



Carr Manor Community School

Attendance Policy 2017-18

Date Adopted by the governing body: December 2017

Review date: December 2019

Principles

At Carr Manor Community School we are committed to providing an education of the highest quality for all our pupils, and making a positive community where all pupils feel valued, welcomed and included. Excellent attendance is fundamental to ensuring that children and young people reach their full potential and have the best life chances and opportunities in their future lives. It is the responsibility of Leeds City Council, all schools, parents / carers and pupils to work in partnership to ensure that all our children and young people receive an appropriate education suitable to their needs. As a school we strive to achieve a goal of at least 96% attendance.

Under section 444 of the 1996 Education Act, it is the legal responsibility of the parent to ensure their children attend school. Statistics show a direct link between underachievement and absence below 95%. Regular attenders make better progress both socially and academically.

Expectations

As a parent –

- We expect your child to attend school every day and on time, and any issues preventing attendance are discussed with the school office or Head of Year.
- We expect that if your child is absent, please inform the school, giving a reason why, by phone/text on **0113 336 8403** by 9:00am on each morning of absence, or alternatively report absence directly to the school reception.
- If your child is absent due to a medical appointment, they must attend school before and/or after the appointment, and bring medical evidence (appointment card, letter, or text message) to prove their absences.
- To inform us of any changes to address or telephone numbers.

As a school –

- We will make contact with you if there has been no contact made to school either via telephone or at the school office to report an absence. The attendance team and/or Head of Year will contact you by phone or will do a home visit to get a reason for the absence this is because we have a duty to ensure your child's safety. You may be asked to provide evidence for the absence.
- Monitor your child's attendance and send you letters to notify you of their attendance percentage.
- If we believe that your child is absent due to a holiday you may be issued with a penalty notice, £60 per parent per child.
- If absence falls below 92% for any child it will alert the Attendance and Admission Lead at the 2gether Cluster which we are part of.
- If your child misses 10 sessions (5 days) in a term they will be placed on the Fast Track initiative (see below).
- Reward pupils for good attendance.

- Monitor absence, and call or invite you to a meeting in school if your child's attendance falls below 95%.
- Please note if your child's attendance is **below 92%** you may be contacted by the attendance team or the Attendance Lead from the 2gether Cluster, even if you have informed school about your child's absence.
- Ask you to provide evidence if your child has a poor attendance record.

Authorised Absence

An authorised absence is when your child has been given permission to be absent from school. It is defined as:

- Genuine illness
- Medical or dental appointment (routine appointments should be arranged out of school time)
- Bereavement – at Head teachers discretion
- Religious observance – no more than two days per academic year
- Approved leave in term time where there are exceptional circumstances, as agreed by the Principal.

Authorised absence is at the Principal's discretion and you may be required to provide school with evidence of the absence.

Accepted evidence:

- Appointment card or letter
- Letter or note from GP
- Medication or prescription with correct name and dates
- Comment slip or receipt from the Pharmacy
- Notification from a medical professional

Routine doctor and dental appointments should be booked at the end of the day and during school holidays where possible. We know that sometimes you cannot choose hospital appointments, so please just make sure you only take your child out of school for the appointment and return them to school when they have finished. Your child may be marked as unauthorised for one of the morning or afternoon sessions if your child was expected to return to school. Evidence should be provided for all scheduled appointments.

Unauthorised Absence

An unauthorised absence is when no explanation for absence has been given to school, or if the reasons provided does not meet guidelines set out by the Department for Education. It is defined as:

- Holiday's in term time where permission has NOT been given by the school
- Late, after registers have closed
- Unexplained absence.

- Any child whose absence is on-going and remains unexplained for 10 days will be automatically referred to the local authority as a child missing education.
- Taking the rest of the day off, before or after a medical appointment
- Staying at home to care for sick relatives
- Birthdays, weddings or anniversaries
- Transport issues i.e. car broken down

It is important to note that it is the responsibility of the parent to ensure their child attends school regularly, and on time. Regular unauthorised absences can lead to a referral to the Cluster Attendance and Admission Lead regarding your child's poor attendance record. You will be asked to attend an attendance panel meeting. Failure to improve your child's attendance and engage with the Attendance Lead will result in legal proceedings. If found guilty of failing to secure your child's regular school attendance you could receive a fine of up to £1000 and a criminal record.

Continuing concerns around school attendance

School will start to ask for medical evidence before authorising any further absences if your child's attendance falls below 96%.

Ultimately parents/carers can be held to account for failing to ensure that their children attend school punctually and regularly. Leeds City Council, school attendance service carries out this statutory function on behalf of the local authority to uphold the right of children and young people to access their education.

When necessary statutory action will be taken under section 444 Education Act 1996 or Education Supervision Order under the Children's Act 1989 this may take the form of a penalty notice, prosecution of parents in the Magistrate Court resulting in a fine, or a statutory order.

Exceptional circumstances

Parents do not have the right to remove their children from school during term time. Absence in term time will only be considered if parents/carers make a request to the school on the appropriate form giving exceptional reasons why the application for absence has been requested and provide information to support their application. Please note that the definition of 'exceptional' means 'very unusual'. Therefore, a second request for absence based on 'exceptional circumstances' is unlikely to be authorised.

The Head teacher will decide whether or not the absence will be authorised. Parents/carers, who take their children out of school during term time without authorisation, may be issued with a penalty fine.

Children Missing Education

If there is no contact between school and the family and the child's whereabouts are unknown it is possible for a child to be removed from a school roll. This will only happen in circumstances where children do not return to school for ten days after an authorised absence or are absent from school without authorisation for twenty consecutive school days.

Fast Track Initiative

Fast tracks place pupils on a structured programme with monitored periods giving the opportunity for improvement. Where unauthorised absence continues parents will be invited to attend a formal School Attendance Panel to discuss the reasons for poor attendance and to examine any support needs. Parents may be issued with a penalty warning letter and subsequently a penalty notice for irregular school attendance if unauthorised absence persists.

Carr Manor Community School is part of the 2gether Cluster who has a collective agreement on their approach to attendance, based on local authority and DfE guidance.

Schools in the 2gether Cluster also have an attendance target of at least 96%.

As a school, we classify attendance as follows:

96% and above	Attendance is at or above our minimum expected level.
92 – 96%	Attendance is a concern and requires improvement to achieve our expected level.
92% and below	Attendance at this level is a significant concern.

Attendance is presented as a percentage, the table shows days of learning missed over the year:

Attendance Percentage	Weekly	Termly	Yearly
98%	30 minutes	1 1/4 day	4 days
95%	1/4 day	3 1/2 days	10 days
90%	1/2 day	7 days	19 days
85%	3/4 day	10 days	28 days
80%	1 day	14 days	40 days



Over five years, children with an average attendance of 85% - 90% will have missed half a school year of education while children with an average attendance of 80% will have missed the equivalent of a whole school year.

Department for Education guidelines class any child with attendance of 90% or below as persistently absent.

Lateness

The gates at Carr Manor Community School open at 7.30am for pupils who want to attend Breakfast Club, and close at 8.50am on a Monday and 8.30am Tuesday – Friday, ready for Period 1. All pupils who arrive after 8.50am on a Monday and 8.30am Tuesday – Friday, will be marked as late and will receive a detention for being late. Late marks can lead to poor attendance. It is the parent’s responsibility to ensure children are at school on time, if your child is persistently late you may be invited to a meeting to discuss this, or you may be issued with a penalty notice.

Being late to school has a significant impact on the amount of learning time lost over a school year.

The table gives you an indication of how much time is lost if you child is regularly late.

Minutes late per day	Number of hours lost over a year	Number of days lost over a year
5 minutes	15 hours 50 minutes	3.4 days
10 minutes	31 hours 40 minutes	6.9 days
15 minutes	47 hours 30 minutes	10.3 days
20 minutes	63 hours 20 minutes	13.8 days
30 minutes	95 hours	20.7 days

Monitoring Attendance at CMCS

Stage 1 – Intervention by School	
Action	Responsibility/People involved
Register checks each period of the school day & email staff if missing.	AA
Log all explained absences	AA (supported by YM)
Absences – monitor who has called/text <ul style="list-style-type: none"> Year group registers to YM to check in YM to feedback to AA with reasons for any other unauthorised absence for pupils and log on system 	AA AA YM & AA
<ul style="list-style-type: none"> TM/YM/DBY/DAL to be informed daily of missing registers via email. DAL/DBY to liaise with staff if it happens regularly (more than twice in a week). 	AA AA/DAL/DBY
Attendance facts & figures to be sent out daily to include; <ul style="list-style-type: none"> Today's attendance % for SP & PP Today's attendance % for each Yr group Today's absences Todays unexplained absences showing if it's Day 1/Day 2/Day 3 or more Identified target pupils with 3rd party involvement e.g. SG 	AA
Unauthorised absence - Day 1 <ul style="list-style-type: none"> Phone call to parent/carer (logged on SIMS) 	AA/YM/SG
Unauthorised absence Day 2 (AA identifies 2 days absences) <ul style="list-style-type: none"> Phone call to parent/carer (logged on SIMS) If without any contact - home visit, if not there, letter posted and photo taken. 	AA/YM/SG AA/TB/YM/SG
Unauthorised absence Day 3) (AA identifies 3 day absences) <ul style="list-style-type: none"> As Day 2 above. 	AA/TB/SG/YM
Unauthorised absence (Day 4 and Day 5) <ul style="list-style-type: none"> AA/YM/SG to phone and establish a return date and whether support is required. Possible home visit if necessary. If unsuccessful, formal letter sent and invitation to an attendance meeting (this could involve SG, YM, DAL, DBY, PC Kear, AIO from Cluster, Social worker, parents/carers). 	AA/YM/TB AA/YM

<ul style="list-style-type: none"> If home visit done for U/A and find it is legitimate/approved and therefore authorised and if it is going to be 3 days or more then YM to collate pieces of work and deliver to students to complete. 	YM/TB
<p>Day 6 If absence reaches day 6 the school must contact parents/carers.</p> <ul style="list-style-type: none"> If contact is successful request a doctor's note for child's absence. Until this is received the absence is noted as unauthorised (truancy/parental condoned). If no contact made, YM/TB/SG to do a home visit. If not there, letter posted and photo taken. Following this a formal letter to be sent and invitation to attend an attendance meeting for child's absence (this could involve SG, YM, DAL, DBY, SSO, AIO from Cluster, Social worker, parents/carers). AA to inform YM/DAL/DBY when this meeting will be. 	<p>AA/YM/SG</p> <p>TB/SG/YM</p> <p>AA/YM</p>
<ul style="list-style-type: none"> If attendance continues to be a concern then see section on monitoring attendance patterns below. 	AA/YM
Monitoring Attendance Patterns	
<ul style="list-style-type: none"> AA to send out the broken weeks report on a Friday showing attendance and absence for this week for each year group. This also shows previous weeks attendance. YM to look through the broken week reports at the beginning of each week and challenge any patterns. These will include monitoring key students in termly attendance RAG sheets, phoning parents, sending letters home and arranging meetings etc. DAL/DBY to be informed of this and YM to ensure it is logged on the system. All attendance conversations and meetings must be logged and have minutes and these must be saved centrally. 	<p>AA</p> <p>YM</p> <p>YM</p>
<ul style="list-style-type: none"> Regular review each term of students who have missed 10 sessions (5 days) in a term and who will need to be placed on the Fast Track initiative and referred to the AIO. 	AA (supported by AIO)
<ul style="list-style-type: none"> Bi-weekly meeting with YM (KS4 week 1 and KS3 week 2) to monitor attendance and discuss concerns. This will involve a close look at students who are between 92- 	AA/YM/DAL/DBY

<ul style="list-style-type: none"> 96% attendance and those below 92% attendance as well as PAs. AA/DBY/DAL to then speak with AIO regarding key concerns. 	
<ul style="list-style-type: none"> AA to produce coaching group registers for previous week with sessions missed and % attendance for a Monday morning. Coaches asked to discuss these with coaching groups on a Monday morning in coaching. 	AA Coaches
Stage 2	
<ul style="list-style-type: none"> If attendance drops below 92% for a child, AIO involvement. 	AA/YM/AIO

Communications & Rewards

Posters promoting good attendance and punctuality to be displayed in each coaching room.	AA/DBY/Coaches
Chronicle & CMTV focus on attendance, regular challenges on attendance.	AA/DBY/YM
Rewards – <ul style="list-style-type: none"> Chronicle awards End of term assembly rewards 	AA/DBY
CPD – staff training sessions <ul style="list-style-type: none"> Whole staff communication as and when required Inclusion team training 	AA/DBY/DAL

Responsibility/People involved

AA – Attendance Administrator

YM – Year Manager

TM – Team Manager (Dept's)

DAL – Dean Alexis

DBY – Donna Byrne

TB – Tony Bryant

SG – Safeguarding

AIO – Attendance Improvement Lead from the Cluster

SSO – Safer Schools Officer

Department of Education states that **no child is expected to be absent from school on holiday during term-time**. We expect that parents will take their child on holiday during the approved school breaks. It should be noted that there are **175 days each year** when a child is on holiday from school.

In exceptional circumstances a Headteacher may permit up to 10 days authorised absence. Most authorised requests are based on a child having an excellent attendance record (**in most cases 96% or over**), but there can be a degree of flexibility dependent on the circumstances of the request.

If your child needs to leave the area or country and will miss school due to exceptional circumstances during term time, you **MUST** speak to attendance team and/or Head of Year, who you can request to speak to at the main office. All exceptional leave requests **MUST** be requested before the first day of absence. All parents who wish to request exceptional leave **will be invited to attend a meeting** before completing the form.

Requests that **MAY** be considered:

- Bereavement of a close family member
- Participation in a sporting event at city, regional or national level
- Recognised examinations for music or dance
- Other exceptional circumstances agreed on an individual basis by the Head Teacher

You will **NOT** be given permission for:

- Availability of cheaper holidays
- During any national assessments
- Trips away e.g. (sporting or musical events, day trips, shopping)
- Taking a long weekend away
- General family celebrations

If you take your child **without permission** the following could happen:

- You could be referred to Leeds City Council School Attendance Service, and may be issued a fine on your return - **£60 per parent, £60 per child** (e.g. a family of 4, with 2 parents and 2 children would be fined a total of £240). If the fine is **not paid in 21 days** the fine will increase to **£120 per child, £120 per parent** (e.g. the family of 4 would now have a fine of £480). Failure to pay the fine can result in legal action.
- Your child could lose their school place at Carr Manor Community School

If your child is granted exceptional leave, your child must return to school on the agreed return date. If they do not we will have no alternative but to start proceedings, registering your child as 'a child missing education'. This could put your child at risk of losing their place in school.

Appendix 1 – Exceptional circumstances form



EXCEPTIONAL CIRCUMSTANCES REQUEST FORM

SCHOOL:

DATE OF REQUEST:



Name of children	First name	Surname	Year group	Date of birth
Leaving date:				
Leaving date:		Date due back in school:		
Length of absence applied for (number of school days only):				
Siblings in other schools:				
Please note this request information will be shared with the attendance lead in the school in which the sibling(s) attend	First name	Surname	School	
Contact Details				
Parents: (eg. Mother, Father, Grandparent, Carer):	First name:	First name:		
	Surname:	Surname:		
	Address:	Address:		
	Postcode:	Postcode:		
	Email:	Email:		
	Home phone number:	Home phone number:		
	Mobile:	Mobile:		
	Alternative number while absent:	Alternative number while absent:		
Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are....				
Point of departure (eg. Airport, coach, train station etc):		Destination:		
		Address:		
		Contact telephone number:		
Date and time of departure:		Flight numbers and name of airline:		

Date and time of return:	Flight numbers and name of airline:
Emergency contact details (preferably someone who is staying in Leeds):	If the child is not leaving with the parent(s), who is accompanying them?
First name:	Who will be caring/responsible for the child?
Surname:	Why is/are the parent(s) not leaving with the child?
Address:	Name:
Postcode:	Relationship to child:
Relationship to the child:	Address:
Contact number:	Postcode:

Statutory Declaration

Legal responsibility

As a parent / guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that request for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told school that they cannot authorise any absence after they have been taken.

Fines

I understand if my request is unauthorised I am most likely to be fined, £60 per parent, £60 per child (for example a family of 4 with 2 parents and 2 children will be fined a total of £240).

Once the penalty notice is issued, I have 21 days in which to pay the fine. If I fail to pay in that time period, the fine will double and I then have another seven days in which to pay, taking the total time in which to make payment to 28 days.

If I fail to make payment after 29 days then the local authority has the power to prosecute me in the magistrates court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, and a criminal record which can effect employment opportunities.

School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (MCE) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place.

I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.

Parent's signature:

Parent's signature:

Date:

Parent's full name:

Parent's full name:

Date:



School Section Are there any previous requests? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is the request absence during exams? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for refusal/comments:				
Authorised <input type="checkbox"/>	Approved		For school days	
Unauthorised <input type="checkbox"/>	Not approved		For school days	
Headteacher / Principal's signature :				