

Attendance Policy

Mount Pleasant School



Approved by	
Date	January 2022
Review Date	January 2025
Related Policy/Guidance	The Education Act 2002 The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education (Penalty Notices) (England) (Amendment) Regulations 2013
	Department for Education Statutory Guidance: School Attendance (2019) Department for Education Statutory Guidance: Parental responsibility measures for school attendance and behaviour (2013) Department for Education Advice: Behaviour and Discipline in schools (2016)

Aim

1. Our school aims to meet its obligations with regards to school attendance by:
 - a. Promoting good attendance and reducing absence, including persistent absence
 - b. Ensuring every pupil has access to full-time education to which they are entitled
 - c. Acting early to address patterns of absence
2. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

School Procedures

3. **Attendance register.** Mirroring statutory requirements for school attendance (England), our school is required to keep an attendance register, and all pupils must be placed on this register.
4. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
 - a. Present
 - b. Attending an approved off-site educational activity
 - c. Absent
 - d. Authorised Absent (due to medical/dental appointments, exceptional circumstances or POL)
5. Any amendment to the attendance register will include:
 - a. The original entry
 - b. The amended entry
 - c. The reason for the amendment
 - d. The date on which the amendment was made
 - e. The name and position of the person who made the amendment
6. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
7. Pupils must arrive in school by 8:45 on each school day.

8. The register for the first session will be taken at 9:00 and will be kept open until 9:15. The register for the second session will be taken at 13:00 and will be kept open until 13:15.

Unplanned Absence

9. Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health by 08:30 or as soon as practically possible.

10. Parents are to notify the school by phone or email.

11. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

12. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

13. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this prior to recording.

Medical or Dental Appointments

14. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

15. However, parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

16. Parents are to notify the school in advance by phone or email of medical and dental appointments.

Other Term Time Absence

17. Applications for other types of absence in term time must also be made in advance.

Lateness and Punctuality

18. A pupil who arrives late but before registration has been taken will be marked as late, using the appropriate code.

19. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

20. Ongoing punctuality and attendance issues that are identified through checks on Bromcom will instigate a letter home to parents and a meeting with the

headteacher. We will also work closely with local Command to support attendance and punctuality further.

Following up Absence

21. The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.
22. The school will phone home on the first day of absence to ascertain why a child is absent.
23. If the school gets no reply a doorstep visit will be carried out on the 2nd Day of absence.
24. Parents are to inform the school each day a child is absent to help ascertain their likely return

Reporting to parents

25. We report annually in the end of year written report to parents your child's attendance for the year.

Authorised and Unauthorised Absence

26. Head teachers (or designated deputy) may not grant leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.
27. At Mount Pleasant school will consider every application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. Parents will need to be directed to use the form at Annex B to apply for term-time absence on the grounds of exceptional circumstances.

Mount Pleasant School defines 'exceptional circumstances' as

- (1) bereavement or serious illness of relatives;
- (2) medical needs where treatment is required in the UK;
- (3) where delivery of the Defence Mission by service parents employed in specific

roles impacts on the ability to observe standard leave patterns.

28. A leave of absence is granted entirely at the head teacher's (or designated deputy) discretion.
29. Valid reasons for **authorised absence** include:
 - a. Illness and medical/dental appointments;

- b. Issues/delays with the Airbridge;
- c. Religious observance – where the day is exclusively set apart for religious observance

by the religious body to which the pupil's parents belong. If necessary, the school will

seek advice from the parents' religious body to confirm whether the day is set apart;

- d. Bereavement of a close family member;
- e. A wedding/baptism of a close family member;
- f. Post Operational Leave.

30. **Unauthorised leave** would include:

- a. A child's or parents' birthday
- b. Term time holidays

31. **Strategies for Encouraging and Enabling Good Attendance**

a. By ensuring that the school is a place to which the children want to come; that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.

b. It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the school and to build and support their children's enthusiasm for attending school.

c. All staff make children aware of the importance of good attendance and children are praised.

d. Each child's attendance record is shared with their parent/s as part of the annual written report and attendance is discussed at Parent Consultations. It follows that individual records of attendance are kept and are passed onto subsequent schools.

32. **Attendance Monitoring**

a. Regular checks on attendance are carried out by all class teachers. The Attendance Registers are marked twice each day, at the start of the morning session and again in the afternoon. Registers are checked by administrative staff.

- b. All absences and persistent lateness are investigated. When the register closes the administrative staff check the messages and operate 'first day calling' for those pupils absent with no reason given.
- c. Attendance data is held electronically on Bromcom, accessible by the Headteacher, and Administrative Staff who are able to conduct spot checks on individual children and provide comprehensive attendance records.
- d. The Headteacher monitors the attendance of pupils each half term.
- e. Returns of school data are made termly to the Department for Education (DfE).
- f. The school sets attendance targets each year. These are agreed by the Senior Leadership Team and SGC. Targets are challenging yet realistic and based on attendance figures achieved in previous years.
- g. If a pupil's absence goes above *5 days*, we will contact the parents to discuss the reasons for this.
- h. If a pupil's absence goes above the threshold identified in paragraph 32.g. and continues to rise. The Headteacher will contact the senior social worker on base for support and inform the local command.

35. Implementation of this policy

Roles and Responsibilities

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
- Raising attendance issues with the local command

The class teacher is responsible for:

- Recording attendance on a daily basis
- Using the correct codes
- Submitting information to the school office

The school office staff and business manager are responsible for:

- Taking and making calls from/to parents about absence and recording this on the school system
- Providing attendance reports

The School Governance Committee (SGC) is responsible for:

- Monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

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Annex B Application for Term-Time Leave for Exceptional Circumstances

Name of child: _____

School/Class: _____

I would like to request permission for my child to be granted term time absence from school on the grounds of 'exceptional circumstances' for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Explanation of exceptional circumstances

I am requesting term time absence for my child from (date) _____ until _____ resulting in an absence of _____ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: _____ Date: _____

Head teacher (designated deputy) use only

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record for the last term/academic year is: _____% attendance

a) I confirm that this exceptional absence has been agreed:

Signed _____ Date _____

b) Your request for exceptional leave has not been agreed for the following reason:

Signed _____ Date _____

Annex C Application for Term-Time Absence for Post Operational Leave

Name of child: _____

School/Class: _____

I would like to request permission for my child to be granted term-time absence from school during term time due to my own post operational leave. I understand that any term time leave for children is discouraged and may be detrimental to my child's education.

Explanation for exceptional leave:

I understand that DCYP MOD Schools expects that a maximum of ten days is applied for and that the Serving person must have returned from a minimum of a 3 months tour of duty.

I understand that permission for this exceptional term time leave from school can only be granted by my child's head teacher.

Unit Declaration confirming entitlement to apply for term-time absence in support of POL:

<u>UNIT DECLARATION</u>	
Name of Unit	_____
Rank/Name of Unit representative	_____
This is to certify that _____ is entitled to apply for term time absence from school for their child in support of post operational leave.	
Signature of Unit representative	_____ Unit Stamp

I am requesting term time absence for my child from (date) _____ until _____ resulting in a total absence of _____ school days.

Signature of parent: _____ Date: _____

Head teacher(designated deputy) use only:

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record for the last term/academic year is: _____ %
attendance

and the number of sessions missed last term/year was _____

a) I confirm that this exceptional leave has been agreed:

Signed _____

Date _____

b) Your request for exceptional leave has not been agreed for the following reason:

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Signed _____

Date _____