



Bridgelea Primary School

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ATTENDANCE POLICY

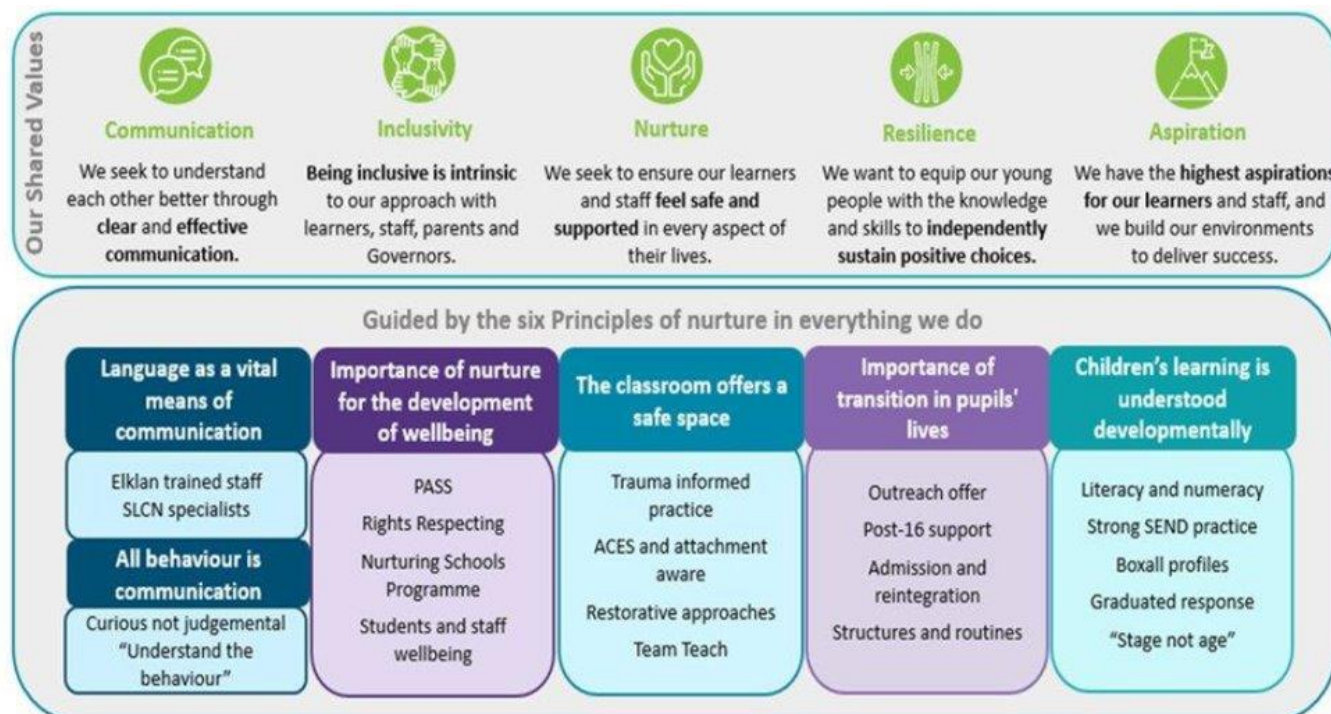
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Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Bridgelea Primary School Vision & Mission Statement

Our overall vision of 'Understanding People' captures our core purpose perfectly. At Bridgelea we want to help our children, families, and communities to understand themselves and others more, whilst keeping their understanding of the statutory and wider curriculum.



Gold Rights Respecting School

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

Article 12

You have the right to give your opinion, and for adults to listen and take it seriously.

Article 13

You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

Article 15

You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27

You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 30

You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.

Article 31

You have the right to play and rest.

Article 39

You have the right to help if you've been hurt, neglected or badly treated.

Equality and Accessibility

Our school aims to treat all pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind. Our school is committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.

At Bridgelea we ensure the accessibility of the curriculum, physical environment and information for pupils with special educational needs and disabilities.

Bridgelea Primary School will:

- recognize the potential for vulnerable pupils, reduce barriers to their achievement and inclusion and develop a strong culture for success
- focus on enhancing the life chances of their most vulnerable children
- plan for and teach children with learning needs through a range of proven interventions
- use a range of inclusive teaching strategies
- take an informed view of the possible literacy and mathematic interventions that will be utilized
- ensure effectively support transition of vulnerable children and young people
- evaluate a range of outcomes of their current additional provision and the value for money it provides; make informed decisions about how best to target available funding in the future
- provide professional development for staff and governors
- keep parents and carers informed in line with the school policies and the requirements of the 0 – 25 Code of Practice

The Equality Act defines an individual as disabled if he or she has a physical or mental impairment that has a 'substantial' and 'long term' adverse effect on his or her ability to undertake normal day to day activities.

Bridgelea Primary School will make reasonable adjustments for pupils with disabilities under the Equality Act 2010, to alleviate any substantial disadvantage that a disabled pupil faces in comparison with non-disabled pupils.

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1. Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Bridgelea Primary School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.
- 1.3 Bridgelea Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance
- 1.4 Bridgelea Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 1.5 This policy aims to:
 - Promote good attendance
 - Reduce absence, including persistent and severe absence
 - Ensure every pupil has access to the full-time education to which they are entitled
 - Promote early identification to address patterns of absence
 - Promote and support punctuality in attending lessons.

2. Legal Framework

- 2.1 This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
 - Part 6 of The Education Act 1996
 - Part 3 of The Education Act 2002
 - Part 7 of The Education and Inspections Act 2006
 - The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
 - The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.
- 2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.
- 2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

- 2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.
- 2.5 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.6 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.7 The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 2.8 The register must record whether the pupil was:
- present
 - absent
 - present at approved educational activity; or
 - unable to attend due to exceptional circumstances.

3. Safeguarding

- 3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.
- 3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.
- 3.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.
- 3.4 More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

- 3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.
- 3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4. Categorising absence

- 4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 4.2 Absence can only be authorised by the headteacher/principal/principal/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.
- 4.4 Absence will be categorised as follows:

Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc. This includes if a pupil is absent due to circumstances related to COVID-19.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.

Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

Religious Observance Bridgelea Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Bridgelea Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at xxx will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance

Bridgelea Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Bridgelea Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer-based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

Late Arrival Registration begins at 9.00am pupils arriving after this time will be marked as present but arriving late. The register will close at 9.30am (*no more than thirty minutes after the opening of the register*) pupils arriving after the close of register will be recorded as late, (code U) this is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

Examples of unsatisfactory explanations include:

- A pupil/family members birthday
- Shopping for uniform
- Having a hair cut
- Closure of a siblings school for INSET (or other) purposes
- 'Couldn't get up'
- Illness where the child is considered well enough to attend

- Family holidays

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

5. Deletions from the Register

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

5.2.1 Bridgelea Primary School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

6. Roles and Responsibilities

6.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos

- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

6.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

6.3 The designated Senior Leader responsible for School Attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Lisa Shaw and can be contacted via telephone on 07712 330424 or email lisa.shaw@bridgelea.manchester.sch.uk

6.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/DSPAL (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Emma Mynes and can be contacted via 07704 338773 or email emma.mynes@bridgelea.manchester.sch.uk

6.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day

6.5 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to Emma Mynes, Attendance Lead or Lisa Shaw, Designated Safeguarding, Pastoral and Attendance Lead in order to provide them with more detailed support on attendance

6.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

6.7 Pupils

Pupils are expected to:

- Attend school every day on time

7. Using Attendance Data

7.1 The school will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level
- Identify whether there are groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Class Teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Bridgelea Primary School has an early help offer for all families with a specific focus where school attendance is an issue.

8. Support Systems

- 8.1 Bridgelea Primary School recognises that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.
- 8.2 Bridgelea Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
- 8.3 The school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

Escalation of Intervention in respect of Pupil's Attendance at Bridgelea Primary School

Pupil within 100% - 96% of their Attendance Target

- Celebrate pupil's achievement
- Certificate sent home

Pupil within 95% - 90% of their Attendance Target

- Attendance Concern Letter sent to parent/carers
- Attendance Advisory Letter sent to parent/carers explaining consequences of non-attendance, i.e. Legal Action
- Discussion with Class Teacher regarding individualised attendance target plan

Pupil within 89% - 85% of their Attendance Target

- 1st Warning Letter
- Parent/Carers to attend 'Attendance Panel Meeting' to discuss concerns
- Explain consequences of non-attendance i.e. Legal Action
- Review current support in place
- Consider additional support for family

Daily Attendance Call Procedure

- Pupil absent from school – at the close of the register admin contact parent/carer to establish reason for absence
- Contact is made with parent/carer – reason for absence authorised, evidence requested e.g. medical card; reason for absence not authorised; parent informed if absence authorised or not
- No contact made with parent/carer following absence – if x 2 days of no contact, send out 'nocontact' letter to parent/carer (Appendix 1)

NB: All contact with parent/carer regarding absence to be logged on CPOMS under 'attendance'.

Escalation of intervention following absence

- Student absent for 6 sessions / 3 days – Attendance Concern Letter to be sent
- Student absent for 10 sessions / 5 days – Advisory Warning Letter
- Student absent for 10+ sessions – 1st Warning Letter or Fixed Penalty Notice request submitted to the Local Authority

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, **Bridgelea Primary School will consider the use of legal sanctions.**

9. Legal Interventions

- 9.1 Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.
- 9.2 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
- 9.3 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of up to three months.
- 9.4 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.
- 9.5 Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

- 9.6 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.
- 9.7 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.
- 9.8 Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.
- 9.9 Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:
- A pupil is absent from school and the absence has not been authorised by the school
 - A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher/principal.
- 9.10 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.
- 9.11 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- 9.12 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

Appendix 1 – Attendance Distributed Leadership Model

The following is an example of a school's 'escalation of attendance Intervention' based on agreed percentages and sessions missed. This can be adapted to include key strategies deployed by the school to support raising attendance and reducing overall persistent absence. This is not a definitive list but provides examples of 'escalation' linked to each attendance band.

The interventions can be adapted/modified to reflect bespoke intervention for targeted groups or vulnerable cohorts.

Please note a finalised version should be shared with parent/carers and pupils in a format which is accessible to all stakeholders to show the escalation of intervention. Roles and responsibilities can be added to support a distributed leadership model for attendance.

GREEN

Pupils with attendance between 100% to 97%

You may wish to consider any of the following:

- Parents will receive a letter home congratulating them on their child's good/excellent attendance.
- Pupils will be rewarded within the school's award systems in recognition of good/excellent attendance.
- Pupils with this level of termly and annual attendance will receive a certificate of achievement and their names will be displayed on the school attendance notice/display board.
- The class teacher/form tutor will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team/the Head of Year every fortnight/three weeks (amend to school rewards cycle).
- A member of the Senior Leadership Team/the Head of Year will monitor the effectiveness of interventions. This will be used to review and inform whole school self-evaluation and impact of interventions.

AMBER - GREEN

Pupils with attendance between 96% and 94%

You may wish to consider any of the following:

- Class teacher/Form tutor will speak to the pupil to:
- Confirm with the pupil the reason for absence and offer any support that may be required.
- Update the pupil on other work they have missed and support any catch up required.
- Set an individual attendance target for the pupil to support improving their attendance
- Agree a review date
- In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

Where improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Does the family need support through an Early Help Assessment?
- Is a referral needed or additional mentoring to support pupil?

RED - AMBER

Pupils with attendance between 91% and 93%

You may wish to consider any of the following:

- Head of Key Stage/Head of Department with a member of pastoral staff will speak to the pupil to:
- Identify underlying in school barriers that may be causing the pupil's absence
- Identify underlying any out of school barriers that may be causing the pupil's absence and consider appropriate support such as early help, Manchester Thrive Hubs etc.
- Review the pupil's academic progress and make links to the pupil's attendance
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Plan or review other existing pupil plans to include support and improve attendance. If other agencies are involved is a multi-agency meeting or review required to address concerns?
- Set an individual attendance target for the pupil before the next review dates and agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parent/carer advising of concern and possible future statutory action.

If improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

- Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Offer support through an Early Help Assessment (EHA) with the school acting as lead professional
- Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to referral to the Local Authority
- Consider who will be responsible for all action and outcomes and monitoring of attendance post meeting/panel etc.

RED Pupils with attendance below 90%

Pupils who have attendance below 90% are persistently absent and pupils below 50% are considered severely absent from school.

To ensure that intervention is focused and meets the needs of individuals, pupils may be grouped into any of the following categories to ensure they receive personalized support to meet need and address reasons for absence.

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- School age parents/expectant parents
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti-Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid-Year Admissions
- Other

Each cohort will have an identified member of staff who will:

- Ensure that the pupil has already spoken to a member of staff at the stages proceeding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues.
- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil

- Input into whole school strategies to address the needs of pupils within their group
- Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and headteacher/principal every fortnight/three weeks.
- Multi-agency meeting to address concerns
- Where appropriate statutory action

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform intervention.

The headteacher/principal will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body on the percentage PA and SA.

APPENDIX 2 - NO CONTACT LETTER

[Insert full name and address of parent/carer here]

Dear [name of parent/carer][Name of pupil: D.O.B]

[Pupil's name] was absent from school on [date/'s]. We have been unable to contact you to establish a reason. Please contact us if you have changed your contact details.

It is vital you contact me on 0161 434 1548 to give a reason for this absence. If no or invalid reason is received this absence will be recorded as unauthorised.

If we continue to have difficulty in establishing contact with you, you may receive a visit from Lisa Shaw, Designated Safeguarding, Pastoral and Attendance Lead or Emma Mynes, Attendance and Pastoral HLTA and we may have to contact Children's Services and/or the Education Department to inform them of your child's non attendance and the fact that we cannot contact you; as we have a duty of care to ensure your child is safe during school hours. Obviously we would rather not do this and would appreciate your support with this matter.

All children of compulsory school age who are registered pupils at a school or educational establishment must attend regularly and punctually. As a parent/carer it is your legal responsibility to ensure that your child attends school regularly.

We appreciate your support in ensuring that your child attends school every day and on time.

Yours sincerely

**Emma Mynes
Attendance and Pastoral HLTA**

APPENDIX 3 – ILLNESS LETTER

[Insert full name and address of parent/carer here]

Dear [name of parent/carer]

[Name of pupil: D.O.B.]

I am writing as I am concerned regarding the number of absences your child has had recently when the reason given has been illness. To date we have not asked for any evidence. From immediate effect we will now require evidence to show your child has been ill. This can be in the form of a note from their doctor, show staff the prescribed medication they have been given etc. If no evidence is provided they will be now marked down as an unauthorised for day.

Sessions not attended do impact on the children's attainment and are recorded unauthorised in the register. Please be aware the local authority monitor unauthorised absences and where appropriate will issue penalty notices or consider prosecution in the magistrate's court.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

Failure to pay a penalty notice may result in legal proceedings being taken. Other statutory action may also be considered under the Education Act 1996, which may result in prosecution in the Magistrates' Court. If found guilty the parent will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

If you have any questions please do not hesitate to contact me.

All children of compulsory school age who are registered pupils at a school or educational establishment must attend regularly and punctually. As a parent/carer it is your legal responsibility to ensure that your child attends school.

Yours sincerely

**Emma Mynes
Attendance and Pastoral HLTA**

APPENDIX 4 – ATTENDANCE CONCERN LETTER

[Insert full name and address of parent/carers here]

Dear [name of parent/carers]

Attendance Concern Letter

Re: (name of pupil and DOB)

I have reviewed your child's attendance record and I am concerned to note that (pupil name) attendance is (attendance) %

I enclose a copy (pupil name) attendance record and remind you that as a parent/carers of a child who is a registered pupil at this school, you hold a legal responsibility for ensuring your child attends school regularly. All absences due to illness need to be covered with suitable medical evidence from your GP, if this information is not provided the absence is recorded as unauthorised.

All Manchester schools share the Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carers with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of absence developing.

Each such Penalty Notice incurs a fine of £120, which is reduced to £60 if paid within 28 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further absences after the date of this letter, then further action, including the issuing of a Penalty Notice or referral to City Solicitors for consideration of a prosecution, may be taken.

Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on 0161 434 1548.

Yours sincerely

Emma Mynes
Attendance and Pastoral HLTA

APPENDIX 5 – ATTENDANCE ADVISORY LETTER

[Insert full name and address of parent/carer here]

Dear [name of parent/carer]

Attendance Advisory Letter

Re: (name of pupil and DOB)

I have reviewed your child's attendance record and I am concerned to note that (pupil's name) attendance is (attendance) %.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you hold a legal responsibility for ensuring your child attends school regularly. All absences due to illness need to be covered with suitable medical evidence from your GP, if this information is not provided the absence is recorded as unauthorised.

All Manchester schools share the Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of absence developing.

Each such Penalty Notice incurs a fine of £120, which is reduced to £60 if paid within 28 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further absences after the date of this letter, then further action, including the issuing of a Penalty Notice or referral to City Solicitors for consideration of a prosecution, may be taken.

Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on 0161 434 1548.

Yours sincerely

Emma Mynes

Attendance and Pastoral HLTA

APPENDIX 6 – FIRST WARNING LETTER

[Insert full name and address of parent/carers here]

Dear [name of parent/carers]

First Warning Letter

RE: (pupil name)

I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least five sessions (2.5 school days) of unauthorised absence in the last 100 sessions (50 school days). Or in the case of unauthorised leave of absence is likely to incur at least 2.5 school days unauthorised absence.

I enclose a copy of your child's attendance record and remind you that as a parent/carers of a child who is a registered pupil at this school, you hold legal responsibility for ensuring your child attends school regularly.

All Manchester schools share the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carers with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

Each such Penalty Notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter. Should your child incur any further unauthorised absence after the date of this letter, then further action, including the issue of a penalty notice or referral to City Solicitors for consideration of a prosecution, may be taken. Any such penalty notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on the above number.

I trust you will give this matter your urgent attention. Yours sincerely

Lisa Shaw

Designated Safeguarding, Pastoral and Attendance Lead

APPENDIX 7 – ATTENDANCE PANEL INVITATION

Dear [name of parent/carers][Pupil's name, D.O.B.]

As you are aware [Pupil Name] has been referred to me as there are on-going concerns with regards to their attendance.

I would like to invite you to an **Attendance Panel** to discuss this matter in full. **The meeting will be held at [Name of Site] on [day], at [time]**. A Parenting Contract may be offered at the meeting; this is a plan that is agreed between you and Bridgelea Pupil Referral Unit and includes actions and targets to improve your child's attendance. If you wish, you may bring a friend or other representative along to the meeting.

Staff are working at Bridgelea Primary School to support you to improve your child's attendance but it is important that you understand that Bridgelea Primary School are required to consider legal proceedings where a parent/carers fails to ensure the regular school attendance of their child/children. However, this is only considered when all plans to improve matters have failed. My initial role will be to try and support you in ensuring **[Pupil's Name]**'s attendance improves.

If for any reason this appointment is not convenient, please contact me on 0161 434 1548 to make alternative arrangements.

Yours Sincerely,

Emma Mynes

Attendance and Pastoral HLTA

APPENDIX 8 – ATTENDANCE PANEL (NON-ATTENDANCE)

Dear [name of parent/carer]

[Pupil's name, D.O.B.,]

I contacted you by letter on **[insert date]** to invite you to an Attendance Panel to be held on **[insert date]**. Unfortunately, you did not attend this appointment and no contact was received to arrange an alternative date.

I must make you aware that I am required to keep a written record of all my actual and attempted contacts with you. Any failure to co-operate with Bridgelea PRU may be used in evidence if the Local Authority were to seek a prosecution against you for failing to ensure your child's regular attendance.

It is important that we meet to discuss **[name]**'s school attendance and punctuality as soon as possible. I would like to visit you at home on **[day, date at time]**.

It is important that you are available for this meeting. If for any reason this appointment is not convenient, please contact me on the above number to make alternative arrangements.

Yours sincerely

Emma Mynes

Attendance and Pastoral HLTA

APPENDIX 9

Application for leave of absence from school

Exceptional Circumstances

Requests for leave of absence will only be considered in exceptional circumstances. Absence

If your child is absent from school because they are on holiday you may be issued with a penalty notice of £60 rising to £120. A penalty notice will have to be paid within 21 days of the notice being served for the reduction of £60 to apply. There will be a total of 28 days from the service of the notice for the full amount of £120 to be paid. Failure to pay a penalty notice may result in prosecution, which may result in a fine of up to £2500 or up to 3 months imprisonment.

Name of Student	
Date of Birth	
Number of days requested	
Start date of absence from school:	
Return date to school:	
Reason for request	

Name of parent/carer	
Signature of parent/carer	

FOR OFFICE USE ONLY

Leave approved: Y/N	
Number of days approved:	
Signature of head teacher	
Date parent/carer informed	

APPENDIX 10 – REQUEST FOR LEAVE (AUTHORISED)

[Parents Name]

[Parents Address]

Dear [insert full name of parent]

Request for leave in term time for exceptional circumstances

I have considered your request for leave in term-time and I have agreed to grant permission on this occasion.

Your child(ren) [insert names and dates of birth of pupils] will be marked as absent from [insert startdate] to [insert end date]. He/she/they are expected to return to school on [insert date of return].

If your child does not return to school on this date, further absences will not be authorised. This means that you may be issued with a penalty notice for attendance. A penalty notice will have to be paid within 21 days of the notice being served for the reduction of £60 to apply. There will be a total of 28 days from the service of the notice for the full amount of £120 to be paid. Failure to pay a penalty notice may result in prosecution, leading to a fine of up to £2500 or up to 3 months imprisonment.

Your child may lose their school place if they do not return to school after the agreed date. You will then be required to reapply for your child(ren)'s school place(s). We cannot guarantee that a place will be available for your child(ren) or that your child(ren) will be able to return to the same class. Although your child(ren)'s absence will be authorised on this occasion, you are requested to take future leave during school holidays.

Future requests for further leave in term-time may not be authorised.

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely

Kelly Eyre

Headteacher

APPENDIX 11 – REQUEST FOR LEAVE (NOT AUTHORISED)

[Parents name]

[Parent's Address]

Dear [name of parent]

Request for leave in term time for exceptional circumstances

I have considered your request for leave in term-time and on this occasion I will not be authorising your child's absence. This is because [insert reason]

If your child does not attend school during the dates you requested, [insert dates], you may be issued with a penalty notice for attendance. A penalty notice will have to be paid within 21 days of the notice being served for the reduction of £60 to apply. There will be a total of 28 days from the service of the notice for the full amount of £120 to be paid. Failure to pay a penalty notice may result in prosecution, leading to a fine of up to £2500 or up to 3 months imprisonment.

Your child may lose their school place if they do not return to school after the agreed date. You will then be required to reapply for your child(ren)'s school place(s). We cannot guarantee that a place will be available for your child(ren) or that your child(ren) will be able to return to the same class. The absences will be recorded as unauthorised and a request to issue you with a penalty notice for attendance will be made to the Local Authority.

Yours sincerely

Kelly Eyre

Headteacher

APPENDIX 12 – Registration process at school with effect from Monday 5th June 2023 (Updated 25th September 2023)

8.45am – 9.00am – Children arrive at school by parent or Local Authority Transport. Children are greeted by staff in the playground and escorted up to the classroom*. The member of SLT on-call will ask the PA to check the bus to ensure all children have disembarked and that no belongings have been left on the bus.

**Where children are struggling to go to the classroom, staff will support and supervise whilst the child is on the school grounds or within the view of staff. Should children abscond from the school site or perimeter, the staff will follow the Absconding Policy.*

Bridgelea Withington: Messages which are passed to staff from parents/Passenger Assistants will be logged on CPOMS by the staff member receiving the message. This will be done before the register closes at 9.15am.

Bridgelea Longsight: Messages which are passed to staff from parents/Passenger Assistants will be logged on CPOMS. The On-Call SLT will make a note of the message and these will be uploaded onto CPOMS by the admin staff before the register closes at 9.30am.

9.15am – 9.30am – The playground gates will be locked at 9.15am. Children arriving after 9.15am are to enter the school through the main office entrance. Children must sign in on Inventory (staff can support with this where needed), Admin will update the register for the child's attendance with an **(L)** code. The child will then be escorted to class**

***The SLT on call will determine how many staff are required to wait in the school foyer to greet children who have not arrived.*

9.00am – 9.30am – Children will be in the classroom where the Class Teacher will take the register on SIMs***. Children who are in the classroom or are confirmed (seen) by a member of staff to be in school, will be given a **(/)** mark on the school register. Children who are not in the classroom or who have not been confirmed as being in school by a member of staff will be given an **(N)** code.

****Some children struggle to transition into the classroom in the morning before 9.30am.*

9.30am – The school register officially closes and all staff will go to classrooms. Admin will run a report from SIMS for all pupils who have been issued an **(N)** code.

9.30am – 9.45am – An attendance sweep will be completed using the absentee list from SIMs by HLTA's who will confirm with the main office if any child has arrived ****

*****Should the HLTA's be absent or required in class, the member of the SLT on-call will ensure that this is completed.*

After 9.30am – children arriving will come through the main office entrance and they will sign in on Inventory. Admin will update the register for the child's attendance with a **(U)** code. Admin will contact the classroom/retreat room for staff to be sent down to collect the child.

9.45am – Admin will start the process for contacting parents of absent children. All calls will be logged on CPOMS. If there is no answer from the parent/carer, a text message will be sent by School Spider.

11.30am-12.00noon – Children will be in the classroom where the Class Teacher will take the register on SIMs. Children who are in the classroom or are confirmed to be in school in another area with a member of staff, will be given a **(/)** mark on the school register.

Children who were absent at AM registration and the reason would indicate a full day absence will be given both the AM and PM agreed registration mark by admin staff as part of the 9.30am registration process.

12.00noon - Admin will run a report from SIMS for all pupils to ensure the afternoon registration process has been completed. Any class registers which are incomplete will be brought to the attention of a member of the SLT for follow up.

Failure to follow School Policy and Procedure on your part, may lead to disciplinary action taken against you. Should you require any clarification or support with this amended procedure, please speak with a member of the Senior Leadership Team.