Intervention Required**	**Provided by / Date**
Target Attendance Level		

Appendix 11: Medical Consent Form

Medical Consent Form

Medical Consent Form

Parent's Name:	
Parent's Address:	
Child's Name:	
Child's DOB:	
Child's Address (*if different to above*)	
Medical Professional's Name:	
Medical Professional's Address:	

I understand that by signing this form I grant permission for a representative of the school to seek medical information regarding the named child in relation to his or her attendance at school or otherwise.

Parent's Signature: .....

Date of Signature: .....

Appendix 12: Attendance Matters

Why Does Attendance Matter?

Attending School on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving your child the opportunity to:

- Make lots of friends and feel included;
- Learn new things and develop many skills;
- Increase confidence and self esteem;
- Improve social skills;
- Achieve potential and fulfil aspirations.

100% attendance = attending school every day

90% attendance = attending 4½ days a week
= 4 weeks missed per year

80% attendance = attending 4 days a week
= more than half a term missed per year or 2 full years missed over the course of their school career

70% attendance = attending 3½ days each week
= more than a quarter of the school year missed.

An average **attendance of 80%** or less across a child's school career adds up to missing a whole 2 years from school.

Arriving Late for School

When a child arrives late to school it can be very disruptive to your child, the teacher and other children in the class. Being late for school reduces learning time:

- If your child is 5 minutes late every day they will miss three days of learning each year.
- If your child is 15 minutes late every day they will miss 2 weeks of learning each year.