



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

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# Attendance Policy

## Document Control

<b>This policy has been approved for operation within:</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	September 2021
<b>Date of next review</b>	Summer 2022
<b>Review period</b>	1 Year
<b>Owner</b>	MMPS

## Attendance Policy

### Introduction

MMPS follows the Department for Education (DfE) regulations and guidance. Regular and punctual school attendance is important and a legal responsibility on parents/carers. The School is required by law to record absences and late arrivals on a pupil's annual report.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority

DfE'S School Attendance Guidelines (2013):

- 'Central to raising standards in education and ensuring all pupils fulfil their potential in an assumption so widely understood that it is insufficiently stated- *pupils need to attend school regularly to benefit from their education*'.
- '*Regular school attendance is crucial in raising standards of education and in ensuring every child can meet their full potential*'.

Our policy applies to all pupils registered at this school and is made available to all parents/carers on our school website.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head Teacher and Trustees at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Staff procedures in this policy are followed to ensure this happens.

Pupils who are persistently late or absent soon fall behind with their learning and develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

We expect our pupils to have an attendance percentage record of over 95% as the norm.

Independent schools must notify the Local Education Authority if a pupil does not attend regularly. The School will notify the appropriate local authority if a pupil has a low attendance of 85% or below, or if he/she is absent continuously without the School's authorisation for ten or more consecutive school days.

## **Aims and Objectives**

This attendance policy ensures that all staff, Trustees and parents/carers in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality
- Achieve a minimum of 95% attendance for all pupils, apart from those with chronic health issues
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school
- Raise awareness of parents/carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age
- Work in partnership with pupils, parents/carers, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils
- Ensuring that parents/carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development
- Maintaining effective means of communication with parents/carers, pupils, staff and Trustees on school attendance matters
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance

## **Authorised Absence**

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a pupil has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences reported by parents/carers will be classified as authorised.
- If a pupil is absent for ten days or more, the parent must provide the class teacher with a medical certificate from the GP, or from the practitioner who is providing medical treatment.

## **Unauthorised Absence**

The School is bound by DfE regulations. The DfE regards all absence which has not been authorised by the school as truancy.

Absence is classified as unauthorised in the following cases:

- if parents/carers have failed to inform school of the reason for absence, either by phone or in writing
- if the reason for absence is unacceptable to the School
- if a pupil takes leave of absence without obtaining prior written permission
- if a pupil fails to return to school on the agreed date following an authorised leave of absence – this includes unauthorised extension of authorised holidays

Unauthorised absence is noted in a pupil's individual school record and may be reported to the relevant Local Education Authority.

## **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- Maintain appropriate registration processes
- Maintain appropriate attendance data
- Communicate clearly the attendance procedures and expectations to all staff, Trustees, parents/carers and pupils
- Have consistent and systematic daily records which give details of any absence and lateness (BROMCOM)
- Follow up absences and persistent lateness if parents/carers have not communicated with the school
- Call parents/carers on the first day of a pupil's absence if no notification has been received
- Inform parents/carers what constitutes authorised and unauthorised absence
- To work with parents/carers to improve individual pupil's attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve

## **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities, which individuals might have.

### **Class Teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers

- Ensuring that the register is updated daily to include reasons provided for a pupil's absence
- Informing the Admin and Senior Leadership Team where there are concerns and acting upon them
- Liaising with Admin team to send letters regarding concerns pertaining to absence to parents/carers
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register (BROMCOM comment)
- Discussing attendance issues at parents/carers evenings where necessary

### **Head Teacher**

The Head Teacher is responsible for:

- Overall monitoring of school attendance
- Monitoring trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO (Education Welfare Office) service
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other agencies to determine potential sources of difficulties and reasons for absence

### **Administration Staff**

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information and liaising with class teachers to ensure that letters from parents/carers following absences are received and the register is updated accordingly
- Receiving pupils who arrive late, mark them in the 'Late Book' with arrival time and transfer the Late Mark into BROMCOM with annotation of exact arrival time
- Taking and recording messages from parents/carers regarding absence and annotating BROMCOM register accordingly
- Ensuring the Absence/Late Book is completed along with the BROMCOM record
- Go to each class after morning registration to double-check and verify number of 'present' and 'absent' pupils
- Contacting parents/carers of absent children where no contact has been made
- Recording details of children who arrive late or go home early
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers and reporting concerns to the Head Teacher

## Parents/carers

Parents/carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment
- Contacting the school office on the first morning of absence
- Informing the school in advance of any medical appointments in school time; for the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with

## Morning Drop-Off

Classes	Drop-Off	Access Gate	Guiding Entrance Route to classroom
<b>Nursery</b>	<b>8:50 – 9:00am</b>	<b>Side Gate</b> near Nursery	<i>Nursery ramp</i> Straight into Nursery classroom
<b>Reception</b>	<b>8:50 – 9:00am</b>	<b>Main Gate</b> from staff car park	<i>Reception playground gate</i> Through playground straight into Reception classroom
<b>KS1</b> (Y1 & Y2)	<b>8:40 – 8:50am</b>	<b>Side Gate</b> near Nursery	<i>Back door</i> Straight to classroom
<b>KS2</b> (Y3, Y4, Y5 & Y6)	<b>8:40 – 8:50am</b>	<b>Main Gate</b> from staff car park	<i>Enter via dining room</i> Up main staircase straight to classroom

## Morning Registration

Pupils go to their classroom via access gates and entrances listed in table above and are registered by the class teacher upon entrance to the classroom.

Registers must be closed and saved at 8:55am (KS1, KS2) or 9:05am (EYFS). All entries after closure of registration are made by admin staff who enters a Late Mark and annotates exact arrival time of pupil/s. Each class teacher has the responsibility for keeping an accurate record of attendance.

## Afternoon Registration

The afternoon attendance registers for Reception and KS1 must be taken by 1:00pm, Nursery register by 1:15pm and KS1 by 1:30pm.

All attendance records are documented using BROMCOM software. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

## Attendance Register Codes

<b>CODES</b>	<b>MEANING</b>
/	Present AM
\	Present PM
<b>L</b>	Late arrival
<b>B</b>	Off-site educational activity
<b>P</b>	Participating in a supervised sporting activity
<b>V</b>	Educational visit or trip
<b>I</b>	Illness (not medical or dental appointment)
<b>M</b>	Medical/dental appointment
<b>C</b>	Leave of absence authorised by school
<b>V</b>	Educational visit e.g. a school trip/residential
<b>J</b>	Entrance exam at another school
<b>H</b>	Holiday authorised by school
<b>N</b>	Reason for absence not provided yet
<b>Y</b>	Unable to attend due to exceptional circumstances
<b>G</b>	Holiday not authorised by school or in excess of period determined by head teacher
<b>O</b>	Absent from school without authorisation
<b>Y</b>	Unable to attend due to exceptional circumstances
<b>X</b>	Not attending in circumstances relating to COVID-19 Not required to be in school (non-compulsory school age)
<b>#</b>	Planned whole or partial school closure

### Lateness

Pupils who arrive late, must access school via main door and will be marked in the late register, with annotation of arrival time, by admin staff.

Pupils who arrive late must do so via the main gate and main entrance. Pupils arriving after registration will be marked as late by the admin staff. Records are kept of pupils who are late. This is documented on the electronic register for each pupil by the admin staff (Attendance code L).

Pupils who have attended a dentist or doctor's appointment and subsequently come to school later than 9.10am will have the absence recorded as a medical absence (Attendance code M).

Pupils who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each pupil is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

### Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for the absence.

Where a pupil is absent from school and we have not received any verbal or written communication from the parent, we initiate a contact process, i.e. a member of the admin team will phone the parents/carers and record a comment in BROMCOM next to the pupil's name. Class Teachers should liaise with the office staff to inform them of a pupil's unexplained absence and the admin staff will contact parents/carers to determine the reasons for the pupil's absence.

All absences are recorded as either authorised or unauthorised absences. It is important that we receive accurate information from parents/carers with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised.

Where the school has not received reasons for a pupil's absence for four consecutive days, an email/letter requesting these details is sent to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence (Attendance Code O).

If a child has an unauthorised absence for 10 days or more and the school has not been contacted by the parent and cannot get in touch with the parents/carers, on the 11<sup>th</sup> day the school will have to notify the Local Authority under the Children Missing Education Guidelines 2016. The Local Authority will then take over the investigation and take appropriate action where necessary.

## **Illness**

When children have an illness that means they will be away from school long term, the school may decide to send work home\*\*. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents/carers to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. The school may seek written permission from parents/carers to make its own enquiries.

A risk assessment will be carried out with the parents/carers of a pupil who returns after a prolonged period of absence.

*If a pupil's is absent due to COVID 19, school will provide work for the pupil in line with the school's Contingency Plan for Remote Education*

## **Request for leave of absence (see Appendix 1)**

The School does not normally authorise absence in term-time and strongly discourages parents/carers from making such requests. Each request for term-time absence will be considered on an individual basis, and will normally **only be granted if exceptional circumstances apply**. Parents/carers should be aware of the following possible restrictions:

- Leave of absence will not normally be authorised if the pupil's attendance is low.
- Leave of absence will not normally be authorised for pupils in Year 6
- Leave of absence will not normally be authorised for any pupils during the school assessment periods and the SATs examination week in May.

Parents/carers must adhere to the procedure outlined below when submitting requests for leave of absence:

Requests for leave of absence will only be considered on receipt of a completed 'Term Time Leave of Absence Request' form, which can be obtained from the school office. This must include precise details of the reason for the request, and why it would be impossible for the absence to take place during the normal school holiday periods. Parents/carers must complete the Leave of Absence Request Form and the form must be signed by the pupil's class teacher and authorised by the Head Teacher.

Requests must be received by the Head Teacher before any bookings are made, and at least two weeks (during term time) before the absence. Absence will always be classified as unauthorised if the holiday has not been agreed in advance.

In deciding whether to authorise any leave of absence request the Head Teacher will take the following factors into account:

- The time of year proposed for the absence
- The reason for the absence at this specific time. Absences will NOT be authorised at any time if the reason is a cost issue relating to holidays.
- The duration of the absence and the impact on the learning.
- The circumstances of the family request.
- The rarity of this request during the pupil's school career. Absences will NOT be automatically authorised every year.
- The attendance record of the pupil for the current and previous academic year.

The Head Teacher will determine whether the reason for this planned absence is reasonable and will record the absence as authorised or unauthorised. Parents/carers will always receive a written response from school informing them of the outcome of their request. For many of these requests the Attendance Code C can be used, as it records absence as other authorised circumstances.

If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove his/her name from the register. All absences over the number of days requested will be classed as unauthorised and incur a daily fine of £50; the absence may also be reported to the local authority.

### **Addressing Attendance Concerns**

The required attendance set by the Department of Education guidelines is 97%. An attendance level of 95% and above is green. An attendance level between 90-94% is amber. Anything below 90% is a red.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Head Teacher and the Trustees to support good attendance and to identify and address attendance concerns promptly. At MMPS we rely

upon parents/carers to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents/carers are always informed of our concerns.

Parents/carers are responsible for making sure that their children of compulsory school age receive a suitable full-time education. The Department of Education guidance also notes; "If a child of compulsory school age fails to attend regularly at a school at which [he/she is] registered, or at a place where alternative provision is provided for [him/her], the parents/carers may be guilty of an offence and can be prosecuted by the local authority (LA)".

The requirement for parents/carers to ensure their child receives a suitable "efficient full-time education ... either by regular attendance at school or otherwise" is set out in section 7 of the Education Act 1996.

Initially concerns about attendance are raised with parents/carers via letters, which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a pupil's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

The Education Welfare Service (EWS) will issue penalty notices to parents/carers where there has been a referral to EWS from the school as part of the school's processes to address poor attendance patterns. In addition, education-related parenting orders are available by direct application by a school or LA to the Magistrates' Court as an ancillary order following a successful prosecution by the LA for irregular attendance or breach of a school attendance order.

### **Monitoring Attendance**

The admin staff has the responsibility for ensuring that all of the attendance data is accurately recorded on BROMCOM system. The admissions officer submits attendance data to the Head Teacher at the end of every week and attendance data is shared with staff and discussed during the weekly SLT meeting. Attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents/carers or meetings arranged to discuss attendance concerns with parents/carers.

APPENDIX 1

## **Pupil's term time leave of absence policy**

The School does not normally authorise absence in term-time and strongly discourages parents/carers from making such requests.

Each request for term-time absence will be considered on an individual basis and is normally only granted if **exceptional** circumstances apply. Parents/carers should be aware of the following possible restrictions:

- Leave of absence will not normally be authorised if the pupil's attendance is low.
- Leave of absence will not normally be authorised for pupils in Year 6.
- Leave of absence will not normally be authorised for any pupils during the school assessment periods and the SATs examination week in May.
- Parents/carers are expected to adhere to the procedure outlined below when submitting requests for leave of absence:
- Absence will always be classified as unauthorised if a a leave of absence has not been agreed in advance. Requests must be received by the Head Teacher ***before any bookings are made***, and at least two weeks (during term time) before the absence.
- Absence will always be classified as unauthorised if the absence has not been agreed in advance. **All unauthorised absences will incur a daily fine of £50 per pupil. Pupils will not be allowed back in school until this money is paid in full.**
- If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove his/her name from the register. All absence over the number of days requested will be classed as unauthorised and will incur a fine.
- You may re-apply for a place at the school for your son/daughter. However, her application will be treated as a new applicant, and there is no guarantee of a place.

## Pupil's term time leave of absence request

Part A - To be completed by parent(s)/carer(s)

I / We request leave of absence for:

Pupil's name: \_\_\_\_\_ Class: \_\_\_\_\_

From (date): \_\_\_\_\_ To: \_\_\_\_\_

Number of term time days: \_\_\_\_\_

Reason for absence request:

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Name of person requesting leave: \_\_\_\_\_

Relation to pupil: \_\_\_\_\_

Does the pupil have a sibling(s) in MMPS? YES  NO

If yes, please state the name of the sibling(s) and year group(s):

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Does the pupil have a sibling(s) in:

KDGB  Yr Group(s): \_\_\_\_\_ MIGSG  Yr Group(s): \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

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## **Pupil's term time leave of absence request**

### **Part B - To be completed by the Class Teacher**

Date Class Teacher received the request for absence: \_\_\_\_\_

#### **Pupil's Attendance (\*Please tick)**

97% + (excellent)    95% - 96 % (good)    90% - 94% (poor)    below 90% (unsatisfactory)

Reasons for absence if attendance is below 95%: \_\_\_\_\_

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Has the pupil taken previous leave of absence during this academic year? Yes  No

If "Yes" please specify the dates and number of days taken and the reason for the leave of absence:

Date/s: \_\_\_\_\_ Number of days: \_\_\_\_\_ Reason: \_\_\_\_\_

Do you have any concerns in granting this request? Yes  No  If "Yes" please specify?

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Class Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Pupil's term time leave of absence request

**Part C - To be completed by the Head Teacher & returned to parents/carers.**

Pupil's name: \_\_\_\_\_ Class: \_\_\_\_\_

Requested leave of absence: From: \_\_\_\_\_ To: \_\_\_\_\_

1. Leave granted

2. Leave partially granted

Number of days leave granted:

3. Not granted

Leave was not granted due to:

Poor attendance record (below 90%)

Leave of absence taken previously (within the current academic year)

Date of absence requested falls within assessment / exam period

Requested leave of absence exceeds duration acceptable to school

Other reason, please specify : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Head Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Original to parent/guardian (p4 only)- copy into pupil file*