



MANOR HIGH SCHOOL

ATTENDANCE POLICY (STUDENTS)

Date adopted by Governing Body	9 th December 2019
Date of next review	December 2020

POLICY STATEMENT

Manor High is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and on time every day the school is open unless the reason for the absence is unavoidable. The school attendance policy is written to reflect the law and also the guidance produced by the Department of Education.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

WHY REGULAR ATTENDANCE IS SO IMPORTANT

Any absence (including lateness) 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 affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in a fixed penalty notice (for each parent/carer) and/or prosecution.

PROMOTING REGULAR ATTENDANCE

- We will contact you on the first day and subsequent days of absence if we have not heard from you.
- Give information on attendance in our newsletter
- Provide you with regular assessments reports which will include the percentage attendance of your child
- Celebrate good attendance through our house competitions
- Reward good or improving attendance assemblies each half term and tutor time activities to promote good attendance
- Attendance letters will be sent where appropriate.

ABSENCE PROCEDURE

If your child is absent you must:

- Contact the school and leave a message explaining the absence on either the absence line or School Gateway.

If your child is absent we will:

- Telephone you on the first day of absence if it is not reported
- Write or telephone you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite you in to discuss the situation with your child's House Manager or Deputy Head (pupils) if absences persist. An Attendance Support Plan will be issued if appropriate.
- Refer the matter to Leicestershire County Council Court Team if attendance is a concern. If the unauthorised absences persist a fixed penalty notice may be issued and a prosecution could occur.

UNDERSTANDING TYPES OF ABSENCES

By law, every half-day from school has to be classified by the school as either authorised or unauthorised.

Authorised absences are mornings or afternoons away from school for genuine unavoidable circumstances.

Unauthorised absences are those which the school does not consider reasonable. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

As a school we are trying to support parents in improving the attendance by introducing the attendance support plans. These are positive and supportive target-based plans.

In the event of a child being reluctant to attend school please do not hesitate in contacting the House Manager.

PERSISTENT ABSENTEEISM (PA)

A student becomes a PA when they miss 10% or more schooling across the year for whatever reason. We monitor all student absence thoroughly.

Any case that is seen to have reached the PA % or is at risk of moving towards this is given priority and you will be informed of this immediately.

PA students are tracked and monitored carefully throughout our pastoral system. Some of our PA students and their parents/carers are subject to an action plan in order to improve the attendance.

LATENESS

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work. Late arriving students also disrupt the lessons, can be embarrassing for the child and can encourage absence.

How we manage lateness:

- The school day starts at 8.40am but to enable this to happen all students need to be on site by 8.30am. A morning register will be taken by 8.40am.
- At 9.30am the registers will be closed. In accordance with the regulations, if your child arrived after this time they will receive a mark that shows them to be on site, but it will not mark it as a present mark, it means they have an unauthorised absence.
- If your child has a persistent late record you will be asked to meet with the House Manager.
- If you are having problems in getting your child to school on time, please approach us at any time.
- If a student is late for registration or a lesson they will be issued with a FINE break time detention. (refer to behaviour policy for further information on FINES)

HOLIDAYS IN TERM TIME

Following updated Government guidelines in September 2013, parents have no entitlement to take their child on a holiday during term time. All requests for leave during term time must be made in advance and will be considered

on an individual basis and will only be authorised if the Deputy Headteacher considers there are exceptional circumstances. Additional evidence may be requested by the school to support these requests.

Requests should be made in writing using the Absence Request Form found on the website and returned to Vanessa Mehta, Deputy Headteacher.

Any leave taken without prior agreement of the school or in excess of that agreed will be coded as unauthorised and the school will notify Leicestershire County Council who may issue a Penalty Notice. Penalty Notices are issued per parent per child at £120 each (discounted to £60 if paid within 21 days) if no payment is received, the Local Authority will refer the case directly to the Magistrates Court for the purposes of a criminal prosecution.

SCHOOL TARGET

The attendance target for 2018-2019 is 96.7%.