



# Manor Drive Secondary Academy

## ATTENDANCE POLICY

**PRESENTED TO GOVERNORS IN THE AUTUMN TERM 2022**

Date approved: <sup>1</sup>	8 December 2022
Date reviewed: <sup>2</sup>	
Date of next review: <sup>3</sup>	Summer 2025

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

## **1.0 Introduction**

- 1.1 Manor Drive Secondary Academy is committed to providing an education of the highest quality for all students and recognises that this can only be achieved by supporting and promoting excellent attendance for all. This is based upon the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- 1.2 The whole Academy community - students, parents / carers, teaching and support staff and Governors/Trustees - have a responsibility for ensuring good attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- 1.3 Manor Drive Secondary Academy will be a successful school and students play their part in making it so. The Academy aims for an environment which enables and encourages all members of the community to achieve excellence. For students to gain the greatest benefit from their education it is vital that they attend regularly and students should be at school, on time, every day on which the Academy is open unless the reason for the absence is unavoidable.
- 1.4 All staff (teaching and support) at the Academy have a key role to play in supporting and promoting excellent attendance and will work to provide an environment in which all students are eager to learn, feel valued members of the Academy community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

## **2.0 Attendance Leader (AL)**

- 2.1 A member of staff will oversee, direct and co-ordinate the Academy's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the Academy. This person will also provide up to date attendance data to be shared with the Headteacher, to inform a report that is prepared for Governors termly. He / she will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- 2.2 It is very important therefore that parents/carers make sure that their child attends regularly and this Policy sets out how together this will be achieved.

## **3.0 Why Regular Attendance is so important?**

### **3.1 Learning:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may also affect the learning of others in the same class.

- 3.2 Ensuring a child's regular attendance at school is the parent/carer's legal responsibility and permitting absence from the Academy without a good reason is an offence in law and may result in prosecution.

## **4.0 Safeguarding**

Children may be at risk of harm if they do not attend school regularly. Safeguarding

the interests of each child is everyone's responsibility and within the context of this College, promoting the welfare and life opportunities for all students encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum

4.1 Failing to attend the Academy on a regular basis will be considered as a safeguarding matter.

4.2 Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, students and all members of Academy staff.

4.3 To help us all to focus on this we will:

- Report to parents/carers regularly on how their child is performing in the Academy and what their attendance and punctuality rate is
- Celebrate and reward good attendance

4.4 The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

## 5.0 The Law relating to attendance

Section 7 of the Education Act 1996 advises the parent/carer of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:

- (a) to age, ability and aptitude and
- (b) to any special educational needs and / or disability, he/ she may have

either by regular attendance at school or otherwise.

5.1 Where the absence is due to a disability known to the Academy, parents/carers are asked to make this clear so that reasonable adjustments or accommodations can be discussed.

## 6.0 Understanding types of absence

Every half-day absence from the Academy has to be classified by the Academy (not by parents/carers) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required within the dedicated absence reporting procedures.

6.1 **Authorised** absences are mornings or afternoons away from Academy for a good reason like illness, medical/dental appointments which unavoidably fall in Academy time, emergencies or other unavoidable cause.

6.2 **Unauthorised** absences are those which the Academy does not consider reasonable and for which no "leave" has been authorised. Examples of this could include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the Academy day
- Absences which have never been properly explained
- Students who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time not authorised as an exceptional/unavoidable circumstance

6.3 This type of absence can lead to Peterborough City Council Attendance Service using sanctions and / or legal proceedings.

6.4 Whilst any child may be absent from the Academy because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the Academy, the parents/carers and the student. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

## 7.0 Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling within a significant period of time for whatever reason. Absence at this level may cause considerable damage to any student's educational prospects and the Academy needs full parental support and co-operation to tackle this. Missing 10% of school time equates to an entire school day per fortnight.

7.1 The Academy monitors all absence thoroughly. Any case that is at risk of moving towards the PA level is given priority and the parent/carer will be informed of this immediately.

7.2 All PA, or potential PA, cases will be considered for referral to the link Peterborough City Council Attendance Service.

7.3 PA students are tracked and monitored carefully through the pastoral system and the Academy may also combine this with academic mentoring where absence affects attainment.

## 8.0 Absence Procedures:

If a student is absent the parent/carer must:

- Contact the Academy by 9.00 am on the first day of absence and on all subsequent days. Email: [absence@manordrivessecondary.org.uk](mailto:absence@manordrivessecondary.org.uk) or complete the website absence form.

8.1 If a child is absent the Academy will:

- Telephone or email parent/carer on the first day of absence if the Academy has not heard from them
- Invite the parent/carer in to discuss the situation with the Academy if there are concerns
- Refer the matter to the Peterborough City Council Attendance Service if attendance falls below 95% without justifiable cause. They may consider issuing a Penalty Notice for Non Academy Attendance. (95% equates to

missing half a day of school per fortnight, or 2 full school weeks over the academic year)

## 8.2 Telephone numbers

There are times when the Academy needs to contact parents/carers about lots of things, including absence, so up to date contact numbers are required at all times. Parents/carers should ensure the Academy always has an up to date number.

## 8.3 The role of the School Attendance Officer (AO), Peterborough City Council

Parents/carers are expected to contact the Academy an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the Academy may refer the student to the School Attendance Officer from Peterborough City Council Attendance Service. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the student's attendance have failed and unauthorised absences persist, these Officers can recommend that the Local Authority use sanctions such as Penalty Notices or prosecutions in the Magistrates Court

8.4 Alternatively, parents/carers or students may wish to contact the AO themselves to ask for help or information.

8.5 They are independent of the Academy and will give impartial advice. Their telephone number is available from the Academy office or by contacting Peterborough City Council Attendance Service, Peterborough.

## 9.0 **Lateness**

Poor punctuality is not acceptable. If a student misses the start of the day they can miss work and do not spend time with their class teacher / Form Tutor getting vital information and news for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

### 9.1 How we manage lateness

The Academy day starts at 8.30 am, all students should be on the Academy site by 8.25 am at the latest. Registers are marked by 8.45 am and students will receive a late mark if they are not in by that time.

9.2 At 8.45 am the registers will be closed. In accordance with the Regulations, if a child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it may result in an unauthorised absence. This may mean that the parent/carer could face the possibility of a Penalty Notice if the problem persists.

9.3 If a student has a persistent late record the parent/carer will be asked to meet with the Academy to resolve the problem, but the parent/carer can approach us at any time if they are having problems getting their child to Academy on time.

## 10.0 **Leave of Absence**

Taking leave of absence without exceptional/unavoidable circumstance in term time will affect a child's schooling as much as any other absence and the Academy expects parents/carers to help by not taking children away in school time.

- 10.1 It is important to note that any savings the parent/carer think they may make by taking a holiday in school time are offset by the cost to the child's education.
- 10.2 There is **no** automatic entitlement in law to time off in term time to go on holiday. All applications for leave of absence must be made in advance. In making a decision about whether to authorise this leave, the Academy will consider the circumstances of each application individually.
- 10.3 It is important that the parent/carer understands that the Academy may **only** authorise such absences in **exceptional/unavoidable circumstances**.
- 10.4 Any period of leave taken without the agreement of the Academy (with at least four weeks' notice) and/or different from that agreed by the Academy, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

## **11.0 Deletions from Register**

Under Section 8.(1) (h), (i), (ii), (iii) of the Education (Student Registration) (England) Regulations 2006, should a student fail to return to school by the time that registration ends on the 20<sup>th</sup> day of absence, the Academy is permitted to delete a student's name from the register.

- 11.1 This is possible if child(ren) have not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from the Academy for a period of not less than 20 school days and
- (i) at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2)
  - (ii) the proprietor does not have reasonable grounds to believe that the student(s) is/are unable to attend the Academy by reason of sickness, or any unavoidable cause.
- 11.2 Children who are deemed 'missing from education' will be reported immediately to the Local Authority who will investigate on the Academy's behalf. Advice will then be taken with regard to taking off roll.

## **12.0 Those people responsible for attendance matters in this Academy are:**

- Pastoral Lead
- Pastoral and Attendance Assistant

## **13.0 Summary**

The Academy has a legal duty to publish its absence figures to parents/carers and to promote good school attendance.

- 13.1 Equally, parents/carers have a legal duty to make sure that their children attend.
- 13.2 All Academy staff are committed to working with parents/carers and students in the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

## **14.0 Policy Review**

The Local Governing Committee (or responsible committee) will review this policy

in line with the procedure for policy review.

Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in 3 years.