

Manningtree High School Attendance procedures

School Attendance Law and definition

Section 7 of the Education Act 1996 states: *'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to age, ability and aptitude'*.

Once enrolled at school the responsibility to educate becomes shared. The school implements robust procedures to comply with current legislation and statutory guidance relating school attendance and pupil absence.

Registration of learners is a legal requirement, occurring at the start of the morning session and during the afternoon session. Learners will be marked as either present or absent using coding as set out by the Department of Education (DFE) and in the event of absence the discretion to authorise or unauthorise is always with the school.

A learner who misses 10% or more schooling across the school year for whatever reason is classified as a **Persistent Absentee (PA)**. This is a government term used to identify learners that may be at risk of not fulfilling their academic potential and are therefore a priority focus for the school.

The School will challenge poor attendance and lateness, and have clear systems and forthright procedures for dealing with these, where learners and / or their parents have not been successfully persuaded to give a greater priority to regular and punctual attendance.

Procedures

School responsibilities

- Tutors, Pastoral Care Team and the Key Stage Managers will regularly remind learners of the expectation and benefits of high levels of attendance, through form period, assemblies, and reports.
- The use of inter-form / inter-year competitions, rewards and certificates will be used in promoting punctuality and attendance and recognising improvement.
- Attendance Solutions will monitor the attendance of all learners, (including vulnerable children, children in care, those on the Child Protection Register and those from ethnic minorities), through:
 1. The Form Tutor;
 2. The daily absence lists compiled by the School Office, and first day procedures;
 3. The cumulative absence lists, generated on a weekly basis;
 4. The fortnightly printout of the attendance of all learners, by Year Group, scrutinised by Attendance Solutions;
 5. Regular meetings between the member of staff responsible for coordinating attendance matters, and Attendance Solutions.
- Attendance will be considered alongside levels of academic achievement.
- Learners who have an authorised absence from school for a significant period of time or fixed term exclusion will be set work to do, appropriate to their situation.

- Learners who have been absent from school for a significant period of time will be given a re-integration plan if appropriate, which is tailored to their particular needs and designed to permit them to resume their education as effectively and quickly as possible.
- Where notification of a learner's absence has not been received from the parent, the school will operate a first day of absence contact.
- Where contact cannot be established, or a satisfactory reason for absence is not obtained, or irregular attendance continues to cause concern, the Care and Support team will seek to contact the parent.
- Continued lack of response, and/or continued absence will result in Attendance Solutions informing the parent that a School Attendance Meeting will be convened, inviting the learner, parent and Missing Education and Child Employment Service [if appropriate].
- At this meeting, parents will be informed of their legal responsibilities, and given a copy of the learner's attendance record, and agree a plan to improve school attendance.
- The school will keep records of its progressive levels of intervention.
- The learner's school attendance will be monitored and in the event of continued poor attendance, or unauthorised absence will result in formal referral to MECES, who will work with the parent, learner and school to effect regular and punctual attendance, using statutory powers if necessary.
- The school will also consider the benefit of convening a meeting of parent and learner with the Student Disciplinary Committee of the Governing Body.
- Learners who arrive late, missing Form Registration, must report to the Office, and record their late arrival in the Late Book.
- Learners arriving late for registration, without a satisfactory explanation, will be placed in detention by their form tutor of a duration considered appropriate normally after school 30 minutes in the first instance.
- Persistent lateness, over a period of several weeks, may result in the convening of a School Attendance Meeting (see above).
- Where lateness persists, despite the application of these procedures, a referral will be made to the MECES
- The school will endeavor to safeguard our learners by following the county's' Child Missing Education (CME) procedures, when absence is prolonged and without explanation.

Parental responsibilities

- Parents have a legal obligation to ensure the regular and punctual attendance of their child.
- Parents will be asked to notify the school of the reason for their child's absence on the first day of absence and provide regular updates if absence continues
- All 'leave of absence' requests must be applied for in advance by parents and are considered individually by the Headteacher, who will only authorise in exceptional circumstances. Any leave of absence granted will be entirely at the Headteacher's discretion. Parents should be aware that the school follows

Government guidance on leave of absence and holidays taken during the school term. This means that the vast majority of requests will not be authorised and **we recommend that you do not book holidays before seeking permission for your child's absence from school.**

- Parents will be reminded of this Attendance Procedure through the School's Prospectus, through the regular policy/procedure digests, printed in the School Newsletter and published on the school website.
- Parents will be reminded periodically of the policy of Essex County Council to impose fixed penalties for their child's absence in certain circumstances.

Learners' responsibilities

- To gain the full benefit of their educational provision, learners need to share the aims of this procedure, and understand the need for their full co-operation in achieving high levels of attendance.
- All learners have a responsibility for daily attendance, arriving properly equipped for the day's lessons, by 8.25am for morning registration, and by 1.35pm for afternoon registration.
- On occasion of arriving late, learners must report to the School Office and comply with the procedures outlined above.