



# Mayfield School

## Attendance Policy 2022 - 2023

Issue No	Date Written	Author / Reviewed By	Date of Review	Approved by Governors
1	January 2020	Shelley Crowe	Spring Term 2020	Spring Term 2020
2		Sam Kidd	Spring Term 2021	Spring Term 2021
3		Full GB	Spring Term 2022	Spring Term 2022

## Introduction

Excellent attendance promotes excellent learning - regular school attendance is essential if children are to achieve their full potential; this policy sets out what the Governing Body, staff, parents and pupils of Mayfield School can do to ensure and encourage the very best attendance. It also sets out what course of actions the School will take if a pupil's attendance is not where it should be.

For our children to gain the greatest benefit from their education, it is vital that they attend school regularly, on time every day the School is open unless the reason for the absence is unavoidable. It is each parents and carers responsibility to ensure their child attends School.

This policy takes into account a broad range of Acts of Parliament, Government regulations and advice; these can be seen in *Appendix 1* of this policy

- **Aims**
  - To ensure every pupil attends School every day they can
  - To set out our expectations for pupil attendance of School
  - To set out how we will support pupil attendance
  - To set out what we will do if pupil attendance is not where we expect it to be

## What do we mean when we talk about different levels of attendance

In any report from School and official documentation, we will use the descriptions shown below to describe attendance levels.

Attendance	Description	Approximate days lost in a year	Approximate weeks lost per year
98% - 100%	Excellent	0 - 4 days	Less than 1 week
92% - 98%	Good	5 - 9 days	1 - 2 weeks
90% - 92%	Satisfactory	10 - 13 days	2 - 3 weeks
85% - 90%	Unsatisfactory	14 - 29 days	3 - 6 weeks
Below 85%	Persistent absence	More than 30 days	More than 6 weeks

## What should parents and carers do if your child is absent

Parents and carers should in the first instant call the School Office to report an absence and the reason for this (the School Office is open from 7.30am through to 4:30pm) on the first day of absence - we also ask that you keep us informed of a likely return to School date.

## What we will do if your child is absent

We will telephone you on the first day of absence if we have not heard from you by 10:30, we will also call you if the suggested date of return has been surpassed and you've not been in contact with us to advise on any changes.

If your child is absent for a prolonged period of time due to illness or medical (10 days) we will contact you about education support.

In some cases of serious medical problems and social issues a phased return to School may be necessary - in such cases we will arrange with you a meeting to plan to meet these needs and invite other professionals such as medical and social care representatives so that we can ensure the best support is available. Support for home learning may also be available in specific cases.

### **Poor Attendance**

If your child has unsatisfactory attendance we will contact you formally to let you know our concerns (an example of the letter can be seen in *Appendix 2*), and will invite you into School to find a path forward. As part of this meeting we may also invite other professionals involved with your child such as Social Workers, medical staff etc. so that we can find the most supportive way of ensuring good attendance.

If your child has a greater proportion of absence identified as unauthorised we will take advice from the local authority as to whether or not a fixed penalty notice (£60 or £120 if not paid within 28 days) should be issued. Further action may also be taken in the form of an *Education Supervision Order* through the family courts or a prosecution through the Magistrates Courts. All such actions will be taken under advice from the Local Authority.

Details of the Local Authorities policies on and contacts for School attendance can be found at: <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/ils/attendance.asp>

We can provide a print version of the information on this web page on request.

### **Lateness**

Lateness has a serious effect on your child's education and others in their class, routines are disrupted, and interrupted for others in class; we will consider lateness in the same light as absenteeism.

Our School day starts at 9am and registration begins at 9:00am, if your child comes to School after 9:15am they will be marked as late; if your child is registered as late on more than 4 occasions in a half term we will contact you formally (an example of the letter can be seen in *Appendix 2*) and invite you into School to see how we can best support you and your child.

If lateness continues persistently after this meeting, we will follow the same procedures for persistent absenteeism.

### **Medical Absence**

Parents should ensure that all medical appointments (including dental appointments) are made outside of School hours, we do however recognise that a significant proportion of our pupils do require specialist medical advice that is only available during school hours, in these cases a request

for leave of absence should be placed with the class teacher or school office. We expect a pupil to be in School prior to and after any appointment when possible.

Parents and carers have the responsibility for making the decision about whether their child is well enough to attend School, and ascertaining when they are fit to return - however, the School, in line with Health & Safety guidance, does insist that a 48 hour period passes after any vomiting and or stomach upsets to reduce the chances of others becoming affected with the same illness. There are various illnesses that require fixed periods of absence from school due to infection control, when you contact the School to register your child's absence we can advise you of these, in some cases we will be required to notify the Local Authority of your child's illness (tuberculosis for example) again we can advise you of these when you contact the School.

We recognise that a significant proportion of our pupils have complex medical needs, that can unfortunately require prolonged stays in hospitals or hospice services. During these stays, it is the responsibility of that institution to provide the education for that child.

We further recognise that a proportion of these pupils will be well enough to be at home but not well enough to return to School. If appropriate the Local Authority will provide home education for these pupils; where the learning needs of these pupils are deemed too complex for the home tuition service the School will act as a proxy for the Local Authority, then with its agreement and funding provide a tutor and suitable work.

The School will work in conjunction with parents, the Local Authority, health and social care to ensure both an appropriate education and timely return to school in these circumstances. Again, if a phased return to School is required we will work with you and take medical advice on how best to support you and your child in returning to full time education. The long-term health and wellbeing of every pupil is of paramount importance in every circumstance.

### **Leave during term time**

In line with Government and Local Authority expectations, we will only grant leave in exceptional circumstances; examples of exceptional circumstances include

- Leave to attend a funeral
- Leave to attend a wedding of close family member
- A family holiday where a parent is given fixed holiday periods by their employer (a formal letter will be required from the parents employer)
- A family holiday where a parent is in the armed services and their leave falls outside of school holidays (a formal letter will be required from their line officer)
- Medical appointments that cannot be made outside of school hours
- Religious observance

Other Authorised Circumstances may include

- Visiting a parent in prison
- Court attendance or other legal reasons for attendance of a meeting
- Short notice Social Care meetings

- Any parents requesting term time absence must submit the request in writing to the Headteacher, giving as much notice as possible.

We will not authorise a leave of absence outside of exceptional circumstances - absences in these cases will be categorised as unauthorised, and may result in a fixed penalty notice or prosecution.

### **Reporting and Monitoring**

We monitor absenteeism on a daily basis; this is followed by the School Office through whom any unidentified reasons for absence are checked with the home after 10:30 - if this absence is part of a pattern of absenteeism it is reported through to the Senior Leadership Team who will then follow this up with phone calls to the home and other agencies if appropriate.

The class teacher records attendance at 9:30am and 1:30pm daily, with the appropriate codes through the School's electronic registration system. (A summary of these codes is in *Appendix 3*)

The Inclusion Lead checks regularly whole attendance levels to identify any patterns of absenteeism, then on a monthly basis the Head Teacher formally reviews all strategies in place for any pupils with satisfactory or less attendance records.

Attendance is reported on a termly basis to the Governing Body, and will be reported through to parents formally at their child's annual review.

Whole school attendance figures will be published on an annual basis through the Schools newsletter and on its website in the Autumn Term.

For Children Looked After (CLA) attendance is additionally reported through at bi-annual CLA reviews; concerns about CLA attendance will be reported not only to carers but also to Social Care and CLA Local Authority Education Officer - this will be done only after informing the carer of this intention.

Any Child who is part of a safeguarding process will have their attendance closely monitored and reported on at core group meetings, any concerns about the child's attendance will be immediately shared with the appropriate professionals after informing the parents / carers of this intention if possible.

### **Sharing information with other professionals and Data Protection**

Attendance data like all information held by the School is subject to the Schools GDPR - this is available from the School Office on request.

Should we have concerns about a child's attendance we may feel it necessary to share this information with other professionals; we will ask permission from parents and carers to do so, prior to contact with these professionals.

In line with our safeguarding policy, we may deem it necessary to share information with other professionals without this permission, although we will if possible firstly inform parents or carers about this information sharing in such cases.

## **Appendix 1**

- The Education Act 1996;
- The Education (Pupil Registration) (England) Regulations 2006 as amended;
- The Education Act 2002;
- The Education (School Day and School Year) (England) Regulations 1999;
- The Changing of School Session Times (England) (Revocation) Regulations 2011;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007;
- The Education (Penalty Notices) (England) Regulations 2007 as amended;
- The Education and Skills Act 2008
- Advice on School Attendance (update 2013) and any further regulations / guidance contained within this documentation Updated in august 2020

<https://www.gov.uk/government/publications/school-attendance>

We can provide a printed copy of this information on request from the School Office - it is otherwise available through the Department for Education's website.

- **Appendix 2**  
**Exemplar letters for attendance concerns**



Mayfield School, Campus Whitehaven,  
Red Lonning, Whitehaven, CA28 8UG

Date

Dear name of parent(s) or carer(s)

We make every effort to ensure that every child at Mayfield School has the best opportunities we can afford them, in order to do this we need to ensure they are in school at all times they can be.

*Name of pupil* currently has been late for school this half term on *number of late arrivals*.

We consider attendance at school to be of huge importance to your child's future, and do not believe this level of attendance to be satisfactory. Lateness has an impact not only on not only your child's school routines but on other pupils learning in class too.

We would like to invite you into school to discuss how we can best support you and your child in improving their attendance on the *date and time*. If this time is not achievable for you please contact the school office on the above telephone number to arrange an alternative.

Yours sincerely

Sam Kidd  
Headteacher



01946 691253  
admin@mayfield.cumbria.sch.uk

@\_mayfieldschool  
www.mayfield.cumbria.sch.uk



Mayfield School, Campus Whitehaven,  
Red Lonning, Whitehaven, CA28 8UG

Date

Dear name of parent(s) or carer(s)

We make every effort to ensure that every child at Mayfield School has the best opportunities we can afford them, in order to do this we need to ensure they are in school at all times they can be.

*Name of pupil* currently has an attendance of *percentage* if this extends over the whole of the school year it will equate to weeks away from school.

We consider attendance at school to be of huge importance to your child's future, and do not believe this level of attendance to be satisfactory.

We would like to invite you into school to discuss how we can best support you and your child in improving their attendance on the *date and time*. If this time is not achievable for you please contact the school office on the above telephone number to arrange an alternative.

Yours sincerely

Sam Kidd  
Headteacher



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admin@mayfield.cumbria.sch.uk

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- **Appendix 3**

### **Absence Codes**

The following are the DCSF absence codes to be used in all schools these will be used within the School registration of attendance and in any report that School gives on School attendance.

<b>Code</b>	<b>School Meaning</b>	<b>Statistical Meaning</b>	<b>Physical Meaning</b>
/	Present (am)	Present	In for whole session
\	Present (pm)	Present	In for whole session
B	Educated off site (not Dual Reg)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration (attending other establishment)	Approved Educational Activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised Absence	Out for whole session
I	Illness (not medical/dental appointments)	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registration closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence (not covered by another code)	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session



W	Work experience	Approved Educational Activity	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
#	School closed to pupils	Attendance not required	Out for whole session