Bridgelea Primary School

Bridgelea Road

Withington
Manchester

M20 3FB

Bridgelea Primary School

Plymouth Grove West

Longsight
Manchester

M13 0AQ

Pupil Attendance Policy

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.

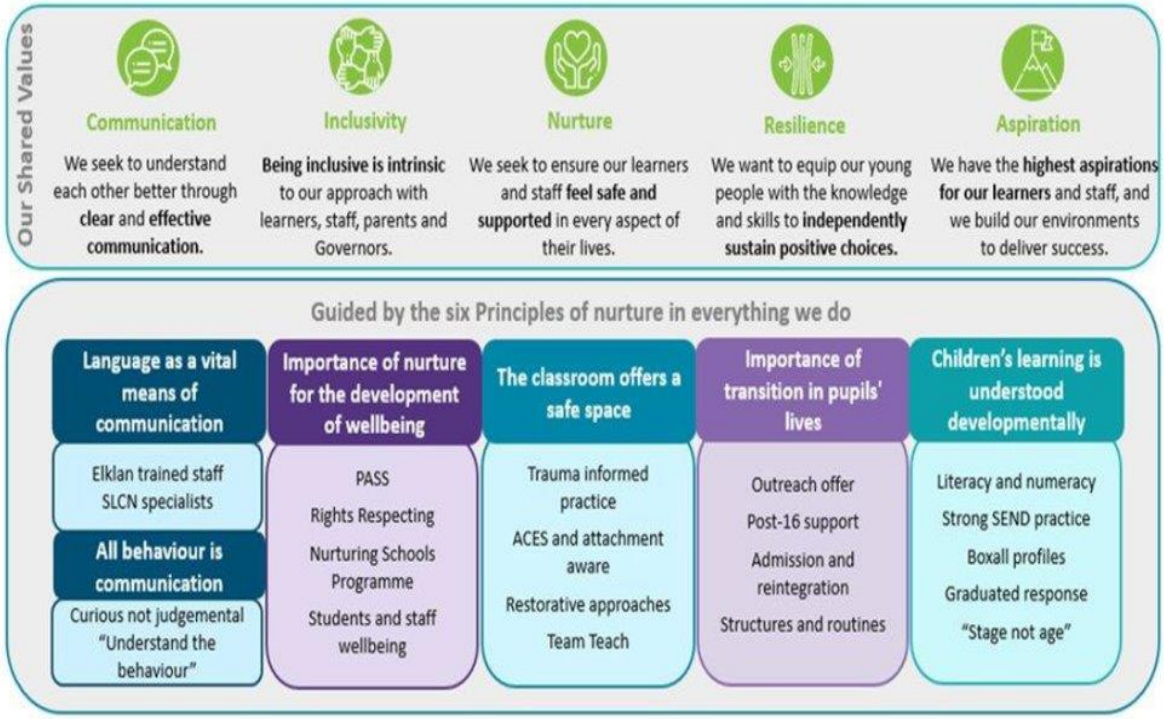
Article 31

You have the right to play and rest.

Implemented	**Sue Watkins**
Presented by	**Sue Watkins**
Ratified by Governors	
Review Date	**September 2027**

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:

- recognise 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.

1.0 Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 Bridgelea 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 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 recognize 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 considers the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5.1 This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on Working Together To Improve School Attendance, through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2.0 Legal Framework

2.1 This policy is based on the Department for Education's (DfE's) statutory guidance 'Working together to improve school attendance and school attendance parental responsibility measures.

The guidance is based on the following legislation, which set 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School Census Guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3.0 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 support, 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 At least annually, we will actively request that parents and carers check and confirm the contact details we have on record so that children can be supported to attend school and that we hold current contact details.

3.7 It is also important for parents to inform the school of any specific vulnerability in relation to their child or home circumstances. This includes notifying the school if home circumstances change, including the use of private fostering arrangements so that there is clarity of responsibilities to ensure school can support and prioritise school attendance.

4.0 Categorising Absence

4.1 Where pupils 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 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 or via the Reach More Parents App 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 communication from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

4.4 **Absence will be categorised as follows:**

4.4.1 **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.

4.4.2 **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.

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

4.4.4 **Suspended or 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.

4.4.5 **Religious Observance** Bridgelea acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends; a written request must be made in advance by the parent or carer for authorised absence to be considered.

4.4.6 **Study Leave** Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

4.4.7 **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 *(see Appendix 2)*

4.4.8 **Late Arrival** Registration begins at 9.00am pupils arriving after this time will be marked as present but arriving late (code L). The register will close at 9.30am; pupils arriving after the close of register will be recorded as late (code U). This is not authorised.

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.

4.4.9 **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.

4.4.10 A full list of the Department for Education (DfE) Registration Codes can be found in Appendix 1.

4.5 All requests for leave of absence in term, including holidays, will be responded to in writing and communicated to parents through Reach More Parents.

4.5.1 If a pupil fails to return from a leave of absence 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.

4.5.2 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 magistrate's court. This will follow Manchester Statutory Action Escalation Pathway.

5.0 Roles and Responsibilities

5.1 Governance: In a PRU the Governing Body is called a Management Group.

The management group 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
- Making sure that the schools attendance management system is delivered effectively
- Making sure the school has high aspirations for all pupils but adapts processes to pupils' individual needs
- Attendance is discussed in the Quality of Education Committee. This is monitored by the Safeguarding Governor: Julie Heslop.

5.2 **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
- Requesting statutory action in line with Manchester's Statutory Action Escalation Pathway or authorizing. This is delegated to the AHT who leads on Attendance.
- Ensuring effective communication between school, the Local Authority and parents/carers of pupils with Special Educational Needs (SEND) where there are barriers to attendance which relates to the pupils needs
- Following Manchester City Council's Children Missing Education (CME) Protocol when a pupil's whereabouts is unknown

5.3 **The designated Senior Leader responsible for School Attendance:**

Sue Watkins, Assistant Headteacher

The Attendance Lead is responsible for:

- Leading attendance across the school and promoting a culture that values good attendance.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring attendance expectations, systems and processes.
- Benchmarking, monitoring and analysing attendance data to identify trends, priorities and areas for improvement.
- Producing regular attendance reports for school leaders, governors and staff, and reporting concerns to the Headteacher where appropriate.
- Devising and implementing targeted strategies and interventions to address persistent, severe and emerging attendance concerns.
- Arranging meetings, home visits and discussions with parents/carers to address attendance issues and remove barriers to attendance.

- Providing direct support and challenge to pupils and families to improve attendance outcomes.
- Establishing and maintaining effective systems for recording, monitoring and improving attendance, ensuring these are consistently followed by all staff.
- Working with Manchester Local Authority and other relevant agencies to tackle persistent and severe absence.
- Advising the Headteacher on the use of statutory attendance interventions and when requests for statutory action should be made in line with Manchester's Statutory Action Escalation Pathway.

5.5 **Senior Mental Health Lead**: **Amy Robinson, Deputy Headteacher**

A Senior Mental Health Lead is responsible for:

- Strategic oversight for setting a whole school approach to mental health and wellbeing
- Promoting the health and wellbeing of children and young people in school
- Action taken aligned to Manchester's Emotional Barriers to School Attendance (EBSA) pathway

5.6 **Class Teachers**

Class teachers are responsible for:

- recording attendance daily, using the correct codes and submitting this information to the school office.

5.7 **School admin staff:**

School admin staff are responsible for:

- Take calls from parents about absence on a day-to-day basis and record it on the school system (SIMS & CPoms)
- Transfer calls from parents to the SLT to provide them with more detailed support on attendance

5.8 **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 9.00am 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
- Engage with school support aimed at improving school attendance
- Seek support, where necessary, for maintaining good attendance by contacting the school.

5.9 **Pupils**:

Pupils are expected to:

- Attend school every day on time

6.0 Attendance Data

6.1 Use of Attendance Data

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 or cohorts of pupils where attendance is affecting their achievement/outcomes.

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 and the View Your Education Data (VYED) system.

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 Management group.

6.2 Analysing attendance data

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
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

6.3 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
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families

6.4 **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
- Work with agencies including the Local Authority Attendance Team and Global Policing
- Provide access to wider support services to remove the barriers to attendance
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

7.0 Support Systems

7.1 School recognise that poor attendance is often an indication of difficulties 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 Emotional Barriers to School Attendance (EBSA) resources most appropriate for support and to accept the support that is offered or advised

7.2 Bridgelea 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 children with a social worker

7.3 The school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

- Attendance contracts
- Initiating an Early Help Assessment and/or referral to appropriate agencies such as M Thrive or Early Help Hubs
- Pupil voice activities
- Use of Emotional Barriers to School Attendance pathway (EBSA)
- Trauma-informed approaches
- Use of a **time limited part time timetable** (where appropriate) to support a child's reintegration to school.
- Inclusion Strategy Toolkit
- Reintegration support packages
- Working with Global Policing to carry out home visits, welfare checks and offer targeted support

7.4 If a pupil has an Education, Health & Care plan, Bridgelea will communicate with Manchester City Council EHCP Team at an early stage once they become aware of barriers to attendance that relate to the child's needs

7.5 **Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs,** Bridgelea may consider the use of legal sanctions following Manchester City Councils Code of Conduct

8.0 Legal Sanctions

8.1 Bridgelea will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis

Penalty notices

8.2 Manchester City Council, upon a request from school, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

8.3 Before requesting a legal sanction, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks). These sessions can be consecutive or sporadic and the period of 10 weeks can also span different terms or school years.
- Whether the school believes that a parent is deliberately attempting to avoid triggering the national attendance threshold. This could include situations where a parent takes a term-time holiday during fragmented weeks, such as those following bank holidays or inset days.
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether appropriate support has been put in place
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

8.4 Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

8.5 The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

8.6 If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days

8.7 If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days

8.8 **A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice**. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notice to Improve

8.9 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a **Notice to Improve letter** may be issued in line with processes set out in by Manchester City Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

Appendix 1 – Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registration	Pupil is attending a session at another setting where they are also registered
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance.

I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: - In police detention - Remanded to youth detention, awaiting trial or sentencing, or - Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (must be cleared at least weekly)
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Traveller Family Absence

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

Appendix 3 – Registrarion Process

This appendix sets out the **daily registration and attendance process** effective from **1 September 2026**, including staff responsibilities, registration codes, late arrivals and follow-up procedures.

Morning Arrival (8.45am to 9.00am)

- Children arrive either with parents or Local Authority transport.
- Staff greet pupils and escort them to class.
- The SLT member on call ensures transport has been checked and that all pupils have disembarked safely.
- Pupils who struggle to transition into class are supported and supervised by staff. If a child leaves the site, the Absconding Policy applies.

Late Arrivals Before Register Closure (9.15am to 9.30am)

- Playground gates lock at **9.15am**.
- Pupils arriving after this time must enter through the main office and sign in via **Inventry**.
- Admin records attendance using the **L (Late)** code and arranges for the pupil to be escorted to class.
- The SLT on call determines staffing in the foyer to support arrivals.

Morning Registration (9.00am to 9.30am)

- Class teachers complete the register on **SIMS**.
- Pupils physically seen in school are marked**/** (present).
- Pupils not seen or confirmed as being in school are marked **N** (reason not yet established).

Register Closure and Attendance Sweep (9.30am to 9.45am)

- The official register closes at **9.30am**.
- Admin generates a list of pupils marked **N**.
- HLTAs complete an attendance sweep to verify whether any pupils have arrived.
- If HLTAs are unavailable, the SLT on call must ensure the sweep is completed.

Arrivals After 9.30am

- Pupils arriving after register closure sign in via Inventry.
- Admin records attendance with a **U code** (late after registers close).
- Staff are called to collect the pupil from reception.

First-Day Absence Procedures (from 9.45am)

- Admin begins contacting parents/carers of absent pupils.
- All communication is logged on **CPOMS**.
- If there is no response, a text message is sent via **Reach More Parents**.

Afternoon Registration (11.30am to 12.00 noon)

- The admin staff will take the afternoon register on **SIMS**.
- Pupils in class or otherwise confirmed in school are marked present.
- Where a morning absence indicates a full-day absence, admin applies both AM and PM codes during the morning registration process.
- At **12 noon**, admin finalises the afternoon register, taking account of late arrivals and early departures.

Key Accountability Message

The appendix states that failure to follow the attendance procedure may result in disciplinary action, and staff should seek support or clarification from the Senior Leadership Team where required.

Appendix 4 – 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.

GREEN

Pupils with attendance between 100% to 97%:

- 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.

AMBER - GREEN

Pupils with attendance between 96% and 94%:

Class teacher 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 if appropriate 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%:

Designated Safeguarding, Pastoral and Attendance Lead with a member of the class team 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 appropriate 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 will report to the Chair of Governors for Attendance each half term and will report termly to the Governing Body on the percentage PA and SA.

APPENDIX 5 – REACH MORE PARENT

NO CONTACT (1st Day and 2nd Day)

Dear Parent or Carer

Your child has not arrived at school today and we have been unable to contact you to establish a reason.

It is vital you contact me on 0161 272 8716 to give a reason for this absence. If no or invalid reason is received this absence will be recorded as unauthorised.

Thanks, Bridgelea Admin Team

NO CONTACT (3rd day onwards)

Dear Parent or Carer

Your child has not arrived at school today and we have been unable to contact you to establish a reason.

It is vital you contact me on 0161 272 8716 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 Global Policing. We may have to contact Children's Services and/or the Education Department to inform them of your child's nonattendance 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.

Thanks, Bridgelea Admin Team

APPENDIX 6 – 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 £160 to be paid within 28 days, which is reduced to £80 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

Vicky Johnstone
Attendance Administrator

APPENDIX 7 – 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 £160, which is reduced to £80 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 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 272 8716

Yours sincerely

Vicky Johnstone
Attendance Administrator

APPENDIX 8 – FIRST WARNING LETTER

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

Dear [name of parent/carer]

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/carer 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 andachievement 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 periodsof unauthorised absence developing.

Each such Penalty Notice incurs a fine of £160 to be paid within 28 days, which is reduced to £80 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 toyour 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 specificqueries in relation to this letter, please contact me on the above number.

I trust you will give this matter your urgent attention.

Yours sincerely

Sue Watkins

Assistant Headteacher

APPENDIX 9 – ATTENDANCE PANEL INVITATION

Dear [name of parent/carer]

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

As you are aware [Pupil Name] has been referred to me as there are on-going concerns with regardsto 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 isa 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 butit is important that you understand that Bridgelea Primary School are required to consider legal proceedings where a parent/carer 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 272 8716 to makealternative arrangements.

Yours Sincerely,

Sue Watkins

Assistant Headteacher

APPENDIX 10 – 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 analternative 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 Primary School 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 aspossible. 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 notconvenient, please contact me on the above number to make alternative arrangements.

Yours sincerely

Sue Watkins

Assistant Headteacher