



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

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Attendance Policy

Document Control

This policy has been approved for operation within:	Manchester Muslim Preparatory School
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Attendance Policy

1. Aims

Manchester Muslim Preparatory School (MMPS) is committed to meeting its obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending school.

2. Legislation

MMPS follows the Department for Education (DfE) regulations and guidance.

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities, which individuals might have.

3.1 Trust Board

The board of trustees is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly review and monitor attendance figures for the whole school
- Holding the head teacher accountable for the implementation of this policy

3.2 Head Teacher

The Head Teacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Monitoring the impact of any implemented attendance strategies
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring individual attendance where concerns have been raised
- Issuing fines, where necessary

3.3 Class Teacher

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting this information to the school office via Bromcom
 - Morning: 8:25am
 - Afternoon: 1:00 pm
- Class teachers must display total number of pupils present on the whiteboard or other designated place where it is clearly visible
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the head teacher where there are concerns and acting upon them
- Providing background information to support referrals
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance issues at parents' evenings where necessary

School office will enter late marks after register submission until closure of register.

3.4 Administration Staff*

Staff in the School Office are responsible for:

- Taking calls and messages from parents/carers regarding absence and record it on BROMCOM
- Collating and recording registration and attendance information
- Recording* details of pupils who arrive late or after closure of registration in BROMCOM, annotating time and reason for lateness*
- Recording details of children who go home early
- Visiting each class after registration closure to verify number of 'present / absent' pupils in each class after register closure
- Contacting parents/carers of absent children where no contact has been made
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Head Teacher
- Submit weekly attendance data to head teacher
- Liaising with Head Teacher and sending out standard letters regarding attendance

****All comments/notes entered in BROMCOM by admin staff must be initialled***

3.5 Parents/Carers

Parents/Carers are responsible for:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:15 am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide school with more than 1 emergency contact for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Informing the school in advance of any medical appointments in school time
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with

3.6 Pupils

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The initials of the person who made the amendment

→ *See Appendix 1 for the DfE attendance codes.*

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school punctually on each school day.

Registration for morning session:

Pupil arrival: 8:15am – 8:25am

Registration: 8:25am

Register closure: 9:10 am

Afternoon session:

Register closure: 1:00 pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:15am or as soon as practically possible by calling the school office staff (see also section 7) or record a message on the school absence line, 0161 445 5452 – option 1.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Only the school can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences reported by parents will be classified as authorised.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school **in advance** of the appointment by calling the school office and request leave of absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code **L**
- After the register has closed will be marked as absent, using the appropriate code **U**

The head teacher will call or hold meetings with the parents/cares of pupils who are frequently late to discuss punctuality and engagement at school.

Where there continues to be persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

If a child has an unauthorised absence for 10 days or more and the school has not been contacted by the parent and cannot get in touch with the parents/carers, on the 11th day the school will have to notify the Local Authority under the Children Missing Education Guidelines 2016. The Local Authority will then take over the investigation and take appropriate action where necessary.

4.6 Reporting to parents/carers

The school will inform parents about their child's attendance and absence levels through the school report.

If there are attendance concerns parents/carers will be contacted by school to discuss the concerns.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The head teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the head teacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any term time leave of absence request form, available from the school office. The head teacher may require evidence to support any request for leave of absence.

→see *Appendix 2 See Term Time Leave of Absence Policy*

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Exceptional circumstances where the head teacher may grant term-time leave

Absence is classified as **unauthorised** in the following cases:

- if parents/carers have failed to inform school of the reason for absence, either by phone or email
- if the reason for absence is unacceptable to the School
- if a pupil takes leave of absence without obtaining prior written permission
- if a pupil fails to return to school on the agreed date following an authorised leave of absence – this includes unauthorised extension of authorised holidays

Unauthorised absence is noted in a pupil's individual school record and may be reported to the relevant Local Education Authority.

5.2 Sanctions

School can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Unauthorised term-time absence incurs a fine of £50 per day.

If issued with a fine, the fine must be paid before the child returns to school.

The decision on whether or not to issue a fine may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove his/her name from the register. All absence over the number of days requested will be classed as unauthorised and will incur a fine.

6. Strategies for promoting attendance

Good attendance is celebrated in assembly.

7. Attendance monitoring

Attendance data is submitted weekly by admin to the head teacher and shared with SLT during weekly meeting.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

The school will share attendance data with the trust board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to the senior leadership team to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Follow-up all unexplained / unauthorised absences with parents/carers
- Call or hold meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Where there continues to be persistent absence parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

8. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

MMPS Term Time Leave of Absence Policy

The School does not normally authorise absence in term-time and strongly discourages parents/carers from making such requests.

Each request for term-time absence will be considered on an individual basis and is normally only granted if **exceptional** circumstances apply. Parents/carers should be aware of the following possible restrictions:

- Leave of absence will not normally be authorised if the pupil's attendance is low.
- Leave of absence will not normally be authorised for pupils in Year 6.
- Leave of absence will not normally be authorised for any pupils during the school assessment periods and the SATs examination week in May.

Parents/carers are expected to adhere to the procedure outlined below when submitting requests for leave of absence:

- Absence will always be classified as unauthorised if a leave of absence has not been **agreed in advance**. Requests must be received by the Head Teacher **before any bookings are made**, and at least two weeks (during term time) before the absence.
- Absence will always be classified as unauthorised if the absence has not been agreed in advance. **All unauthorised absences will incur a daily fine of £50 per pupil. Pupils will not be allowed back in school until this money is paid in full.**
- If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove his/her name from the register. All absence over the number of days requested will be classed as unauthorised and will incur a fine.
- You may re-apply for a place at the school for your son/daughter. However, her application will be treated as a new applicant, and there is no guarantee of a place.

Please note: It is the responsibility of parents/carers to ensure their child catches up on missed learning/class work. Class teachers will not provide work for term-time leave.

A term time leave of absence request form can be obtained from the school office and must be submitted before any bookings are made.

Term Time Leave of Absence Request

Part A

Part A - To be completed by Parent(s)/Carer(s)

I / We request leave of absence for:

Pupil's name: _____ Class: _____

From (date): _____ To: _____

Number of term time days:

Reason for absence request:

Name of person requesting leave: _____

Relation to pupil: _____

Does the pupil have a sibling(s) in MMPS? YES NO

If yes, please state the name of the sibling(s) and year group(s):

Does the pupil have a sibling(s) in:

KDGB Yr Group(s): _____

MIGSG Yr Group(s): _____

Signature of Parent/Carer: _____

Date: ____/____/____

Print Name: _____

Term Time Leave of Absence Request

Part B & C

Part B - To be completed by Admissions

Pupil's Attendance (*Please tick)

97% + (excellent) 95% - 96 % (good) 90% - 94% (poor) below 90% (unsatisfactory)

To be completed by admissions

Reasons for absence if attendance is below 95%: _____

Has the pupil taken previous leave of absence during this academic year? Yes No

If "Yes" please specify the dates and number of days taken and the reason for the leave of absence:

Date/s: from ___ / ___ / 20___

Number of days:

Reason: _____

Part C - To be completed by Class Teacher

Date Class Teacher received leave request: _____

Do you have any concerns in granting this request? Yes No If "Yes" please specify?

Class Teacher's Signature: _____ Date: _____

Term Time Leave of Absence Request

Part D

Part D- To be completed by the Head Teacher

Pupil's name: _____ Class: _____

Requested leave of absence: From: _____ To: _____

1. Leave granted

2. Leave partially granted

Number of days leave granted:

Number of unauthorised days*:

3. Not granted*

A daily fine of £50 for each unauthorised day must be paid prior to the pupil's return to school

Leave was not granted due to:

Poor attendance record

Leave of absence taken previously (within the current academic year)

Date of absence requested falls within assessment / exam period

Requested leave of absence exceeds duration acceptable to school

Other reason, please specify : _____

****Number of fined days:*** (if applicable)

Amount to be paid via bank transfer to MMPS prior to return to school £ _____

Head Teacher's Signature: _____ Date: _____

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