



# Attendance & Registration Policy

March 2025

Review Date: March 2026

## OUR EXPECTATION IS AT LEAST 95% ATTENDANCE FOR ALL STUDENTS

- ✓ Excellent attendance **98% above** (approx 8 sessions missed)
- ✓ Good attendance **95% - 97%** (approx 20 sessions missed)
- ✓ Below average attendance **91% - 94%** (approx 35-40 sessions missed)
- ✓ Cause for concern is **85%** and below (approx 50-60 sessions missed) This may trigger a referral to The Targeted Support Service

### Introduction

Misson Primary School is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents and carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. Attendance figures are monitored termly by the Head Teacher and communicated to the Governors.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

### School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the headteacher or a member of staff acting on their behalf can authorise absence.

#### 2.1 Lateness

Misson Primary School doors open at 8:45am for children to enter the school building and this is the official start time of the day. The registers will be taken and sent to the school office by 08.55. They will remain open for thirty minutes, closing at 09.25. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 1:05pm. The registers will close at 1:35pm.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close. Persistent lateness may result in further action being taken by the Head Teacher or the Leadership Team.

## 2.2 First Day Absence

Parents/carers are asked to inform the school by telephone on their child's first day of absence.

Telephone Number: 01302 710580

Where a child is still absent when the morning registers have closed and the school has not received a telephone call, then the Head Teacher or Leadership Team will telephone the child's parents/carers to find out the reason for the absence. If there is no response to this call, the Leadership Team will try other emergency contacts and send a text to ensure the safety and wellbeing of everyone. If there is still no communication and therefore pupil safety is a concern the Head Teacher or member of the Leadership Team, the school will take further advice to ensure the safety of the child and their family, which could include a home visit.

## 2.3 Ten Day's Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. This is a legal requirement and the school will include details of the action that they have taken.

## 2.4 Frequent Absence

It is the responsibility of the Head Teacher and Senior Leadership Team to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s and legal guardians. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Attendance Improvement Officer (AIO).

## **Holidays in Term Time**

Holidays in term time will not normally be authorised. Each case will be reviewed individually, and is at the discretion of the Head Teacher and Senior Leadership Team (SLT). Parents will receive a letter and will be reminded of the effect that absence can have on a pupil's potential achievement. Parents must apply in advance for permission and provide accompanying evidence, via the school website / Office tab / Leave of Absence automated form. This will then be submitted to the school office for review.

## **Monitoring Attendance**

The head teacher and Senior leadership Team (SLT) will monitor attendance at half termly. Letters will be sent to parents of pupils whose attendance is below 95% and not improving since the previous half term. Where appropriate when attendance is below 90% letters will invite parents to an attendance

monitoring meeting where an action plan will be completed. The head teacher or leadership team will work closely with families where attendance remains persistently below 90%.

## **Children Missing from Education**

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. We follow our procedures for unauthorised absence for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority.

## **Legal Information & The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable [a] To their age, ability and aptitude and [b] To any special needs they may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

## **Register and Admission Roll keeping**

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

**There are two types of absence:**



**AUTHORISED** (where school approves student absence)

Acceptable reasons for absence are:

- Illness (sickness and/or diarrhoea - please have a full 48 hours clear before returning)
- Medical appointment that cannot be made outside of school hours
- A day set aside for religious observance
- 1 day for a family wedding



**UNAUTHORISED** (where school will not approve absence)

Unacceptable reasons for absence are:

- Headache
- Hair appointment
- Illness of a sibling
- Birthday
- Shopping
- Overslept
- Visiting friends or relatives