



Attendance Policy 2018-19

Nominated Lead Member of Staff:	Trish Jarvis
Date of Policy:	September 2018
Status & Review Cycle:	Every two years
Next Review Date:	September 2020

Introduction & Vision

The Altius Trust recognises that Academy attendance is essential if students are to achieve their full potential and ensure a Fantastic Future. Attendance is a matter for the whole Trust community. We must promote good attendance; reduce absence and especially persistent absence. We must ensure every pupil has access to full-time education to which they are entitled and to identify and address patterns of absence.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of improvement, supported by our policies on safeguarding, achievement, bullying, behaviour and inclusive learning. All Trust staff will work with students and their families to ensure that each student attends regularly and punctually. The Trust will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping, and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

Aims

At our Academies within the Trust, we aim:

- To improve the overall attendance of students at each of our Academies.
- To reduce the number of persistent absentees and those students on track to become persistent absentees.
- To develop a framework to promote consistency in carrying out designated tasks.
- To develop a systematic approach to gathering and analysing attendance related data.
- To make attendance and punctuality a priority for all those associated with the Trust, including students, parents, staff and governors.
- To provide support, advice and guidance to parents and students.
- To further develop positive and consistent communication between home and the Academy.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the LA's Academy Attendance Core Service and other external agencies.
- To recognise the needs of individual students when planning reintegration following a significant period of absence.

Attendance Protocols

Every day:

Registers will close 20 minutes after the start of the Period 1 and Period 4 session. Any student arriving more than 20 minutes late will be given an unauthorised late after registration has closed mark (U).

All staff **MUST** complete and save the register within the first 15 minutes of the lesson. The Missing Register Report is printed after this time and a member of the SLT will monitor staff members who fail to comply with this legal requirement. Regularly failing to take the register may result in staff disciplinary.

When a student is absent: Parents/carers are contacted by an automated text message issued by Managers of Character and Culture and administered by Connected asking parents to contact the Academy with a reason for the absence.

If a response is not received or a reason for the absence is not given, a phone call will be made, followed by a home visit if we cannot make contact. If we still are unable to make contact, we will leave a letter at the address (Appendix 5), requesting contact from the parent.

Parental attendance protocols are outlined in appendix 9.

Every week:

Weekly RAG reports produced by the Pastoral Administrator, showing attendance data for the previous week for each student within their year group, will be circulated to appropriate staff members. This information must be discussed with the students during form time and will be used by Managers of Character and Culture to identify any students whose absence or punctuality has dipped. Managers of Character and Culture will also produce and display graphs.

Every 4 weeks:

Managers of Character and Culture will produce an analysis of absence codes to identify possible patterns/trends in absence and this will be discussed with Leaders of Character and Culture and the Vice Principal.

Every half term:

Parents/Carers will receive an attainment and pastoral data sheet for their child, which will include:

- Percentage attendance
- Total number of possible sessions
- Actual number of sessions attended
- Unauthorised attendance
- Punctuality to registration (the number of times and the percentage that the student was late for registration)

Pastoral data sheets are also issued during parent evenings.

Managers of Character and Culture will also identify students with 97% attendance or above and ensure that a celebratory letter/postcard is sent home which congratulates the student and the parents/carers for their support in ensuring students' regular attendance.

Persistent Absence (PA)

Persistent Absence means that a student is missing from the Academy for 10% of the time. The Academy has to report on the number of students who are PA each half term. Managers of Character and Culture will closely monitor students who are on track to becoming PA. They will issue to all staff on a half termly basis, the names of students in each year group who are close to being persistent absentees. These students must be high profile and known throughout the Academy and all efforts must be made to ensure the attendance of these students improves. The template outlined in appendix 8 needs to be completed for all PA students. Persistent Absence from the Academy may result in a Penalty Notice being issued.

Punctuality

Good punctuality is essential if students are to achieve their full potential both academically and socially. When a student arrives late, they miss out on essential information given at the start of the lesson/school day. This

reduces their chances of academic success especially at Key Stage 4 when vital exam and revision information is shared during tutor time. Poor punctuality also causes social disruption as students may feel uncomfortable and embarrassed arriving late to the classroom when everyone else is settled. When a student arrives late, it also disrupts the teacher and the rest of the class, compromising everyone's learning.

Persistent patterns of late arrival can provide grounds for prosecution.

Punctuality Protocol

MEA Central

Students should aim to be in the building by 8.35am. Registration begins at 8.40am; students arriving after this time will be marked as present but arriving late (L). The register will officially close at 9.20am in the morning and 2.20pm in the afternoon. Students arriving after this time will be marked (U), late arrival after close of register. At 8.40am, when all students should be in their tutor group for registration, the student entrance will be locked. Students arriving late must use the entrance via main reception.

Students who receive two late passes in a week will be kept for detention after school on a Friday until 3.45pm.

MEA

Students should aim to be in the building by 8.50am. Registration begins at 8.55am; students arriving after this time will be marked as present but arriving late (L). As well as marking in any student who is late, tutors will record the number of minutes late. The register will officially close at 9.35am in the morning and 1.05pm in the afternoon. Students arriving after this time will be marked (U), late arrival after close of register.

After 9.15am, the student entrance will be locked and any further latecomers must sign in at the main reception. Parents will receive a text message via Connected informing them that their child has arrived late.

Students who are up to 15 minutes late, will stay for detention the same evening for 15 minutes. Students arriving more than 15 minutes late, will make up a lost time that evening, for example: if a student is 30 minutes late, they will complete a 30 minute detention.

We will invite parents/carers in for a meeting if their child is persistently late so that we can work together to improve the situation.

A late arrival will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The late arrival will be recorded as unauthorised if the student has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Roles and Responsibilities

The Altius Trust believes that improved Academy attendance can only be achieved if it is viewed as a shared responsibility of the Trust staff, governors, parents, students and the wider Trust community.

The Governing Board will:

- Ensure that the importance and value of good attendance is promoted to students and their parents/carers.

- Annually review the Trust's Attendance Policy and ensure that the required resources are available to fully implement the policy.
- Ensure that the Education (Student Registration) (England) 2006 Regulations, **Amended 2016** and other attendance related legislation is complied with.
- Ensure that attendance data is reported to the Local Authority or Department of Education (DfE) as required and on time.
- Agree the Academy attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the Academy.
- Monitor whole Academy attendance and related issues through termly reporting at Governing Board meetings.
- Ensure that the Academy has clear systems to report, record and monitor the attendance of all students, 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, used to devise solutions and to evaluate the effectiveness of interventions.

All Trust Staff

All staff (teaching and support) at Manchester Enterprise Academy and MEA Central have a key role to play in supporting and promoting excellent Academy attendance and will work to provide an environment in which all of our students are eager to learn, feel valued members of the Academy community and look forward to coming to the Academy every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

All Academy staff will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Form positive relationships with students and parents/carers.
- Contribute to a whole Academy approach, which reinforces good attendance, with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the Registration Regulations, England, 2006, and other attendance related legislation.

The Principal has overall responsibility for attendance.

Attendance Leader

A member of the Senior Leadership Team will oversee, direct and co-ordinate each Academy's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the Academy. The Attendance Leader will also ensure that up-to-date attendance data and issues are shared regularly with the Senior Leadership Team; that attendance data is made regularly available to all staff, students and parents/carers, and that a half termly report is prepared for the Governing Board. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any issues.

The Academy Attendance Leader will:

- Provide direction for the attendance strategy; ensure that the issue of attendance is high profile and that all other members of the Senior Leadership Team and all other staff recognise it as a priority for the Academy as a whole.

- Work collaboratively with all staff involved: Data Manager; Leaders of Character and Culture (PSL's) and Managers of Character and Culture.
- Meet regularly with the above to ensure the smooth running of the systems and respond to problems as they arise.
- Apply a consistent approach across the Academy and ensure equity for all students.
- Keep up-to-date with local and national initiatives and guidelines.
- Ensure compliance with statutory requirements.
- Work closely with the members of staff responsible for rewards ensuring that high attendance or improved attendance is rewarded.
- Be aware of the issues connected to staff that are not taking registers correctly and deal with this accordingly.
- Issue the Senior Leadership Team with regular data to be discussed at line management meetings and to ensure that they are fully aware of the week-to-week statistics for whole Academy and year group attendance.
- Analyse absence data to identify trends and assist with target setting.
- Ensure that action is taken to tackle chronic absence cases, including work with other agencies to improve attendance and support students and their families.
- Adopt procedures for reintegrating long-term absentees.
- Identify students who are in danger of being Persistently Absent (PA) and implement strategies to improve the attendance of this cohort.
- Document interventions used to a standard required by the Local Authority should legal proceedings be instigated.

Leaders of Character and Culture

The Leaders of Character and Culture are responsible for leading the pastoral team to consistently drive positive behaviour and secure attendance of no less than 97% throughout the year. Leaders of Character and Culture will ensure that their team understand and make consistent use of Academy policies and procedures in all circumstances. The Leaders of Character and Culture will manage the Managers of Character and Culture.

Managers of Character and Culture

Managers of Character and Culture will work alongside key Academy staff, external agencies and the LA to reduce levels of unauthorised absence and promote whole Academy attendance strategies and work with children and families to improve levels of attendance. Their role will be to:

- Provide attendance data regularly in order to target specific cohorts of students whose attendance is a cause for concern and to develop active strategies to improve attendance.
- Meet with Leaders of Character and Culture and the parents of children who are developing a pattern of absences, and agree actions which may lead to the child attending more regularly.
- Consistently contact parents in person where an explanation of their child's absence has not been received.
- Keep records of all meetings/contact with home (this is vital if a parent/carer is taken to court).
- Ensure effective liaison between members of staff dealing with attendance with members of staff dealing with students with additional needs so that children who experience multiple difficulties are not overlooked.
- Provide information for multi-agency meetings as requested by the Inclusion Strategy Leader.
- Refer students who have a long-term absence because of ill health, confirmed by their GP or a consultant, to the SHA.

- Work with the Attendance Leader in consultation with Leaders of Character and Culture and Form Tutors, to set attendance targets for the whole year group and for each tutor group.
- Monitor the PA list for their year group and action appropriate interventions.
- Manage any initiative linked to rewards.
- Work with those students whose attendance is 92% or below ensuring all legal procedures have been carried out and completed to a suitable standard.
- Ensure that the target concerning the clearing of the code “N” is met (all cleared within two weeks).
- Have a high presence in the morning e.g. making rounds of all form groups, ensuring that Period 1 registers are checked and that staff are alerted to any registers not taken.
- Enter late marks, as necessary, into the system and monitor the use of Lesson Monitor and ensure statutory requirements are met.
- Ensure parents are informed, daily, if their child has arrived late to the Academy.
- Implement and EHA as a strategy to improve parental engagement and improve attendance.
- Ensure that displays show up to date attendance data and ensure that attendance data is discussed with students.

Form Tutors and Associate Tutors

Most members of staff are asked to act as Form Tutors. The role of Form Tutor is vital to the efficient running of the Academy, successful pastoral care and the delivery of the SMSC programme. Tutors are accountable to the Leaders of Character and Culture.

The Form Tutor should be the first person to whom a student will turn to for help or advice, although it may sometimes be necessary to refer the matter to the LCC, MCC, Assistant Vice Principal (Character and Culture) or, through them, even to an outside agency. It is through regular daily contact that unobtrusive care is exercised.

Registration and attendance

Form Tutors and Associate Tutors are required to understand the expectations of the Trust and promote good attendance and punctuality. Their role is:

- To be present in classrooms to greet students at the start of registration.
- To register students in accordance with agreed Trust guidelines.
- To discuss any attendance concerns with the Leaders of Character and Culture/Managers of Character and Culture.
- To liaise with Leaders of Character and Culture/Managers of Character and Culture and/ or the Attendance Leader where patterns of absences occur.
- To monitor student attendance and discuss issues that may arise with students.
- To talk to students regularly about attendance, focusing both on praise for students whose attendance is good and raising issues/setting targets with students who have erratic or poor attendance.
- Monitor students via the Trust’s reporting system when a student has been truanting and, if difficulties persist, refer the issues to the LCC/MCC.
- Be aware of students in their tutor group who are PA (Persistent Absence) students or potential PA students.
- Deliver the SMSC calendar during form time to engage students in a wide range of enriching opportunities.

Classroom teachers

All classroom teachers have a responsibility to monitor, encourage and promote good attendance to their lessons by providing good quality lessons and experiences.

Classroom teachers must:

- Use SIMS to take the register in the first fifteen minutes of the session and for all lessons, recognising that this is a legal requirement. Once the register has been taken, it must be **SAVED** then left open to record any latecomers. If a student arrives late their minutes late must be recorded.
- Ensure that all students receive a mark indicating that they are present, absent or have arrived late. Only students actually in the classroom when the register is taken should be marked present (there are special arrangements in place for students extracted for Inclusion etc.)
- Do a head count to see that the number of students in the room tallies with the number recorded on SIMS.
- Use codes as outlined in appendix 3.
- Not overwrite a code if a specific absence code appears in the most recent history column. For example, if a student has a medical appointment and the code "M" appears, the subject teacher should also use "M" and not "N"

Parents will:

- Instil the value of education and regular Academy attendance within the home environment.
- Contact the Academy if their child is absent to inform the Academy the reason for the absence and the expected date of return. This must be done for each day of absence, even consecutive days.
- Avoid unnecessary absences; wherever possible make appointments for the doctors, dentists, etc. outside of Academy hours. Not keep their child off the Academy to go shopping, to help at home or to look after other members of the family.
- Ask the Academy for help if their child is experiencing difficulties; this may include engaging with the EHA process
- Inform the Academy of any change in circumstances that may have an impact on their child's attendance.
- Support the Academy: take every opportunity to get involved in their child's education; form a positive relationship with the Academy and acknowledge the importance of children receiving the same messages from both the Academy and from home.
- Encourage routine at home, for example, bed times and homework and preparing the Academy bag and uniform the evening before.
- Avoid taking their child out of school during term-time. In exceptional circumstances, where this is unavoidable, send a written leave request for authorisation to the Principal in advance of booking the leave of absence.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to 'perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.'

Using Attendance Data

If a student's attendance is a cause for concern their attendance will be monitored and may be shared with the Local Authority and other Agencies. An initial letter outlining the percentage of absence compared to other students, will be sent to alert parents/carers, in writing, that we have a concern. **Appendix 7**

Every week the Pastoral Administrator will provide all Leaders of Character and Culture and Managers of Character and Culture with attendance data for the previous week for each student within their year group. This

will then be distributed to each form group. The Senior Leadership Team attendance lead will receive a complete set of data. Every student will be colour coded as indicated below:

Green	Students with attendance between 100% and 97%
Amber	Students with attendance between 96.9% and 92%
Red	Students with attendance below 92%

An arrow next to the student's name will indicate if their attendance has improved, stayed the same or deteriorated.

Attendance data will also be used to identify emerging patterns and trends and to inform whole Academy strategies to improve attendance and attainment. The Academy will also share attendance data with the Department for Education (DfE) and the Local Authority as required.

Support Systems

We 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 the Academy. Parents should make the Academy aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in the Academy, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the Academy identify any additional support that may be required.

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

Each Academy will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents/carers and students including the offer of an EHA (Early Help Assessment)
- Attendance report cards
- Referrals to support agencies
- Mentors
- Student Voice activities
- Friendship groups
- Fantastic Futures and SMSC curriculum
- Family learning
- Reward systems
- Time limited, part-time, timetables
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child-centred and planned in discussion and agreement with both parents/carers and students.

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Manchester Enterprise Academy will consider the use of legal sanctions.

Legal Sanctions

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 Academy 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 the Academy and most importantly about returning children to education.

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

A parent found guilty of this offence can be fined up to £2,500 and/or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Penalty Notices or an Education Supervision Order.

Penalty Notices (Anti Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A student requests a leave of absence from the Academy in term time and the absence has not been authorised by the Academy.
- A student has accumulated at least ten sessions (5 days) of unauthorised absence.

A Penalty notice requires payment of £120 within 28 days of issue. This is reduced to £60 if paid within the first 21 days of issue.

When a penalty notice expires and remains unpaid, the LA must prosecute for the absences which the penalty notice was issued, under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

Appendix 1

Escalation of Attendance Interventions

Green	Students with attendance between 100% and 97%
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Parents/Carers will receive a postcard home congratulating them on their child's good/excellent attendance.

- Students will be rewarded within the Academy's reward system.
- Students with this level of termly and annual attendance will receive a certificate of achievement and their names will be displayed on the Academy attendance display board.
- The SLT Attendance Lead will monitor the effectiveness of interventions. This will be used to review and inform whole Academy strategies and will also have links to performance management.

Amber	Students with attendance between 96.9% and 92%
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Leaders of Character and Culture will speak to the student to:

- welcome the student back to the Academy
- identify underlying home/school issues that may be causing the student's absence and offer any support that may be required
- review the student's academic progress and make links to the student's attendance
- set an individual attendance target for the student using sessions rather than percentages that will see the student move to the band above
- agree a review date

Class Teachers will:

- update the student on work they have missed and support any catch-up required

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the student, a letter will be sent to parents advising of concern and outlining the parents' responsibilities (see appendix 6a). Where improvement has not occurred following this intervention, parents will be invited to a meeting (see appendix 6b) where the possible outcomes will be:

- all parties confident that issues have been resolved and the attendance will improve;
- Penalty Notice monitoring period will commence;
- an agreed 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 a further Attendance Meeting where the possible outcomes will be to:

- complete an EHA leading to multi-agency support; replace with EH
- refer to the Local Authority to initiate legal proceedings.

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

Managers of Character and Culture, with support from Leaders of Character and Culture, will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the VP every half term.

The SLT Attendance Lead/Pastoral Manager will monitor the effectiveness of interventions. This will be used to review and inform whole Academy strategies and will also have links to appraisals.

Red	Students with attendance below 92%
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Students who have attendance below 90% are considered to be persistently absent (PA) from the Academy. To ensure that intervention is focused and meets individual needs, students will be discussed at the weekly Vulnerable Pupil Meeting and grouped into one of the following categories:

- Looked After Children and Children on the Child Protection Register;
- Special Educational Needs;
- Long term non-attendance;
- Parental support/needs, e.g. parental drug use, young carers, domestic violence;
- Academy issues, e.g. bullying, poor teacher/student relationship, curriculum issues;
- English as an Additional Language.

The following actions must then take place:

- ensure that the student has already spoken to a member of staff at the stages preceding RED intervention;
- obtain records of previous contact and interventions and escalate accordingly;
- ensure that weekly contact occurs with the student either individually or within a small group to address themed issues;
- ensure that there is weekly contact with the parents/carers 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 student that will see the student move to the band above;
- review existing plans and co-ordinate Academy resources to support the student's attendance and any additional needs;
- be the key contact person for any external agency working with the student;
- input into whole Academy strategies to address the needs of students within their group.

Appendix 2

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory Academy 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 an Academy or otherwise.

A child is of compulsory Academy age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory Academy age on the last Friday in June of the academy year in which they reach the age of 16.

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

The Education (Student Registration) (England) Regulations 2006, **Amended 2016**, require Academies to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. We fully understand that an admission register must include the 'personal details of every pupil in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended'; and that pupil attendance must be recorded.

We believe attendance registers are important for effective attendance management and providing evidence in the event of prosecution of parents under the Education Act 1996.

The register must record whether a student is:

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

Where a student is absent, we will always follow up to:

- ascertain the reason;
- ensure the pupil is safe;
- identify if authorised or not;
- ascertain the correct code to use.

Appendix 3

Absence Codes

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

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

Parents should advise the Academy by telephone on the first day of absence and every subsequent day of absence until the date of return. This should be followed up with medical evidence where necessary from the parent/carer. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

Illness (I)

We understand that occasionally children are unwell; however, we will ask parents to provide medical evidence where there are **repeated** absences due to reported illness. This will usually be in the form of an appointment card, prescription, etc. We expect parents to send their child in if they are simply feeling a bit under the weather (i.e. they have a headache/stomach ache or a cold.) All Managers of Character and Culture are first aid trained and will contact parents if they feel the child is so unwell they are unable to learn.

Medical/Dental Appointments (M)

Parents are advised where possible to make medical and dental appointments outside of the Academy day. Where this is not possible, students should attend the Academy for part of the day. Parents should show the appointment card to the Academy.

Other Authorised Circumstances (C)

This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement, visiting a parent in prison or part-time timetable agreed as part of a reintegration package.

Excluded (no alternative provision made) (E)

Exclusion from attending the Academy is counted as an authorised absence. The child's Pastoral Manager will make arrangements for work to be sent home.

Leave of absence (Not agreed) (G)

Parents are strongly advised to avoid taking their children out of school during term time. Parents do not have an automatic right to remove their child from the Academy during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 Academy days they will miss 5% of their education during that academic year.

Parents wishing to take their child out of school during term time must send a written request to the Principal before arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the student
- The student's general absence/attendance record
- Proximity of SAT's and public examinations
- Student's ability to catch up the work missed
- Student's educational needs

- General welfare of the student
- Circumstances of the request
- Purpose of the leave
- Previous term-time leave of absence taken
- When the request was made

All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents must contact the Academy should any delays occur
- That the child's place may be withdrawn if the family do not return as expected

If a student fails to return and contact with parents has not been made or received, the Academy may take the student off the Academy's roll in compliance with the Education (Student Registration) (England) Regulations 2006, **Amended 2016**. This means that the child will lose their place at the Academy.

If the permission to take leave is not granted and the student still takes time off, the absence will be **unauthorised**. In such cases the Academy **may** issue a Penalty Notice, a Warning Letter will **always** be issued.

Agreed Leave of absence (H)

Only in **exceptional circumstances** will a leave of absence be agreed and this is at the discretion of the Principal

Religious Observance (R)

The Altius Trust acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside the Academy holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend the Academy on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the Academy if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the Academy and limiting the authorised absence rate of the Academy, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. However, these can only be used when a religious observance day falls on a school day. For example, if Eid falls during a weekend/school holiday the student cannot record those 3 days elsewhere in the academic year. Any further absence will be categorised as unauthorised.

Study Leave (S)

The Academy will offer in-school study programmes during this period to reduce absence levels.

Traveller Absence (T)

The aim for the attendance of Traveller children, in common with all other children, is to attend the Academy as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending the Academy as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at the Academy.

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

Manchester Enterprise Academy or MEA Central will be regarded as the base Academy if it is the Academy where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other Academy temporarily while away from their base Academy, in such cases, the student's place at the Academy will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their Academy of usual attendance.

The Academy can only effectively operate as the child's base Academy if it is engaged in ongoing dialogue with Traveller families. This means that parents must:

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

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

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

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

Where Traveller children are registered students at an Academy and are known to be present either at a site (official or otherwise) or in a house and are not attending the Academy, the absence will be investigated in the same way as that for any student.

Late Arrivals (L - Late before close of registers and U - Late after registers closed)

See Punctuality Protocol.

A late arrival will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The late arrival will be recorded as unauthorised if the student has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Unauthorised Absence (O)

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Academy.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's Academy for INSET (or other) purposes
- "Couldn't get up"
- Alleged problems with peers
- Illness where the child is considered well enough to attend the Academy
- Holidays taken without the authorisation of the Academy

Appendix 4

Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, **Amended 2016**, students will only be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory Academy age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between Academies
- Student withdrawn to be educated outside the Academy system
- Failure to return from an extended holiday after both the Academy and the Local Authority have tried to locate the student
- A medical condition prevents their attendance and return to the Academy before ending compulsory Academy 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 the Academy have tried to locate the student
- Left the Academy but not known where he/she has gone after both the Academy and the Local Authority have tried to locate the student

The Altius Trust will follow Manchester City Council's Children Missing Education protocol when a student's whereabouts is unknown. The Pastoral Manager will be responsible for all action at this level and will record all intervention and outcomes.

Appendix 5

Date

Name

Address

Dear

Urgent Attendance Notice:

Name of Student was absent from school on the dates listed below:

Dates of absence: xxxxxxxxx

The Academy has not received a reason for **Name of Student** absence(s). Please contact the Academy immediately stating the reason for your child's absence. Failure to respond to this letter will result in your child's absence being registered as truancy.

I am sure you are aware that parents/carers have a legal duty to report their child's absence. Unauthorised absence could result in you being fined £120 (reduced to £60 if paid within 21 days). Failure to pay may result in legal action and possible prosecution for the period to which this notice relates.

Unauthorised absence can lead to the Local Authority issuing a fine to parents/carers for the absence of their children.

Under Section 444 of the Education Act 1996, it is your duty to ensure your child/children receive full-time education. Failure to do so can lead to a fine of up to £2,500 and/or 3 months imprisonment for each responsible adult. This will result in a criminal record, prosecution or other statutory action.

If your child is going to be absent from school, please telephone 0161 499 2726 to advise us of this.

Yours sincerely



D Bell
Principal

Urgent Attendance Notice: [Name of Student](#)

Please complete and sign this section and return it to your child's Pastoral Manager at Manchester Enterprise Academy/MEA Central

Dates of absence: xxxxxxxxxx

Please state the reason for your child's absence from the Academy on the above dates, e.g. medical, dentist, etc.

.....
.....
.....
.....
.....

For your child's absence to be considered for authorisation, please send in medical evidence, e.g. an appointment card.

Signature of Parent/Carer:

.....

Date:

.....

Appendix 6

Date

Name

Address

Dear

Name of Student

Date of birth

Manchester Enterprise Academy/MEA Central

I have reviewed your child's attendance record and I am concerned to note that he/she has incurred a number of unauthorised absences, resulting in Name's attendance dropping to ___%
We are concerned about the detrimental effect that this may have on Name's progress if this pattern of attendance were to continue.

I enclose a copy of your child's attendance record to remind you that as a parent/carer of a child who is a registered student at this Academy, you hold legal responsibility for ensuring your child attends school regularly.

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

Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

Each such Penalty Notice incurs a fine of £120 (reduced to £60 if paid within 28 days of the notice being served). Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further unauthorised absence after the date of this letter, further action, including the issue of a Penalty Notice or referral to the City Solicitors for consideration of a prosecution, may be taken.

Attendance Record: [Name of Student](#)

Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to, and subsequent to, this letter.

Support and guidance on attendance is always available from the Academy.

I would like to take this opportunity to invite you to an attendance meeting where relevant school staff will be present to discuss the issues preventing your child/children attending school every day.

The date and time of the meeting is: **Day/date at time**

Please contact the Pastoral Manager for your child's year group if the above date/time is not convenient and we will contact you to arrange a more suitable time.

In the meantime, if you have any specific queries in relation to this letter, please do not hesitate to contact the Pastoral Manager for your child's year group in the first instance on 0161 499 2726.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Bell', written in a cursive style.

D Bell
Principal

Appendix 7

Date

Address

Dear Parent/Carer

Student

Absences matter and you can help

Student has missed more school than his/her classmates.

Insert graph

Student has been absent for X days so far this year.

Students fall behind when they miss school, whether they are absent for authorised or unauthorised reasons.

You can have a big effect on Student's absences this term and we appreciate your help.

Yours sincerely

A handwritten signature in grey ink, appearing to read 'D Bell', with a stylized flourish at the end.

D Bell
Principal

Appendix 8

PA Template

Year	Targeted dates	Name	% attendance before target	Comments on attendance (if applicable)	Reward	Reward date	Attendance following intervention
Year 7	November 2017` to December 2017	Name of student	94.7	e.g. Medical Holiday Parental Meeting	£10 Game Voucher		96%

Appendix 9

Parental attendance protocols

Parent/Carers have a legal duty to report their child's absence. Unauthorised absence can lead to the Local Authority issuing a fine, to parents/carers for the absence of their children, of £120 (reduced to £60 if paid within 28 days of issue). Failure to pay may result in legal action and possible prosecution for the period to which the notice relates. Further periods of absence could lead to court action.

First day of absence

- Ring the Academy that morning as soon as possible and inform the Pastoral Team of the reason for the absence or leave a clear message on the absence line (0161 499 2726, press 1).
- If your child is ill and you do contact the Academy this does not always mean that your child's absence will be automatically authorised. **We strongly advise that you send your child into the Academy where possible and we can decide whether your child is fit to remain in the Academy.**

Second day of absence

- Ring the Academy that morning as soon as possible and inform the Pastoral Team of the reason for the absence or leave a clear message on the absence line (0161 499 2726, press 1). Repeat this process on each day that your child is absent.
- Provide the Academy with medical evidence, e.g. appointment card or prescription. Your child's name must be clearly stated.

2.5 days of absence

- If you have not provided medical evidence for your child's absence, you will be required to come in for an attendance meeting with your child's Pastoral Manager. We will send you an advisory letter and strongly advise that when you are invited to a meeting that you attend, to demonstrate your engagement with the Academy and to prevent the situation from escalating.

5 days of absence

- If you have not provided medical evidence of your child's absence, this may lead to legal action in the form of a Penalty Notice. A Penalty notice requires payment of £120 within 28 days of issue. This is reduced to £60 if paid within the first 21 days of issue.
- In some cases, your child's absence, without sufficient evidence, could lead to Court action.
- Your child is on-track to be PA, Persistently Absent. The Local Authority collect data about which students are PA for Local Authority statistics.

