MANCHESTER MUSLIM PREPARATORY SCHOOL

FAITH • LEARNING • LIFE

Attendance Policy and Procedure

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Key School contacts

Senior School Attendance Champion (SAC) **(including EYFS provision)**	D. Ghafori-Kanno - Headteacher Telephone number: 0161 445 54 52
Key staff / contacts	Absence Reporting Line: 0161 445 54 52 (option 2) School Reception: 0161 445 54 52 (option1) Email: admin@mmps.miet.uk

Last reviewed on:	November 2026
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Key Messages for Parents

- *Regular attendance is essential for pupils' learning, wellbeing and safeguarding*
- *The School expects all pupils to attend every day that the School is open. Parents of pupils of compulsory school age have a legal responsibility to ensure that their child receives a suitable full-time education*
- *Leave of absence during term time will only be authorised in exceptional circumstances*
- *Holidays or other leisure or recreational trips, including travel for reasons of convenience or cost, will not normally be considered exceptional circumstances*
- *There is no entitlement to term-time leave and permission must be obtained in advance*
- *Unauthorised term-time leave will be recorded as unauthorised absence and will incur the School's contractual charge of £50 per unauthorised day, per pupil, in accordance with the Parent Contract*
- *Requests for absence during term time must be made by email to the School Office, for the attention of the Headteacher*

1 Aims

1.1 This is the attendance policy of Manchester Muslim Preparatory School (MMPS) - **the School**.

1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;

1.3.3 to prioritise and where possible improve attendance and punctuality across the School, reduce absence in order to prevent children becoming children missing education (CME), and set out the School's approach to the management of absence / non-attendance

1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 EYFS statutory framework for group and school-based providers (DfE, September 2026);

3.1.3 Education and Skills Act 2008;

3.1.4 Children Act 1989;

3.1.5 Childcare Act 2006;

3.1.6 The School Attendance (Pupil Registration) (England) Regulations 2024;

3.1.7 Equality Act 2010; and

3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025.

3.2 This policy has regard to the following guidance and advice:

3.2.1 Working together to improve school attendance statutory guidance (DfE, July 2026);

3.2.2 Summary table of responsibilities for school attendance (DfE, July 2026);

3.2.3 Toolkit for schools: communicating with families to support attendance (DfE);

3.2.4 Communicating with parents about school attendance (DfE, June 2026)

3.2.5 Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);

3.2.6 'Is my child too ill for school?' guidance (NHS);

3.2.7 Keeping children safe in education (DfE, September 2026);

3.2.8 Children missing education: statutory guidance for local authorities and schools (DfE, September 2025);

3.2.9 Summary of responsibilities for children missing education (DfE, September 2025);

3.2.10 Supporting pupils with medical conditions at school (DfE);

3.2.11 Behaviour in schools: advice for headteachers and school staff (DfE);

3.2.12 Mental health and behaviour in schools (DfE);

3.2.13 Mental health issues affecting a pupil's attendance: guidance for schools (DfE);

3.2.14 Support for pupils where a mental health issue is affecting attendance (DfE);

3.2.15 Providing remote education: guidance for schools (DfE).

3.2.16 SEND Code of practice: 0 to 25 years (DfE and Department of Health).

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Safeguarding and child protection policy and procedures;

3.3.2 Risk assessment policy;

3.3.3 Missing child policy and procedures

3.3.4 Policy on special educational needs and learning difficulties;

3.3.5 Behaviour policy; and

3.3.6 Parent Contract.

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy will be made available to parents when pupils join the School. Parents will be reminded of the policy at the beginning of each school year and when it is updated.

4.3 This policy is available in hard copy on request.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the board of Trustees.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a **pupil** include anyone who is receiving an education at the school except a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.5 References to children missing education (CME) mean children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.

5.1.6 **SAC** means the School's Senior Attendance Champion

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Proprietor	Annually

7 The importance of good attendance

7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;

7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;

7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

The School will:

- promote high expectations for attendance and punctuality for all pupils
- communicate attendance expectations clearly and consistently to parents and pupils
- maintain accurate attendance and admission registers in line with statutory requirements
- monitor attendance regularly to identify patterns, concerns or safeguarding risks
- work in partnership with parents to address barriers to attendance
- take proportionate and timely action where attendance causes concern

8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

8.3 **The School will:**

8.3.1 communicate attendance expectations clearly at the start of each academic year

8.3.2 provide information and resources to support attendance, including guidance on illness-related absence;

8.3.3 contact parents promptly where attendance concerns arise;

8.3.4 seek to understand and address barriers to attendance before concerns become entrenched; and

8.3.5 keep attendance information under regular review and share concerns with parents where appropriate.

8.4 The School will communicate with parents and carers about attendance in a supportive, respectful and non-judgmental manner. The School recognises that effective attendance is most likely to be achieved where the School and families work in partnership to identify and address barriers to attendance at an early stage.

8.5 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.6 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.7 **The School will ensure that attendance communications:**

8.7.1 are timely, clear and accessible;

8.7.2 explain why attendance matters for educational progress, wellbeing and safeguarding;

8.7.3 encourage constructive dialogue with families;

8.7.4 take account of individual circumstances and any known barriers to attendance; and

8.7.5 focus on identifying support and solutions wherever possible.

8.8 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance, **those at risk of becoming CME**, and those who are persistently absent. The School will monitor and analyse this data regularly to facilitate early intervention.

9 Staff responsibilities

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers are kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendix 1.

The SAC

9.1 The Proprietor has appointed a member of the school leadership team, the headteacher, as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy.

9.1.1 The SAC's responsibilities are:

(a) to set a clear vision for improving attendance in school;

(b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

(d) to have oversight of and analyse attendance data; and

(e) to communicate clear messages on the importance of attendance to pupils and Parents.

9.2 **Class Teachers**:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;

9.2.2 record all absences promptly and accurately using the processes specified;

9.2.3 display the total number of pupils present in the classroom once registration has closed;

9.2.4 deal with lateness to lessons consistently and promptly;

9.2.5 monitor patterns and anomalies in attendance and punctuality for their class, and report concerns directly to the SAC/Headteacher; and

9.2.6 discuss non-attendance and /or lateness with pupils and Parents where necessary, emphasise the importance of punctuality and attendance and support pupils to understand the importance of regular attendance.

9.3 **Admin Staff**:

9.3.1 verify class numbers against the register after closure of registration each morning;

9.3.2 contact parents promptly where absence is not reported, escalating to emergency contacts if necessary;

9.3.3 record all absences promptly and accurately using the processes specified;

9.3.4 record details of pupils who arrive late or leave early, annotating the reason and time in Bromcom, with their initials;

9.3.5 make enquiries about unexplained absences, including those arising during the school day, and ensure that an explanation is obtained from the parent / carer and formally recorded by the School;

9.3.6 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns; and

9.3.7 submit weekly attendance data to the SAC/Headteacher ensuring the awareness of patterns of persistent or severe absence.

9.3.8 Immediately alert the SAC and / or Deputy DSL/ DSL where an absence, pattern of absence or inability to contact a family gives rise to a safeguarding concern.

9.4 **All staff**

The School ensures that all teaching and non-teaching staff understand the importance of good attendance and are consistent in their communication with pupils and parents about it.

10 Strategies for promoting attendance

10.1 The school actively promotes and celebrates good attendance and punctuality. Pupils are regularly reminded of the importance and benefits of good attendance, including through assemblies. Attendance information and achievements are shared with pupils to maintain a positive whole-school focus on attendance.

10.2 Positive recognition may include:

- Recognition and celebration of attendance in assemblies
- Half-termly and termly attendance awards
- Certificates, badges and other age-appropriate rewards
- Annual awards, including recognition of 100% attendance

11 Monitoring attendance

Monitoring Attendance – Overview

The School regularly reviews attendance information to ensure pupils are attending consistently and to identify any emerging concerns at the earliest stage. Monitoring attendance supports pupil progress, wellbeing and safeguarding and enables timely intervention where required.

11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

11.1.1 monitoring and analysing weekly attendance patterns and trends and providing support in a targeted way to pupils and families;

11.1.2 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

11.1.3 undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeted actions for those cases;

11.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.5 benchmarking attendance data at whole-school, year-group and cohort level, including relevant groups such as pupils with SEND, pupils with a social worker, looked-after pupils and young carers, where applicable, to identify areas of focus for improvement;

11.1.6 devising specific strategies to address areas of poor attendance identified through data;

11.1.7 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.8 providing data and reports to the Proprietor to support its work.

12 Pupil responsibilities

12.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;

12.2.5 any unexplained absence will be followed up;

12.2.6 persistent lateness or non-attendance will result in appropriate action being taken by the School. This may take the form of:

(a) offers of support to identify and address barriers to attendance;

(b) communication and meetings with parents;

(c) referral to external agencies where appropriate, including children's social care where there is a safeguarding concern; and

(d) further action in accordance with this policy, the Behaviour Policy and the Parent Contract.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Class Teacher. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

13.1 The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.2 The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

13.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

13.4 Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School becomes aware of barriers to attendance that relate to the pupil's needs.

13.5 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

13.6 Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.7 The School will make a sickness return to Manchester City Council where a pupil of compulsory school age is recorded in the attendance register as absent using national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will be unable to attend because of sickness for at least 15 consecutive school days, or will be or will have been unable to attend because of sickness for a total of at least 15 school days during the current school year, whether consecutive or not. Further details are set out in Appendix 4.

14 Parent / carer responsibilities

Parent / Carer Responsibilities – Summary

Parents and carers are expected to:

- ensure their child attends school every day the school is open, unless they are too ill to attend or permission for absence has been granted in advance
- ensure their child arrives at school on time each day
- notify the school promptly of any absence and provide a clear and accurate reason
- request permission in advance for any planned absence and wait for written authorisation before making arrangements
- work in partnership with the school to address any concerns about attendance or punctuality
- engage with the school where attendance or absence is raised as a concern

14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

14.2 For pupils of compulsory school age, this means they must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

14.3 The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.

14.4 The School is committed to working collaboratively with parents where attendance concerns arise. Parents are encouraged to discuss any barriers to attendance with the School at the earliest opportunity so that appropriate support can be considered.

14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

14.6 Parents of Key Stage 2 pupils will receive information about their child's attendance and punctuality through the Interim School Report, issued at the end of each term and including attendance data.

14.7 Where there is a concern about a pupil's attendance the Headteacher /SAC will arrange a phone call or meeting with the parents to discuss attendance and engagement

14.8 Where absence is persistent, a letter will be sent to parents.

15 Training

15.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.

15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative and pastoral staff and senior leaders.

This should include:

15.2.1 the law and requirements of schools including on the keeping of registers;

15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

15.2.3 the necessary skills to interpret and analyse attendance data; and

15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts to overcome commonly seen barriers to attendance.

15.3 The School maintains written records of all staff training.

16 Information sharing

16.1 The School shares attendance information lawfully and proportionately, and only where it is necessary to safeguard pupils, support their education or meet statutory responsibilities. Information is handled sensitively and in line with data protection legislation and government guidance.

16.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

16.3 Where enquiries following the absence of a pupil lead the School to reasonably believe that the child will not return, and no alternative provision has been confirmed by the parent, the School will make a referral to the child's home local authority Children Missing Education (CME) team without delay.

16.4 Where appropriate the School will attend regular targeting support meetings.

16.5 The School is legally required to share information from the registers with the local authority. As a minimum this includes:

16.5.1 New pupil and deletion returns;

16.5.2 Attendance returns relating to irregular attendance and qualifying periods of unauthorised absence, including unauthorised holidays recorded under Code G (see Appendix 4); ;

16.5.3 Sickness returns.

16.6 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

16.7 Where appropriate, the School is expected to inform a pupil's social worker and / or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

17.1 All records created in accordance with this policy are managed in accordance with the School's records retention arrangements and applicable legal requirements.

17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Appendix 1

School arrangements

1 Managing attendance

1.1 The School monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils, promote attendance and prevent children becoming children missing education (CME). It accurately completes admission and attendance registers as required by law and as set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers are kept electronically and retained by the School for the relevant period required by law.

1.2 The School expects all pupils to be present for the whole of their timetabled school day. For Reception to Year 6, this is usually from the start of the morning session at **8:30am** to the end of the school day at **3:00pm**. Full-time Nursery pupils also attend until 3:00pm, while part-time Nursery pupils attend in accordance with their allocated morning or afternoon session. The school day may be extended, for example for after-school clubs, sports fixtures or school trips.

2 The role of Parents / carers

2.1 The School expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation;

2.1.3 notify the School in writing if their child will no longer attend the School and provide information about how and where their child will continue to receive suitable education; and

2.1.4 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as a concern.

2.2 Parents should ensure that their child arrives at School during the morning drop-off period and is present in their classroom by 8:30am.

3 Registration and attendance checks

3.1 Morning drop-off is from **8:15am to 8:25am**. Pupils should proceed promptly to their classroom following drop-off.

3.2 Between 8:25am and 8:30am, class teachers settle pupils and complete their morning attendance check. The statutory morning register is taken and saved at 8:30am.

3.3 To be recorded as present and on time, a pupil must have arrived in their classroom by 8:30am. Being on the School premises, at the entrance or in Reception by 8:30am does not constitute arrival in class for registration purposes.

3.4 After 8:30am, responsibility for recording late arrivals transfers to the School Administration Team to ensure that lateness is recorded consistently across the School.

3.5 Pupils who arrive in their classroom after 8:30am but before the morning register closes are recorded as late (Code L).

3.6 The morning register closes at 9:00am. Pupils arriving at or after 9:00am will be recorded using Code U unless another attendance or absence code more accurately reflects the circumstances.

3.7 Afternoon registration is taken at 12:40pm at the same time for all pupils. Pupils who are participating in an authorised school activity, including prayer or a subject lesson, are recorded as present provided their attendance has been confirmed by the member of staff responsible for them.

3.8 The afternoon register closes at 1:10pm.

3.9 A pupil who arrives at School after afternoon registration has been taken but before the register closes will be recorded as late (Code L). A pupil arriving after the register has closed will be recorded using the appropriate absence code.

4 Reporting absence

4.1 If a pupil is to be absent from School for any reason, the parent / carer must notify the School by 8:15am on first morning of absence, giving the reason for the absence using one of the following

4.1.1 Absence Reporting Line: 0161 445 54 52 (option 2)

4.1.2 School Office: 0161 445 54 52 (option 1)

4.1.3 Email: admin@mmps.miet.uk

4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

5 Arrangements for reporting subsequent absence

5.1 Where a pupil remains absent beyond the period originally notified to the School, the parent/carer must contact the School again by 8:15am to provide an update and expected date of return. Where the School has already been informed of the expected duration of the absence, daily contact is not required unless circumstances change.

5.2 All absence will be recorded in the Attendance Register in accordance with Appendix 3.

6 Managing absence

6.1 Unexplained Absence

6.1.1 Where a pupil expected to attend does not arrive, the School will:

- call the parent/carer on the **first morning of absence** to ascertain the reason;
- continue to call **each day** that the absence remains unexplained;
- contact **emergency contacts** if parents/carers cannot be reached;
- refer to or seek support from the local authority or other relevant agencies where absence continues without explanation or gives rise to concern
- identify whether the absence is authorised or not, apply the correct code, and record this promptly in BROMCOM; and

- consider whether safeguarding or “missing child” procedures should be initiated.

6.2 Prolonged Absence

- The School will not routinely require medical evidence to support illness absence.
- Where there is genuine and reasonable doubt about the authenticity of an illness, or where illness absence is prolonged or repeated, the School may request reasonable evidence to help establish the reason for absence and identify any support or reasonable adjustments required.
- The School will not be rigid about the form of evidence requested. Evidence may include, for example, prescriptions, medication, appointment information or correspondence from a healthcare professional where available.
- Where illness absence is prolonged or recurring, the School will work with the pupil, parents/carers and relevant agencies, where appropriate, to identify barriers to attendance and put suitable support in place.
- Where the statutory threshold for a sickness return is met, the School will make the required return to Manchester City Council in accordance with section 13.7 and Appendix 4 -Sickness Returns and Section 19 Notification.

6.3 Escalation and Parental Engagement

- Meetings will be arranged with parents/carers of pupils with persistent or severe absence, to discuss attendance and engagement.
- Where lateness or absence persists, letters will be issued, and parents/carers will be offered support but also reminded of the School’s high expectations.
- Where absence is unauthorised, the School may take further action in accordance with this policy, the Behaviour Policy and the Parent Contract. This may include the School’s contractual charge for unauthorised term-time leave where applicable.

7 Authorised absences

7.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

8 Applications for an authorised leave of absence

8.1 Requests for leave of absence during term time will only be authorised in exceptional circumstances. There is no entitlement to term-time leave.

8.2 The School no longer operates a term time leave of absence request form. Any request relating to absence during term time must be made by email to the school office, for the attention of the Headteacher, and must be submitted in advance wherever possible.

8.3 Submitting a request does not mean that permission will be granted. Parents/carers must **not make any travel or accommodation bookings** unless written authorisation has been received from the Headteacher.

8.4 Each request will be considered individually by the Headteacher, taking into account the specific facts and circumstances, the pupil’s attendance record to date and the wider context of the request.

8.5 No pupil should be absent from School without prior authorisation where this is required, or without another valid reason for absence recognised under the national attendance codes. Any absence without an acceptable reason or required permission will be recorded as unauthorised

8.6 Unauthorised term-time leave will incur the School's contractual charge of £50 per unauthorised day, per pupil, in accordance with the Parent Contract.

8.7 Dental or medical appointments should be arranged outside of the school day or during school holidays wherever possible. Where this is not possible, pupils should be absent for the minimum time necessary. In emergencies, parents/carers must notify the School immediately.

8.8 Where a leave of absence is authorised, the Headteacher will determine the length of time the pupil is permitted to be away from School. This will be recorded as an authorised absence and confirmed in writing.

8.9 Absence for religious observance will be recorded in accordance with the national attendance codes. Code R will be used where the pupil is absent on a day exclusively set apart for religious observance by the religious body to which the parent belongs. Where more than one day is requested but only one day has been exclusively set apart for religious observance, any additional leave will be considered separately by the Headteacher.

9 Reporting duties

9.1 The School is legally required to share information from its registers with the local authority. As a minimum this includes:

9.1.1 **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

9.1.2 **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded exclusively using one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

9.1.3 Sickness returns: providing the local authority with the full name and address of any pupil of compulsory school age who has been recorded using Code I (illness) where the School has reasonable grounds to believe that the pupil will miss 15 consecutive school days or more because of sickness, or that their cumulative sickness absence during the current school year will reach or exceed 15 school days. Only one sickness return is required for a continuous period of sickness in a school year. See Appendix 4 – Sickness Returns and Section 19 Notification.

9.2 Action will also be taken in accordance with the safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare. This includes referring any concerns about a pupil to local children's social care services and instigating a police welfare check where necessary.

Appendix 2 Admission register

1 Admission register

1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and

1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

1.4 The admission register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended

1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

1.6 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

1.6.1 the full name of the pupil;

1.6.2 the address of the pupil;

1.6.3 the full name and address of any parent the pupil normally lives with;

1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

1.6.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance register

1 Attendance register

1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024

1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy. Every entry in the attendance register is preserved for six years beginning with the day on which the entry was made, and every back-up copy is preserved for six years after the end of the school year to which it relates.

1.4 The School will also use these records to identify patterns of poor attendance at individual and cohort level and work with pupils and parents to resolve any issues before they become entrenched and to prevent children becoming children missing education (CME).

1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.6 On each occasion it will be recorded whether every pupil is:

1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than the school; or

1.6.4 absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.7.1 attending educational provision arranged by a local authority;

1.7.2 for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;

1.7.3 attending a place for an approved educational activity that is a sporting activity;

1.7.4 attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 and statutory guidance Working together to improve school attendance, relating to:

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

3. Remote education

3.1 The School is required to record all absence from in-person lessons.

3.2 In-person education is always the expectation. Remote education will only be used in limited circumstances and as a last resort, where the School has first considered appropriate support and reasonable adjustments. Where used, remote education will form part of a wider plan to support the pupil's return to full in-person education.

3.3 Where remote education is considered, the School will:

- Ensure agreement between the School and parents/carers and, where appropriate, the pupil and/or a relevant medical professional. Where a pupil has an Education, Health and Care Plan or a social worker, the local authority will also be involved as appropriate.
- Where remote education forms part of a plan to reintegrate a pupil back into school, put in place a formal arrangement to review its effectiveness regularly, and consider what other support or flexibilities may help the pupil return to school as soon as possible.
- Set a clear time limit for any period of remote education, with the aim that pupils return to full in-person education promptly with support in place to meet their needs.

3.4 Pupils receiving remote education will still be recorded as absent on the attendance register, using the appropriate absence code. The School will keep a record of, and monitor, pupil engagement with remote education. This information may be used to support reintegration into school.

3.5 The School will use a secure and up-to-date digital platform to deliver remote education. Staff will remain trained and confident in its safe and effective use.

4 Unauthorised absence

4.1 Unauthorised absence will be recorded using the appropriate national attendance code where the School has not authorised the absence or where no acceptable reason for absence has been established. This includes:

4.1.1 a holiday or other leave of absence which has not been authorised by the School, or absence beyond the period authorised by the Headteacher

4.1.2 where the reason for absence has not yet been established

4.1.3 absence in other or unknown circumstances where the School is not satisfied that an authorised absence code applies

4.1.4 arrival at School after the register has closed without another reason which requires a different attendance or absence code

4.2 Where Code N (reason for absence not yet established) is used, the School will make every effort to establish the reason for absence promptly. The correct absence code will be entered as soon as the reason is established. If the reason cannot be established within five school days, the record must be amended to Code O.

Appendix 4 — Attendance Returns, Sickness Returns and Section 19 Notification

1 Sickness returns

1.1 The School must make a sickness return to Manchester City Council as the local authority for the area in which the School is located, where a pupil **of compulsory school age** is recorded using **Code I (illness)** and there are reasonable grounds to believe that:

- the pupil will miss **15 consecutive school days or more** because of illness; or
- the pupil's cumulative illness absence during the current school year will **reach or exceed 15 school days**.

1.2 Only one sickness return is required for a continuous period of sickness in a school year.

1.3 The sickness return must include, as a minimum:

- pupil's full name
- pupil's home address

MMPS will also normally record/include the pupil's date of birth, UPN, year group, dates and number of days of Code I absence and the name/contact details of the member of staff making the return, where relevant and necessary.

1.4 Manchester City Council
Sickness returns should be notified to the **Manchester City Council Education Attendance Team** using the contact arrangements published by the Council.
Current published email: **school.attendance@manchester.gov.uk**
Manchester City Council's current Section 19 Policy confirms the 15-day sickness-return duty and states that the full name and address of the pupil must be submitted to the Attendance Team.

Manchester City Council Section 19 Policy:
Section 19 Policy – Manchester City Council

DfE statutory attendance guidance:
Working together to improve school attendance

2 Section 19 referral

2.1 A sickness return is **not the same as a Section 19 referral**.

2.2 Where the School considers that a pupil may require education to be arranged by the local authority because illness is preventing them from receiving suitable education, the School will notify the pupil's home local authority and request a **Section 19 referral form**. Manchester's published policy requires information about the pupil, parents/carers, medical needs, SEND/EHCP, relevant social-care involvement, educational provision/support already provided and reasonable adjustments made.

2.3 Where a pupil of compulsory school age has an EHCP and is unable to access their educational setting because of illness for 15 days or more, whether consecutive or cumulative, the School will also notify the pupil's EHCP Coordinator.

3 Attendance Returns to the Local Authority

3.1 The School will make an attendance return to Manchester City Council for any registered pupil of compulsory school age who, since the previous return, meets either of the following criteria:

- **Irregular attendance.** The pupil has failed to attend school regularly. In assessing this, the School will exclude occasions when the pupil attended another school or took part in educational provision or activities covered by the statutory exceptions.
- **Continuous unauthorised absence.** The pupil has been absent for **10 consecutive school days or more**, with every session during that period recorded under one or more of codes **G, N, O or U**.

3.2 The 10-day threshold applies only to continuous unauthorised absence. Where a pupil is failing to attend regularly, the School will include the pupil in its return even if the absences fall on different days. Unauthorised holidays recorded under **code G** are included where either criterion is met.

3.3 Each return will include the pupil's full name and home address. The School will submit returns at the intervals agreed with Manchester City Council or, where no agreement is in place, at intervals determined by the Secretary of State. In line with Department for Education guidance, returns should be made at least once per calendar month.

3.4 The Headteacher/Senior Attendance Champion will oversee attendance returns, with support from the School Office. Staff will raise any safeguarding concerns promptly, without waiting for an attendance reporting threshold to be met.