



Millhouse Primary School Attendance Policy



Introduction

At Millhouse Primary School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their potential. The attendance pattern for all children is monitored with the school seeking to work actively with parents and other agencies to ensure a regular pattern is maintained. We aim to strive towards every child reaching our 97% attendance target to ensure that each child can get the best out of the educational opportunities provided. Working in partnership with parents and other agencies, we do all we can to encourage the children to attend, and to put in place appropriate and robust procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, school work and friendship groups. As a consequence those pupils will have a positive experience of learning and have a more successful transition from primary to secondary and beyond to further education and training.

Permitting absence from school without a good reason is an offence by the parent. Only the school can 'authorise' absence. The school will not assess all reasons as 'valid'.

Responsibilities

In order to manage and promote regular school attendance, parents/carers should:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the School/Academy up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2018.
- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Impress to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with school and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Let the school know, by telephoning the school office before 9.30am, on the first day of absence from school, why their child is absent and when they are expected to return, keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.



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- Provide school with any medical appointment cards, and where ever possible make appointments out of school hours; where this is not possible parents will ensure that children attend prior to or following their appointment.
- Seek permission from school prior to any absence that is not medical.
- Not take their child on holiday during term-time.
- Not extend weekend breaks into the school week.
- Attend any meetings called by school and partner agencies to discuss attendance and engage with support offered.
- Where pupils are at risk of becoming persistently absent: Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.
- Where pupils are persistently absent/ severely absent: Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.
- Notify school if they intend to remove their child permanently from the school for any reason.

In order to manage and promote regular school attendance, school will:

- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences via phone calls/ letters home.
- Monitor individual students' attendance in order to:
 - a) Celebrate good and improved school attendance and reward this through competitions, certificates and events
 - b) Notify parents when we are worried about their child's attendance – this may be via a phone call or letter home.
- Keep parents updated on the School's overall attendance and individual pupil's attendance, via letters home, newsletters, social media, the website.
- Follow the DfE and Government guidance in relation to school attendance and COVID-19.
- Follow Public Health guidance should any local lockdowns or outbreaks in school occur.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded.
- Notify the LA and/or the Department for Children, Families and Schools (DCFS) of absence figures for the school and, where necessary, individual pupils.
- Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-



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school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners.

- Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, school will hold more formal conversations with parents and be clear about the potential need for legal intervention in future.

The Head teacher – K.L.Gray is the designated senior leader with responsibility for attendance.

The Headteacher will:

- Ensure that everybody at school treats attendance as a priority.
- Promote the importance of good attendance to pupils and their parents/carers.
- Keep parents updated on attendance and the School calendar, via letters home, newsletters and the website.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data.
- Oversee attendance procedures.
- Report to the Governors on attendance at least three times per year.

Mrs. Gray can be contacted via email – k.gray@millhouseprimary.co.uk and is available to discuss any issues/ support with attendance matters.

In order to manage and promote regular school attendance Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly.
- Take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school culture.
- Ensure school leaders fulfil expectations and statutory duties.
- Ensure school staff receive training on attendance.
- Regularly review attendance data and help school leaders focus support on the pupils who need it.

In order to support school and academies in managing and promoting regular school attendance the Education Welfare Service will:

- Work in partnership with the School through Service Level Agreements for additional support and collaborative working as part of the statutory functions.
- Attend meetings called by the School to address with parents any worries the school and Education Welfare Service may have about a child's attendance.
- Support the school in promoting attendance by attending parent evenings and events.



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- Receive referrals from school to address matters of poor school attendance by:
 - a) Visit parent's homes to undertake an assessment of need and to challenge and resolve matters of poor school attendance.
 - b) Involve other agencies where appropriate, such as Public Health (school nurses) see medical pathway referral

In situations where all other strategies have failed to improve school attendance, the Education Welfare Service will enforce Section 444(1) and 444(1A) of the Education Act 1996 and the Children Act 1989, which may result in a fine up to £2,500; a Parenting Order; a community order; or a custodial sentence. Consideration will also be given to the issuing of a Penalty Notice in case of unauthorised absence where appropriate (see code of conduct – Appendix 1) .

School Times

We open classroom doors at 8:45am to allow pupils to enter school calmly in time for the start of morning registration at 9.00am.

School finishes at 3.30pm. Children should be collected promptly unless they are attending an after school activity. In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or emergency contacts, social services will be contacted.

Registration

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day (9:00am and 1:00pm) and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Lateness

Children and parents know they are expected to bring children to school on time. This is detailed on the school website and parents are reminded in newsletters as needed. Pupils arriving after 9.00am and before 9.30am will be marked late. Pupils arriving after 9.30am will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness when they will be marked with an authorised absence mark. Parents bringing their children to school late will need to visit the school office so that they can be signed in and will be asked to provide the reason for the lateness. The number of minutes late is recorded in order to measure the impact of lost education due to late arrival. In the case of regular late arrivals, letters are sent to the parents or a phone call may be made to the home. The Educational Welfare Officer (EWO) will be involved as appropriate for persistent lateness.

Absences

Children are noted as absent from school via the computerised register system.

Parents are expected to inform school (via telephone – 01226 763019/ email –

schooloffice@millhouseprimary.co.uk) of the reason for absences, however, it is school who make the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence



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will assist school in making this decision. Precise reasons for absences due to illness need to be given in order for the school to authorise.

Re-occurring unauthorised absence will be referred to the Education Welfare Service and this can lead to legal interventions and a formal assessment.

Request for leave of absence in term time

Millhouse Primary School has adopted the Local Authority code of conduct (September 2019) in respect of leave of absence in term time. All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If parents proceed with the leave of absence in term time, School may refer to the Local Authority for a fixed penalty notice. Penalty notices may be issued due to the deliberate taking of leave of absence in term time without or against school permission, (where it can be demonstrated that the parent/carer understood that permission had not or would not be given), and where this has created a period of unauthorised absence in the current term of at least 10 sessions. (see Appendix 2)

Absence for participation in a performance

In these instances Millhouse Primary School will follow Local Authority's guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

Rewards

In order to promote attendance in a positive way to the children in school, the school attendance mascot – SAM (School Attendance Matters) – is awarded to the class with the highest attendance. The class is then rewarded with 5 minutes extra playtime. Children who have full attendance each term are given a termly attendance certificate and their achievement celebrated in Special Mention Assembly.

For children who achieve full attendance for a whole school year, a certificate is awarded and a prize is presented in the last assembly of the year.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The following policies all link into our Safeguarding policy to ensure that we are working together to safeguard children:-

Attendance

Behaviour

Anti-Bullying

Health and Safety

The School has also adopted the Local Authority Policies on Children Missing Education, Elective Home Education. The School also follows Local Authority guidance in relation to coding absence for families who travel as part of their culture.

All these policies have been endorsed by our governing body, which supports the School in all attempts to improve the attendance and safeguarding agenda.



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This policy has been updated in conjunction with the latest DFE guidance:

[Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities \(May 2022\)](#)

More detail regarding the responsibilities of schools and different partners regarding attendance can be found here:

[Summary table of responsibilities for school attendance Guidance for maintained schools, academies, independent schools, and local authorities](#)