



Mylnhurst

Preparatory School and Nursery



Mylnhurst
Campus Group

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Policy Document
Mylnhurst School & EYFS

Attendance Policy

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This policy applies to the whole school, including the EYFS.

At Mylnhurst Preparatory School and Nursery, we see pupil attendance as critical to academic success and social development. We ask our families to familiarise themselves with our attendance policy guidelines, and to help us to promote the standards of attendance and punctuality which are essential for all pupils to get the maximum benefit from their education.

Children are dependent upon the adults looking after them to get them to school regularly and on time. Therefore, our focus is to establish good habits from an early age and to work with parents/carers to improve daily attendance.

Absence, whatever its cause, can be detrimental to any pupil's academic, social and emotional development. Children with poor attendance tend to achieve less well and regular or persistent absence can also indicate a pupil welfare issue.

Parents/carers have a legal duty to ensure their children of compulsory school age, registered at school, attend regularly. Parents can only allow children to be absent from school if they are too ill to attend or they have permission from the school which has been agreed in advance. The Education (pupil Registration) (England) Regulations 2006 make it clear that Heads may only grant leave of absence in exceptional circumstances. The school is required by law to inform the local authority of any pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The local safeguarding partners will also be informed if absence amounts to a safeguarding concern.

We are committed to ensuring pupils do not miss out on their education through poor attendance rates. We expect our overall school attendance figures to at least meet the national attendance average, and our school attendance rates are monitored accordingly. A



member of SLT regularly reviews and analyses attendance across the school as a whole. Any notable trends or patterns of concern will be reported to the school's Board of Directors.

Class teachers are expected to monitor and review the attendance record of the pupils for whom they are responsible. An individual attendance record of below 95% will be followed up by the school, as will noticeable patterns, or sudden and unexplained absences.

The senior leader with overall responsibility for attendance at the school is the Deputy Headteacher. For day-to-day attendance matters, please contact our school secretary or your child's class teacher.

With reference to attendance, the school aims:

- to maintain our high attendance record and to improve on it by focusing on individuals and groups, including persistent and severe absence, where appropriate.
- to keep an accurate and up-to-date record of attendance.
- to identify reasons for non-attendance and to take early, appropriate action.
- to ensure all teaching staff, support staff and governors understand the school's procedures.
- to build strong relationships with families, informing parents/carers of attendance and punctuality issues.
- to encourage parents/cares to take an active role in promoting good attendance and punctuality.
- to recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year.
- to work closely with a pupil who has been absent for a prolonged period of time, or for a period of absence over a series of separate days.
- to be consistent with the application of this policy.



We expect the highest standards of attendance and punctuality, reflecting commitment to wellbeing and achievement. We encourage all pupils to work towards 100% attendance and set a minimum attendance target of 96% in line with Local Authority expectations.

This policy meets the requirements of the [Working Together to improve attendance - expectations of schools](#) from the Department for Education (DfE).

The 1996 Education Act requires that:

- all pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- the school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- the school must report to the Local Authority pupils who are absent for more than ten consecutive days without explanation.
- failure by parents/carers to ensure the regular attendance at school of a registered pupil is an offense punishable by law.

What Mylnhurst expects of our pupils

- That pupils attend regularly, on time and are ready to learn
- That pupils are prepared for the day with appropriate equipment
- That pupils report to the school receptionist should they arrive after registration time
- That pupils tell a member of staff if there is any problem which may prevent them from attending school.

What Mylnhurst expects of our parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day



- To contact school on the first day their child is absent for any reason
- To arrange medical and dental appointments out of school times, wherever possible
- To arrange holidays out of school time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school or arriving on time
- To provide the school with more than one emergency contact number for their child.

What parents/carers can expect from Mylnhurst

- A broad and balanced education dependent upon regular attendance at school
- Promotion of excellent attendance and punctuality at school, and regular encouragement and rewards for this
- Efficient and accurate recording and monitoring of attendance
- Reporting of attendance via parents' evening summaries and school reports
- First day contact with parents/carers when absence is unexplained
- Prompt, appropriate action when a problem has been identified
- Liaison with officers from the Local Authority to assist and support families, where needed
- Regular communication with parents/carers.

Roles and Responsibilities of the Board of Directors

- To maintain an overview of attendance through termly reports provided by the Head
- To regularly monitor, review and challenge attendance data.

Roles and responsibilities of the Head

- To have overall responsibility for attendance within the school, including implementation of this policy
- To be able to grant exceptional leave of absence
- To report attendance matters and figures to the Board of Directors



- To be responsible for investigating and, where necessary, reporting incidents of children who are 'Missing from Education'.

Roles and responsibilities of the Deputy Headteacher (attendance champion)

- To be the nominated Senior Lead with responsibility for attendance across the school
- To ensure everyone works together to improve attendance and creates a whole school ethos of 'Every School Day Matters'
- To implement targets, reviews statistics and amends the policy, as necessary
- To provide advice and support to school staff regarding attendance and punctuality issues
- To maintain an overview of attendance and manage the day to day implementation of attendance plans and strategies
- To have an oversight of data analysis
- To deliver targeted intervention and support to pupils and families
- To liaise with the other officers of the Local Authority to implement attendance strategies and meet termly with our linked 'Inclusion and Attendance Specialist'
- To work with other local schools and agencies to promote attendance and punctuality

Roles and Responsibilities of the Designated Safeguarding Lead

- To have responsibility for monitoring the progress of Children 'Looked After' by the Local Authority, including attendance
- To become actively involved and leads where there is also a safeguarding issue

5.6 Attendance Officer

- Receives, updates and maintains accurate class registers in line with Education (Pupil Registration) Regulations 2001



- Maintains attendance database and update on a weekly basis
 - Meets weekly with the Deputy Head to identify pupils requiring intervention
 - Makes contact by telephone call with parents/carers when a pupil is absent and written notification via Firefly has not been received
 - Runs a daily report of any missing marks and follows these up with teachers and pupils
 - Runs a weekly report of any unauthorised absences and shares and follows these up with Heads of Year
 - Liaises with the Head of Year and Designated Safeguarding Lead when a vulnerable pupil is absent
 - Carries out relevant interventions
 - Provides reports from iSAMS to governors, Head and other school staff, Local Authority officers as requested
 - Provides relevant information to Local Authority officers making contact with families regarding attendance and punctuality and meets termly with our linked Inclusion and Attendance Specialist
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- Take the am registration
 - Accurately mark registers in iSAMS using appropriate codes, in line with Education (Pupil Registration) Regulations 2001
 - Report to the Head of Year or Attendance Officer any issue or problem which may affect the attendance or punctuality of a pupil
 - Promote good attendance and punctuality within the classroom and the school
 - Follow up on any unexplained absences

Roles and Responsibilities of Class Teachers

- To take the am and pm registrations



- To accurately mark registers in iSAMS using appropriate codes, in line with Education (Pupil Registration) Regulations 2006
- To report to the Head, School Secretary or Attendance Officer any issue or problem which may affect the attendance or punctuality of a pupil
- To promote good attendance and punctuality within the classroom and the school

Roles and Responsibilities of Multi-agency Support team (MAST)

- MAST will liaise with school regarding families/children they are working with where attendance is a concern

Recording Attendance

Registers are legal documents, care must be taken to ensure they are marked accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

- School registration is completed each morning and afternoon session
- Registers will be open for 30 minutes then children will be marked late after close of registration
- Children can arrive on-site from 7.30am but must be signed into MCC Morning Club
- Pupils can access the school building from 8:30am and they report to their classrooms for registration
- Class teachers will enter a present mark (/) in iSAMS for each pupil present and an absent mark (N) for any pupil that is absent.
- From the close of registration, the school secretary will follow up any N marks on the register.
- If any pupil has to leave school before the end of the day, they must sign out with the school receptionist.



- Pupils are dismissed at the end of the day by their class teacher to the parents or a designated adult. Some pupils from Prep 5 and 6 walk, with written permission, to a meeting point with parents or home if this has been agreed with the Headteacher.

Punctuality

- Pupils are expected to be punctual at all times.
- Any children arriving late (after close of registration) report to the school secretary.
- Lateness without reasonable cause will be deemed to be unauthorised absence.

Reporting a child as absent

It is the parents/carers' responsibility to inform the school of their child's absence on the morning of the first day of absence.

To report a child absent, the parent/carer will call the main school number (0114) 2361411 selecting option 2 to leave a message or email dhill-pickford@mylnhurst.co.uk.

The school secretary monitors absence each morning. If the school is not notified of a pupil's absence, a call will be made to parents/carers on the morning of the first day of absence. This is to ensure that pupils are safe at all times. The school will remain in contact with parents/carers on a regular basis until the pupil returns.

If contact can't be made then a home visit by a member of the SLT may take place.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. In this case, the school may ask parents/carers to provide medical evidence, but we won't ask for this unnecessarily.

If an explanation of the absence is not provided, the absence will be investigated and recorded as unauthorised. Parents/carers are informed if absences are recorded as unauthorised.

Children Missing from Education

Kirsty Holland, Deputy Headteacher is the nominated member of school staff to liaise with the Local Authority's Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures.

Authorised and unauthorised absence

Authorised absence

Valid reasons for authorised absence include:

- Medical and dental appointments

Routine visits to the doctors, dentist, optician etc., should be arranged during school holidays or out of school hours only. Authorisation for medical and dental appointments can be given only in an emergency or other unavoidable circumstances.

- Bereavement

It is helpful if we are informed of family bereavement from a pastoral perspective. Absence under such circumstances will be authorised.

- Religious observance



Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a pupil belongs. Parents/carers should complete a 'request for absence' form detailing these reasons and the absence will be approved.

- Other unavoidable cause

Absence may be authorised for another unavoidable cause.

Request for exceptional leave of absence

- Leave of absence can only be authorised by the Head and may only be permitted in exceptional circumstances. Notifications for exceptional term time leave should, where possible, be made prior to booking any leave, however should be at least 10 school days in advance of any arrangement being made. This will allow sufficient time for the notification to be considered by the school. The notification should be made in writing by the parent / carer using the 'Request for Absence' form. This can be found on the school website or a paper copy can be obtained from the school secretary.
- One form per family per notification should be completed.
- If the absence isn't authorised, parents/carers will be notified making it clear why the decision has been taken. If an unauthorised holiday is taken, consideration could be given to issuing a Penalty Notice. At the Head's request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

Unauthorised absence will be recorded when:

- no explanation is offered by the parents/carers or the school is not satisfied with an explanation offered.
- the request exceeds the terms of the Exceptional Leave



- the pupil is absent on exceptional term time leave for longer than agreed by the Head.

Promoting attendance

Rewards

- Half termly certificates will be awarded to pupils with 100% attendance.
- Half termly 'Excellent Attendance' certificates will be awarded to pupils with 98% or above attendance figures.
- Praise Postcards are given for improved attendance.
- Annual rewards for full attendance will be issued each summer.
- Attendance cup awarded to our Prep 6 pupils at the end of their tenure at the school.
- House points will be given for attendance and punctuality.

Interventions

If attendance falls to 95% and below

Individual pupils, whose attendance falls to below 95%, will be discussed weekly at an SLT meeting.

An early assessment will take place with pupils and parents/carers, involving the Deputy Headteacher and/or class teacher. Vulnerable pupils may be seen by the Designated Safeguarding Lead.

If attendance falls to 90% and below

If a child misses 10% or more schooling across the academic year, for whatever reason, they are defined as a persistent absentee. When this happens, an absence letter will be sent



to parents with the offer of a face to face meeting. This letter is preceded or followed up by a telephone call.

Where absence or a pattern of absence has been identified, the school will meet with the parents/carers, and if appropriate include the child, to discuss how to support them and remove any barriers they may be experiencing. This may include referrals to the school counselor, external agencies and/or other organisations.

These actions will be regularly reviewed and further interventions will be implemented if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. If voluntary support is not effective, the school will work with the local authority to put more formal measures in place.

At 90% and below, a fixed penalty warning may be issued which could result in a fine and/or a formal attendance meeting will be called which may result in prosecution. Prosecution is used as a last resort where all other routes have been exhausted or deemed inappropriate.

Pupils with Special Educational Needs

Whilst good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some pupils, including those with special educational needs or disabilities, or those suffering from long term medical conditions or mental health issues.

The school will allow for these circumstances when working with such pupils and their parents/carers, and, where appropriate, will develop individualised support approaches that meet their specific needs. In these cases, a school attendance plan will be developed in partnership with parents/carers and the pupil.

Returning to school

Sometimes a pupil who has been absent for some time finds it difficult to return. In such circumstances, the school will work with the parents/carers and the pupil to support reintegration. Parents/carers should contact the Head, Deputy Head or class teacher to discuss the procedures for supported reintegration.

Reporting to parents/carers

The school makes it clear to staff, parents/carers and pupils that the issue of attendance is of the highest priority. Parents and carers are kept informed regarding attendance figures via the parents' evening summary reports and the end of year report. These show percentage of absence, number of half days missed and number of lates recorded.

This policy will be reviewed annually.