



Attendance & Registration Policy

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Headteacher
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Date: 3.3.25

This policy outlines Meadowbank 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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Introduction

Meadowbank Primary School and the Education Learning Trust aim to ensure all children receive an education to enable them to reach their full potential and lead happy and rewarding lives. We believe that it is vital that attendance problems are supported at an early stage, and we are committed to doing so, in partnership with parents and the Local Authority. We will work with families to address any barriers to attendance and ensure support is offered, which addresses any underlying issues. Evidence shows that there is a clear link between low levels of school attendance and poor outcomes for children and young people. 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 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.

We recognise that the causes of poor attendance are diverse and that all responses to absence must take account of the specific needs and circumstances affecting the pupil concerned. Whenever possible, pupils should receive their education within their school, children who are unable to attend school due to medical needs, should continue to have access to as much education as their medical condition or hospitalisation allows.

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 Meadowbank 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.

Meadowbank 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, positive relationships and early help (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 and with clarity, in 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 for School Attendance

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 attain 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 their 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 Meadowbank Primary School.

Roles and Responsibilities

Governing body

As part of the 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 procedures and ensure that all provisions are in place to allow school staff, parents and children to implement them 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.
- keep parents informed of how attendance is affecting pupil’s attainment or performance in school.

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 5), 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. Morning registration begins at 8.50am and pupils arriving after 8.55am will be marked as present but arriving late (L). The register will close at 9.20am; pupils arriving after the close of register will be marked as late (U). This will not be authorised and will count as an absence for that school session.

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 on the first day of absence by 9.00am. They should contact the school on the first day and third day of absence and subsequently every second day, providing a reason for the absence except, where a doctor's report has been provided indicating an expected return date. Absence can be reported in one of three ways: by telephoning the school office on 0161 4286286 / Option 2; by emailing the school office at admin@meadowbankprimary.com; or using the 'Reporting Absence' function in the Parent Mail app. Alternative arrangements will be made individually with non-English speaking parents or carers where access arrangements are needed.

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 third 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. 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.

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. 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.*

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.

2. Medical or dental appointments

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 by providing an appointment card or letter, and when the child will be returning within that school day.

If a pupil is not in 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.

3. Exceptional Circumstances; 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 & Suspension

Exclusion and suspension are treated as 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 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

Meadowbank 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

The Department for Education's 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.

School work will not be issued for periods of unauthorised absence.

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 Strategic Safeguarding 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 Child Protection

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 6286 / Option 1; by emailing the school office at admin@meadowbankprimary.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.

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 Meadowbank 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 punctuality 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 expectation of 97%.

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 Parent Mail.

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.

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.

School will make a MASSH referral to Stockport Council where there are concerns about the welfare of a child who is not attending school. In some circumstances, where there are concerns about a child's welfare and contact cannot be made, school will work with other agencies to carry out a home visit welfare check.

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 Education Welfare Service 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.

Morning Registration begins at 8.50am pupil arriving after 8.55am will be marked as present but arriving late (L). The register will close at 9.20am; pupils arriving after the close of register will be marked as late (U). This will not be authorised and will count as an absence for that school session, such absences are monitored by the Local Authority.

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

We ask that parents ensure their child is collected at the times stipulated, whether from the school building at 3.20pm 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 class teacher 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 twenty minutes after collection should have been made, the child will be placed in the After School Club 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, Meadowbank 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 maintain contact where concerns around attendance have been identified 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 School Leader'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 Persistent Absenteeism)
92%	Letter 1 issued: cause for concern in meeting with class teacher
90%	Letter 2 issued: concerns regarding absence letter issued in meeting with class teacher and phase leader
85%	Attendance has not improved from the above actions being deployed, meeting with class teacher and strategic safeguarding leader, 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 strategic safeguarding leader 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.
10% of sessions missed	This is due to sporadic (random/ not blocked) absence (illness or other), letter 1 will be issued – cause for concern – in a meeting with the class teacher. This conversation will focus on support that can be offered. Pupil's attendance will be tracked.
More than 10% of sessions missed	This is due to sporadic (random/not blocked) absence (illness or other), letter 1 has been already issued, letter 2 – concerns regarding attendance – will be issued in a meeting with the attendance lead. This discussion will focus on further support, 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 and a referral to Safeguarding Team.

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 in 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	Authorised absence as pupil is excluded, with no alternative provision made
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 due to study leave
T	Authorised absence due to traveller absence
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	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance)
Q	Unable to attend – lack of access arrangement
X	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

Meadowbank Primary School

Attendance - Parents Guide



Moments Matter - Attendance Counts



Report Daily Absence by 9.00am

- Telephone school
- Email the school office
- Report on Parent Mail



Punctuality

The school gates open at 8.45am and close at 8.55am. After this, children will be marked as late.



Requesting Leave of Absence

For any planned leave a form must be handed to the office 4 weeks in advance



Medical Appointments

Appointments should be made outside of school hours

Attending School On Time Every Day Matters

Below 90% attendance is persistent absence.
Below 50% attendance is severe absence.

If your child is at risk of being persistently or severely absent, the school will contact you to offer support to improve attendance during a period of monitoring.

All cases of persistent or severe absence are notified to our Education Welfare Officer and team around the school.

Under new Government rules, 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.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

- 1** **TRUST OFFICE**
The following changes will come into effect from 1st August 2024.
- 2** **WORKSHEET**
The following changes will come into effect from 1st August 2024.
- 3** **TRUST OFFICE AND ANY FURTHER INFORMATION 2 WEEKS**

10 SCHOOL DAYS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Parents will be notified by the school if their child has 10 school days of unauthorised absence in a 10 week period.

Appendix 6: Overview of changes 2024-2025 for Parents



Penalty Notice Fines for School Attendance are Changing!



With the Government introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after the 19th August 2024.

Per Parent, Per Child

Penalty notice fines can now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty notice fines will be issued for term time leave of 5 or more consecutive days

10 sessions of unauthorised absence in a 10-week period

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

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 to be paid within 28 days.

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

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.

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 the parent's future DBS certificate, due to 'failure to safeguard a child's education.'

Term Time Holidays and Non-Medical Absences

Education Penalty Notices are mainly issued to parents who take their children out of school for term time holidays, weddings, family visits and other unauthorised purposes. Parents are reminded that schools are only able to authorise leave of absence if satisfied that there are exceptional circumstances. This will not be the case for family holidays, given that 13 weeks of school holidays are available to families each year.

We would therefore ask parents to ensure that all holidays are arranged to take place in the school holidays.

Appendix 7: School Performa for Requesting Absence

Exceptional Circumstances Leave of Absence Request Form

Parental notes to read before applying for a leave of absence for their child. (1 form must be completed per 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 - there is no entitlement for parents to take their children on holiday in 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. Schools are expected to implement firm policies and stringent checks to ensure that there is a significant reduction in the number of absences being authorised during term time. The Local Authority monitors all school absences during term time and challenges schools and parents who do not adhere to legislation.

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.

Parents and Carers requesting leave should complete and submit this form at least 4 weeks before the proposed start date. The request should be made by the Parent or Carer with legal parental responsibility and with whom the child lives with during the school week regardless of whether another person is planning to take the child out of school. The applying contact will receive a response to the application in writing - it is your responsibility to chase this letter if it is not received before your commencement date, school try to respond within 10 working days.

Please remove the request form below and return to school, retaining the information above.

Name of child:	
Class Teacher:	
Name of parent:	
Home Address:	
Telephone Number:	
Siblings at another school:	Name: Name of School:

Start date of leave of absence requesting:	
End date of leave of absence requesting:	
Number of days away from school:	
Please outline the reason for the exceptional circumstances leave of absence to be considered (<i>continue over if necessary</i>)	
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:	

Signed: _____ Print Name: _____ Relationship to child: _____ Date: _____

****exceptional circumstances as per Attendance Policy***

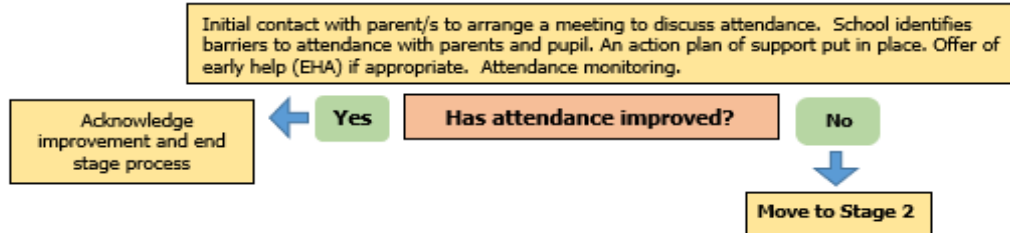
Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the Headteacher at least 28 days/ 4 weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement, 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.

For office use only: Authorised: _____ Refused: _____ Date: _____

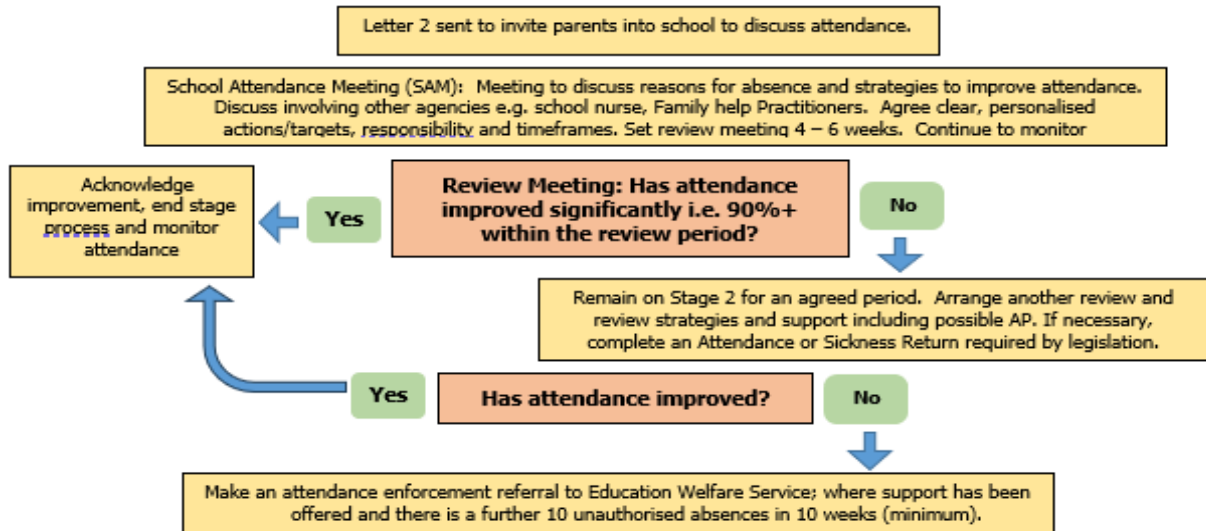
Appendix 8: Staged Attendance Process – Stockport Local Authority Guidance

ATTENDANCE INTERVENTION STAGED PROCESS: Sporadic absence (non-holiday)

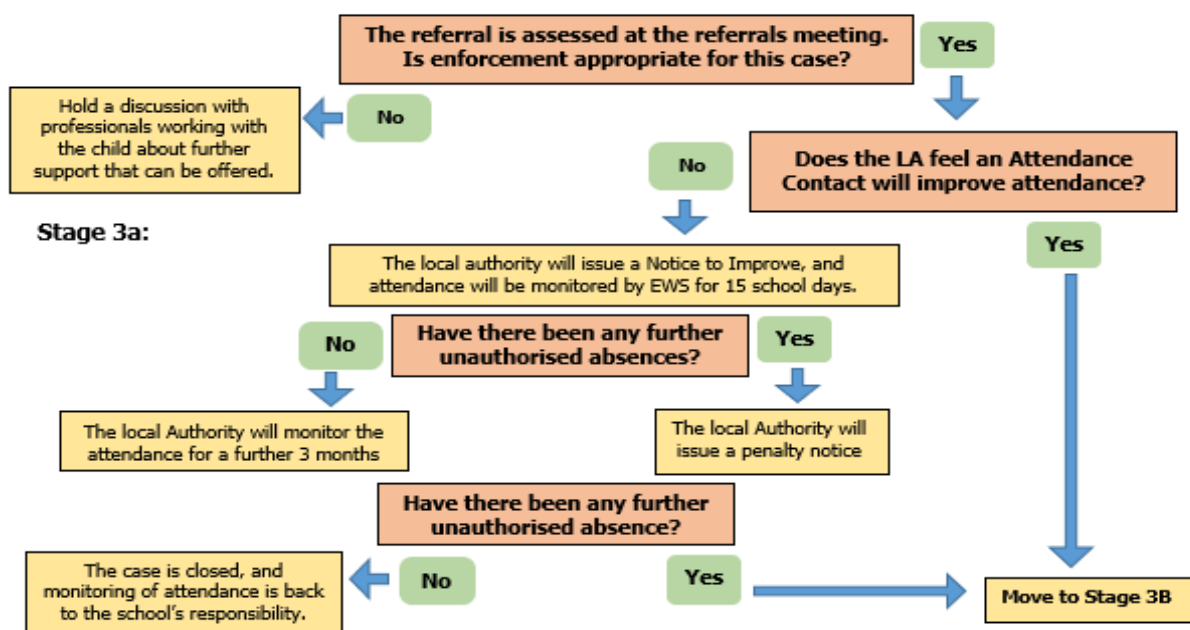
Stage 1: Attendance causing concern: Getting Help



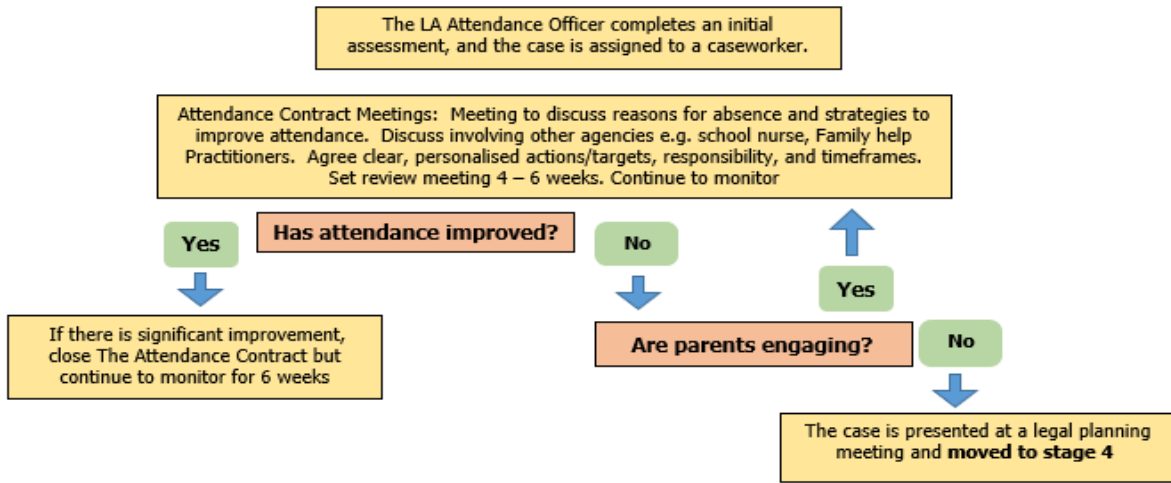
Stage 2: Attendance causing a concern: Getting Help



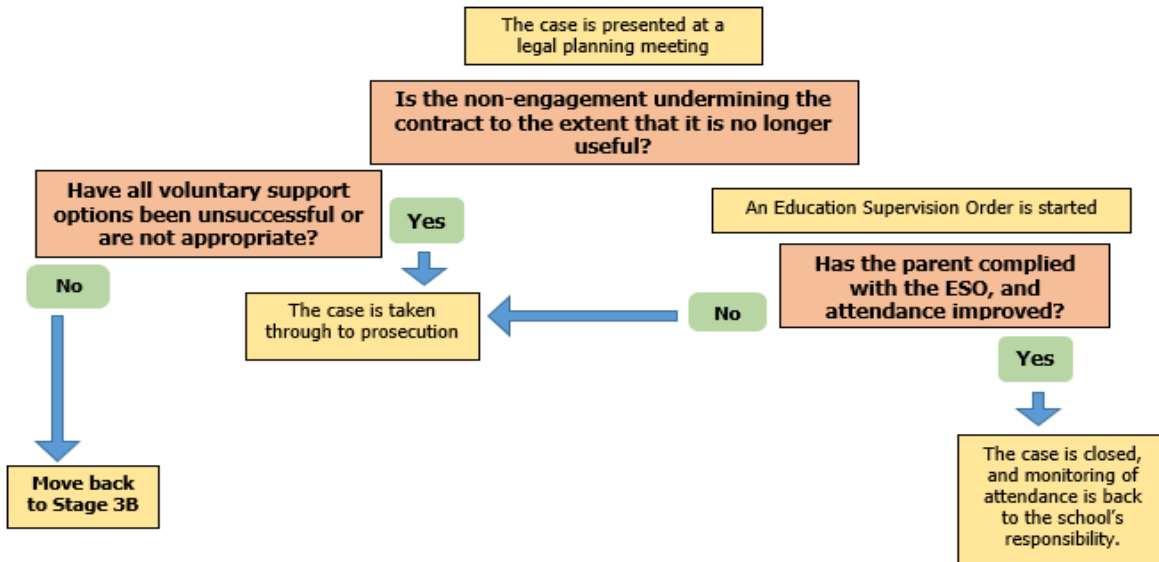
Stage 3: Formal Support from Stockport Council: Getting More Help



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



Stage 4: Formal Support Attendance Contract: Urgent Response



Appendix 9: Pupil Attendance Action Plan

Meadowbank Primary Attendance Action Plan



Name of Pupil:	Date:
Attendees:	
% Attendance (Year to date):	
Reason for meeting/brief background	

Goal	Actions to be completed	Support Needed	Who? By when?	Review Date	How will success be measured

Appendix 10: Medical Action plan & Consent Forms



Meadowbank Primary School Medical Action Plan

PUPIL NAME		DATE OF BIRTH	YEAR GROUP	TEACHER NAME
Is this pupil looked after: Y / N		SEN Stage:	Action Plan Co-ordinator:	
Attendance percentage:		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				

Medical Consent Form

Parent's Name:	
Parent's Address:	
Child's Name:	
Child's DOB:	
Child's Address (<i>if different above</i>)	
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 11: 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.

Make every minute count!