

# **School Attendance Policy**

St Pauls CE Primary School



**MANCHESTER**  
CITY COUNCIL

**Directorate for Children and Families**



**November 2020 (updated)**

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## **1. Introduction**

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

1.3 We value all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties in a in a trauma-informed inclusive manner.

1.4 We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, anti-bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## **2. Legal Framework**

2.1 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their children may be guilty of an offence under Section 444(1) or 444(1A) of the education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

2.2 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

2.3 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

2.4 A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.5 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

2.6 The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.7 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

### **3. Safeguarding**

3.1 Every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance,

persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

3.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school: safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and safety. Access to the curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

3.4 More information on safeguarding and the protection of children can be found in the Safeguarding Policy.

3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency

3.6 It is also important for parents to inform the school of any specific vulnerability in relation to their child or home circumstances.

#### **4. Categorising absence**

4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

4.2 Absence can only be authorised by the headteacher and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

4.4 Absence will be categorised as follows:

4.5 Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

4.6 Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.

4.7 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances..

4.8 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

4.9 Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the head teacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**.

4.9.1 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

4.9.2 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.9.3 If the permission to take leave is not granted and the parent takes their child out of school the absence will be **unauthorised**. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

4.10 Religious Observance We acknowledge the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

4.11 Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

4.12 Traveller Absence It is expected that Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

4.12.1 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

4.12.2 When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

4.12.3 St Paul's CE Primary will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at St Pauls will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

4.12.4 St Paul's can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

4.12.5 We will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

4.12.6 Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

4.12.7 Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

4.13 Late Arrival Registration begins at **8.55am**, pupils arriving after this time will be marked as present but arriving late. The register will close at **9.25 am** (*no more than thirty minutes after*

*the opening of the register*) pupils arriving after the close of register will be recorded as late, (code U) this is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

4.13.1 On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

4.13.2 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

4.13.3 The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause.

4.14 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

4.14.1 Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Family holidays

## 5. Deletions from the Register

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil

- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

5.2.1 We will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## **6. Roles and Responsibilities**

6.1 We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

6.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

6.3 Department Heads/Pastoral Staff/Form Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2013 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence

- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

#### 6.4 Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a written explanation.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head Teacher.

## 7. Using Attendance Data

7.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

7.2 Every half term The Attendance Administrator/Manager will provide the attendance team with attendance data for the previous half term for each pupil. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

<b>GREEN</b>	<b>pupils with 100%</b>
<b>YELLOW</b>	<b>pupils with attendance between 97% and 99%</b>
<b>AMBER</b>	<b>pupils with attendance between 95% and 97%</b>

<b>RED</b>	<b>pupils with attendance below 95%</b>
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7.3 An arrow next to the pupil's name will indicate if their attendance has improved, stayed the same or deteriorated.

7.4 The attendance team will receive a complete set of data.

7.5 Team Leaders will receive a complete set of data for their year groups.

7.6 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

7.7 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

7.8 We will share attendance data with the Department for Education and the local authority as required.

7.9 All information shared will be done so in accordance with the Data Protection Act 1998.

## **8. Support Systems**

8.1 School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance panels

- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- One Voice
- Anxiety- based attendance avoidance materials
- Trauma- informed approaches
- Early Help referrals
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

8.4 Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

8.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, We will consider the use of legal sanctions.

## **9. Legal Interventions**

9.1 Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

9.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

9.1.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

9.1.3 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

9.2 Parenting Contracts (Anti Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

9.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

9.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

9.2.3 Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

9.3 Penalty Notices (Anti Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher.

9.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

9.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

9.3.3 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Proto

## Appendix 1

### Escalation of Attendance Interventions

#### **GREEN pupils with attendance of 100%**

Parents will receive a letter/text home congratulating them on their child's good/excellent attendance.

Pupils will be rewarded within the school's merit system.

Pupils with this level of termly and annual attendance will receive a certificate of achievement.

The class teacher will be responsible for all action at this level and will record all intervention and outcomes.

Attendance assembly raffles half termly

The Attendance Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

#### **AMBER - GREEN pupils with attendance between 97% and 99%**

Class teacher will speak to the pupil to:

- Welcome the pupil back to school
- Confirm with the pupil the reason for absence and offer any support that may be required
- Update the pupil on other work they have missed and support any catch up required
- Will be reviewed at next attendance meeting (half termly)

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter/text will be sent to parents advising of concern and outlining the parents' responsibilities

Where improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Letter 1 sent no improvement Letter 2/3 will follow
- Parenting contract agreed

- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The class teacher will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team/the Head of Year every fortnight/three weeks.

The attendance Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

### **AMBER pupils with attendance between 95% and 97%**

Team leader with a member of pastoral staff will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance eg. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Plan or review other existing pupil plan to include support to improve attendance
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

If improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Letter 1 sent no improvement Letter 2/3 will follow
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Complete a EHA leading to multi agency support
- Refer to the Local Authority to initiate legal proceedings

Where a parent fails to attend the meeting without providing a satisfactory reason, a home visits with the purpose of engaging with the parent will be carried out prior to referral to the Local Authority.

The Team Leader with a member of pastoral staff will be responsible for all action at this level and will record all intervention and outcomes. .

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

### **RED pupils with attendance below 95%**

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- School age parents/expectant parents
- Long term non attendance
- Parental support/needs eg parental drug use, young carers, domestic violence
- School issues eg bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid Year Admissions
- Gifted and Talented
- Other

Each grouping will have an identified member of staff who will:

- Ensure that the pupil has already spoken to a member of staff at the stages preceding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly

- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues.
- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and headteacher .

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The headteacher will report to the Chair of Governors/Governor for Attendance each half term and will report termly to the Governing Body.

## **COVID-19 Penalty Notice Protocol Addendum**

***Context:** This addendum is for use of Manchester City Council in relation to the issuing of statutory attendance proceedings for non-attendance of children of compulsory school age.*

*This addendum is in place to ensure that as an education community, we work together in partnership to encourage and support the recovery of school attendance post national restricted school openings for vulnerable children and for children of key workers in 2020 during the COVID-19 pandemic and to ensure that the issuing of statutory proceedings for cases is fair and proportionate and in the best interest of the child.*

*This addendum will be in-place until February 2021 at which point, the Penalty Notice Protocol will be reviewed.*

**Rationale:** From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

### Attendance Registers

Due to the impact of COVID-19, there are some changes with regards to the registering of attendance when absence is forced due to one of the issues outlined below. In such cases, attendance is not expected and the register will be marked with an X unless stated otherwise:

- pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed COVID-19;
- pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed COVID-19;
  - pupils who are required by legislation to self-isolate as part of a period of quarantine – includes if a pupil is required to be in quarantine on arrival in or return to the UK;
- pupils who are clinically extremely vulnerable in a future local lockdown;
- local lockdown - schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown;
- if a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste. This is because these symptoms can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. **After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.**

It is recognised that children and families may take time to adjust to a return to school and that there are additional considerations with regards to non-attendance given the impact that COVID-19 has had. As such, as an education community, we are committed to ensuring that the following supportive steps are taken prior to exploring statutory action through the local authority:

### Evidence of Intervention

The intervention actions requested to be evidenced and included in the chronology of the referral prior to submission of a request for statutory action are noted below:

1. At least a 6-week period of attendance records;
2. Full implementation of school attendance policy and interventions;
3. Full implementation of school support teams and assessment of individual need;
4. Utilisation of relevant aspects of the Manchester Anxiety-Based School Avoidance guidance using trauma-informed intervention approaches;
5. Offer of phased-return for an agreed period of time to overcome anxiety;
6. Offer to meet with the next of kin and the child to discuss the absence and any concerns (minutes to be taken of the meeting);
7. Offer of an Early Help Assessment – if accepted, agreed actions to support an improvement in attendance;
8. Sending of LA approved warning letter;

### **Request for Statutory Action**

Following the intervention actions outlined above, if a school feels that statutory action is required, referrals should be made to the local authority as per normal.

In all cases, the local authority will investigate fully and will request evidence as noted above to ensure that COVID-19 has not contributed to the absence.

The Local Authority will assess the appropriateness of statutory action based on this evidence and, where appropriate, will authorise the issue of a penalty notice to each parent/carer by first-class post in a timely manner that ensures legal timeframes are met.

The Local Authority will subsequently monitor all penalty notices issued and inform schools of the payment/non-payment or further action authorised by the Local Authority.

Alternatively, upon consideration of the application the Local Authority may deem it appropriate to take one of the following actions:

- advise school to monitor for a further period;
- issue a Local Authority warning letter to parent/carers if not already done so;
- offer a formal Caution;
- advise school/academy to refer to supporting agencies;
- advise school/academy a direct prosecution is required.

The Local Authority will always work in collaboration with schools and families to avoid statutory action where at all possible.

**Appendix A** is a notification letter that will be sent on receipt of a statutory action request to inform the family that this will be investigated by the Local Authority.

**Appendix B** is an informal warning letter that will be sent to parents by the Local Authority.

**Appendix C** details the step-by-step process involved for a Penalty Notice and PACE (police and criminal evidence) Meetings.

## Appendix A

Parents name  
Address

Directorate Children &  
Families

schoolattendance@manchester.gov.uk  
(officer name)  
(contact mobile no)

xxx September 2020

Dear Ms/Mr.....

**Re: Irregular attendance at school**

**PUPIL NAME – DOB: XX/XX/XXXX – SCHOOL – XX% attendance**

The irregular attendance at school of your child between **x date and x date** has been brought to my notice and a decision has been made by the school to request statutory action from the Local Authority.

All Manchester schools share the government’s determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

I write, therefore, to advise you that we are actively investigating this case. If you would like to discuss the issues preventing your child attending school, please contact the Manchester City Council’s School Attendance Officer named above on the contact details provided.

Once a decision has been reached, I will contact you again to notify you of the outcome. This will include whether the Local Authority has decided to refer back to the school for further intervention and support, or the issuing of penalty notices or referral to City Solicitors for consideration of a prosecution. Any action taken may include the period of unauthorised absence which has already been recorded on your child/ren’s register.

Support and guidance on attendance is always available from your child’s school. Yours sincerely

**Appendix B**

Parents name  
Address

Directorate Children &  
Families

schoolattendance@manchester.gov.uk  
(officer name)  
(contact mobile no)

xxx September 2020

Dear Ms/Mr.....

## Re: Irregular attendance at school

**PUPIL NAME – DOB: XX/XX/XXXX – SCHOOL – XX% attendance**

The irregular attendance at school of your child between **x date and x date** has been brought to my notice and a decision has been made by the Local Authority not to pursue statutory action at this time.

All Manchester schools share the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

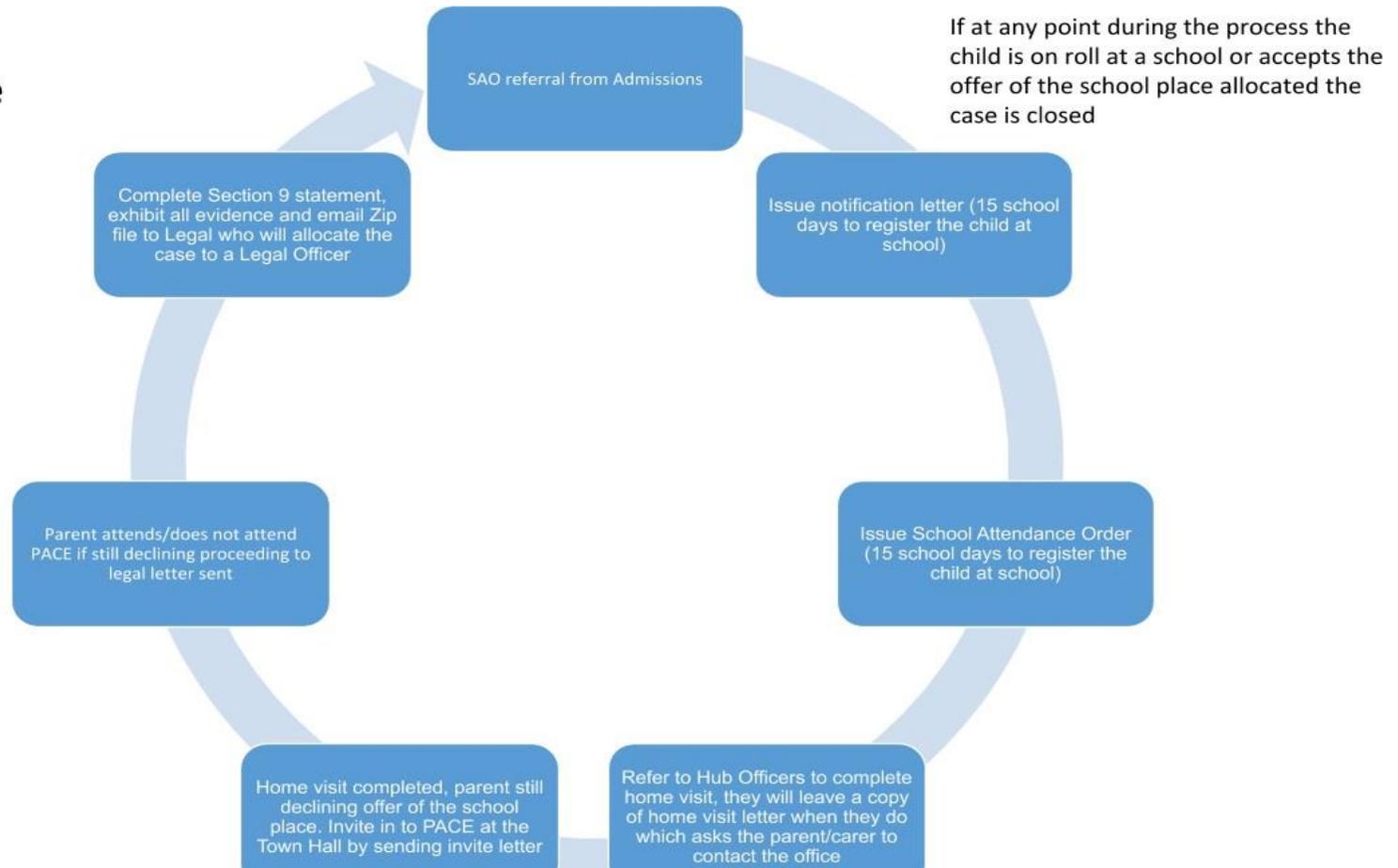
I write, therefore, to advise you that we are actively monitoring your child's attendance from the date of this letter. If you would like to discuss the issues preventing your child attending school, please contact the Manchester City Council's School Attendance Officer named above on the contact details provided.

However, if further unauthorised leave of absence is recorded after the date of this letter, then I may contact you again to discuss the issues preventing your child attending school every day. Further action, including the issuing of penalty notices or referral to City Solicitors for consideration of a prosecution, may be taken which may include the period of unauthorised absence which has already been recorded on your child/ren's register.

Support and guidance on attendance is always available from your child's school. Yours sincerely

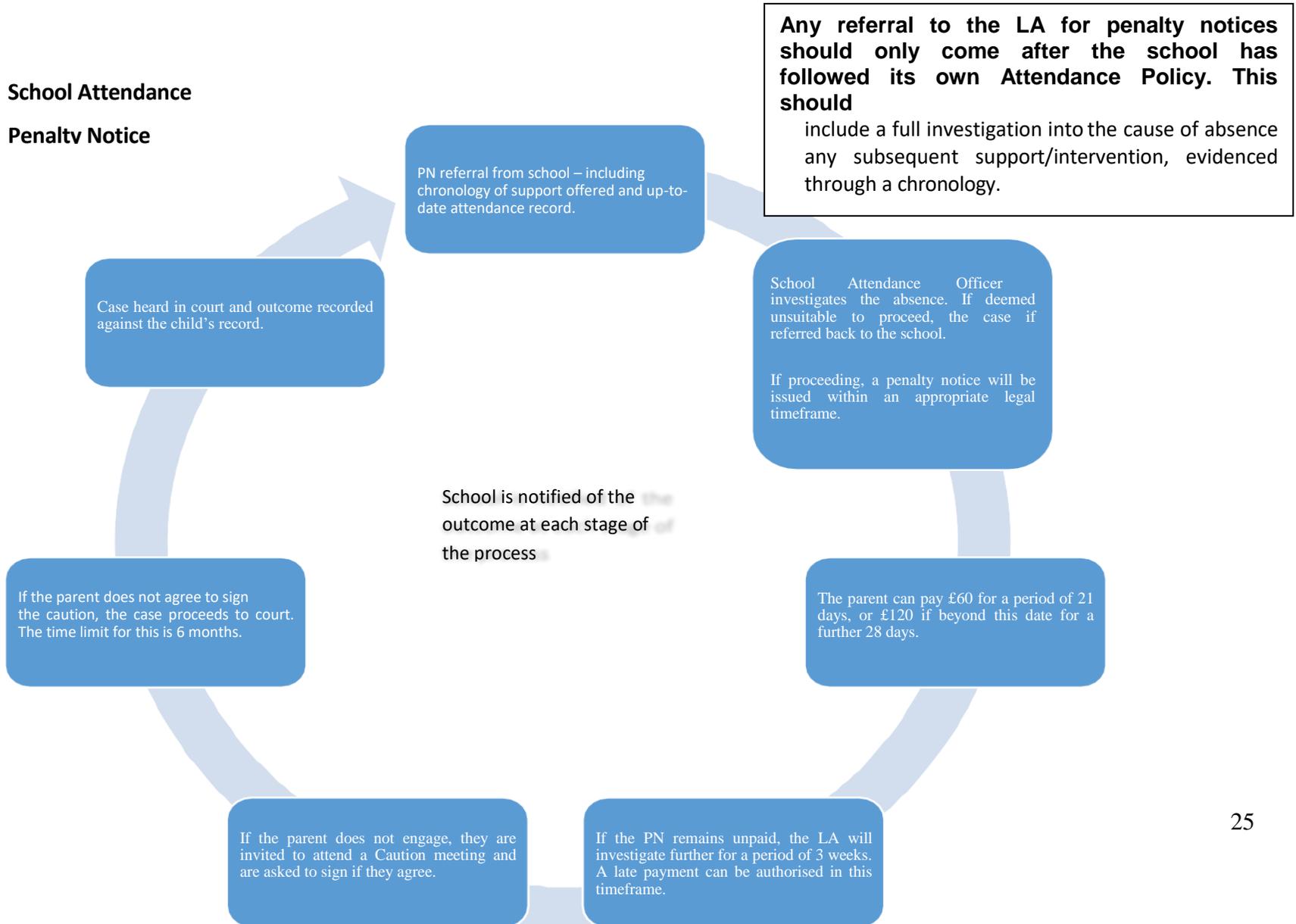
## Appendix C

### School Attendance Orders



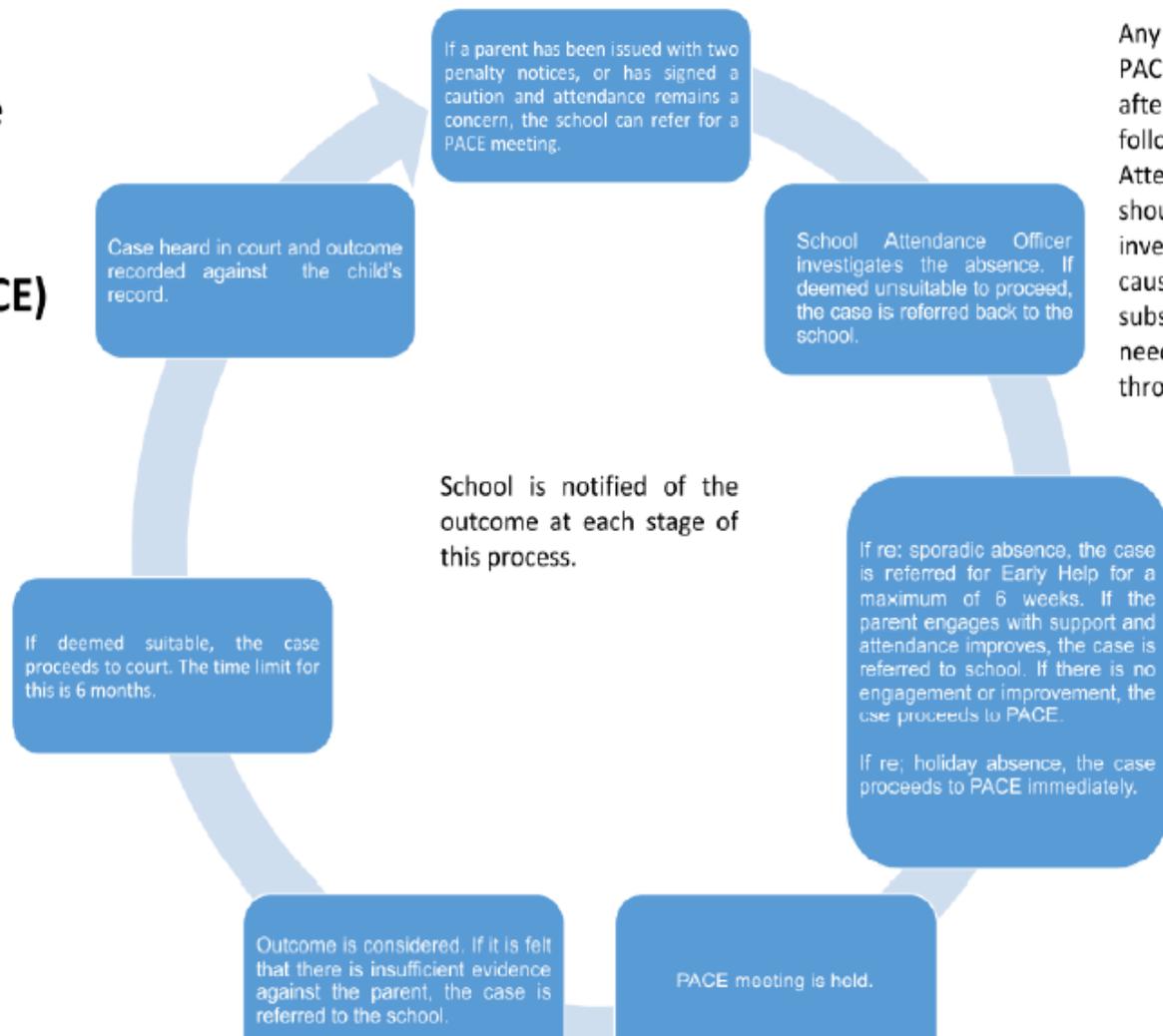
## School Attendance

### Penalty Notice





# School Attendance Police & Criminal Evidence (PACE) meeting



School is notified of the outcome at each stage of this process.

Any referral to the LA for PACE should only come after the school has followed its own Attendance Policy. This should include a full investigation into the cause of absence, any subsequent support needed and can evidence through a chronology.

