1.0 INTRODUCTION

Hillingdon Manor School seeks to ensure that all its pupils receive a full-time education which maximizes opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to support parents in helping them to meet their legal duty; to ensure that their children attend school regularly and on time.

The school has established an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Hillingdon Manor School has established an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 PRINCIPLES

- To make attendance and punctuality procedures a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To develop an understanding for parents and pupils that high rates of attendance lead to sustained and therefore successful learning.
- To provide support, advice and guidance to parents and pupils.
- To discourage holiday absence by making parents clear that holiday absence in term time is unauthorized unless agreed by the Head teacher.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To follow system of rewards to promote high levels of attendance for each child.
- To promote effective partnerships with the Children's Services Welfare Department of the LAs who work with the school.

- To recognise the needs of the individual pupil when planning return to school following significant periods of absence.
- To inform parents of attendance rates in annual reports to parents.
- To clarify the times for the beginning of each session, school term dates and training days.
- To clarify the procedure for parents with regards to lateness or absence.
- To ensure clearly defined late registration procedures for parents and pupils.
- To respond swiftly to lateness (in respect of both pupils and parents).
- To have clear procedures prior to referral to Children's Services Welfare Department.
- To review attendance regularly.
- To highlight the importance of attendance for children through:

  o PSHE lessons
  o Assemblies
  o In parents' meetings (including pre-school meetings)

- To report to Directors termly:
- ➢ Attendance Rate %
- ➢ Authorised Absence rate %
- ➢ Unauthorised Absence rate %

- To promote expectation of absence letters/phone calls from parents

To Promote Effective Partnerships with the Children's Social Work Services and with other Services and Agencies:

- Head teacher to hold regular attendance review meetings with Senior Management Team.
- Designate key staff for liaison with Children's Social Work Services and other agencies.
- Ensure that the attendance register is available for inspection during the school hours by the Children's Services.
- Gather and record relevant information to assist completion of records for Education and Welfare Departments.

To recognise the needs of the individual pupil when planning return to school following significant periods of absence:

_ Be sensitive to the individual needs and circumstances of returning pupils.
_ Involve/inform all staff in any return to school process.
_ Provide opportunities for counselling and feedback
_ Consider peer support and mentoring as appropriate.
_ Involve parents as far as possible.
_ Agree timescale for review of reintegration plan.
_ Include Children's Services Social Workers, parents and pupil in return to school plan.

3.0 CATEGORISING ABSENCE

Authorised or Unauthorised?

Authorised absence is granted under the following circumstances
- Exclusion
- Family holiday which has been agreed by the Headteacher
- Days of religious observance
- Medical/dental appointments that cannot take place out of school hours.

- Illness – with written parental consent (this does not automatically authorize absence, only the Headteacher can do that) or medical note.
- Prevention from attending by an unavoidable cause, agreed beforehand.
- Attending a family funeral (this must not, however, exceed an agreed period of absence)

A child will be marked with stated codes for the following activities:

'B' - Education off-site
'V' - Education visit e.g. another setting.
'P' - Approved sporting activity
'J' – Interview

These are considered 'Approved Educational Activities' and will not affect the child's attendance percentage.

Holiday Absence –
Parents should note that it is not a parental-right to prevent children from attending school. At Hillingdon Manor School, it is a policy that absence for holidays in term time is generally not authorised, and especially not on either side of a school holiday.
Only in very exceptional circumstances will leave be granted. If leave is granted it may not exceed 10 days in any school year. 'Exceptional circumstances', means that the parent must make out the case as to why their child should be treated differently to the norm. The circumstances of each case should be taken into account. In any case, if a parent is planning holiday absence for a child, a letter to the Headteacher requesting a holiday absence must be completed prior to the absence taking place. The parent must make the case for the period of absence (e.g. Booking holidays because it is cheaper in term time is not an acceptable reason for holiday absence.)
In an exceptional case, where the Headteacher has agreed holiday absence, this will be authorised. Unauthorised absences will be recorded where this has not been the case.

Special Occasions –
Only exceptional occasions warrant authorised absence e.g. attending the wedding of a family member would be acceptable, but a day's absence for a birthday or shopping trip would not.
The birth of another baby within the family can be seen as a special occasion, though each case must be considered individually.

Lateness -
The code for lateness will be entered when a child has arrived in school after registration is closed at 9.15 am. A child arriving after 9.15 will be coded as "Late after registration closed" this is counted as an "Unauthorised Absence" (see appendix for use of other codes for lateness)

Medical appointments –
A child who is out of school for medical/dental appointments will be marked as 'M' which is an authorized absence. Permission must be sought beforehand.

The Role of the Parent/Guardian

- It is the statutory duty of every parent/guardian to ensure that their child attends school regularly and on time. (Section 444(1) Education Act 1996)
- Parents must contact the school on the first day of absence notifying the school of the reason for the child not attending.
- Where a message confirming absence has not been received, parents will be required to send into school a written note explaining the reason for each absence. (A blanket reason for a series of absences cannot be accepted). For any absence from school, permission must be sought prior to absence taking place.

- It is the remit of the school to authorise absence for any period where the Headteacher decides that this is the case.

4.0 CHILDREN MISSING IN EDUCATION

DfE Statutory guidance (September 2016) regarding Children Missing Education states that children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET later in life. As a consequence Hillingdon Manor School takes the following steps:

1. All pupils are entered on the admission register at the beginning of the first day on which the school has agreed that the pupil will attend the school. This register is kept up to date and checked for accuracy at least termly.
2. If a pupil fails to attend the school the school will undertake reasonable enquiries to establish the child's whereabouts (following the steps listed in the above DfE guidance) and consider notifying the local authority at the earliest opportunity
3. The school monitors pupils' attendance through the daily register. The school monitors attendance closely and addresses poor or irregular attendance. The school notifies local authorities of pupils who fail to attend regularly, or have missed ten school days or more without permission.
4. Pupils will be removed from the admission register where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, when the school and the local authority have failed, after jointly making reasonable enquiries to establish the whereabouts of the child.
5. The school will notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point, providing the local authority will the full information listed in the above DfE guidance
6. The school will notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point.

5.0 APPENDIX 1: SIMS CODES FOR EXPLAINING ABSENCES

/	PRESENT AM
\	PRESENT PM
B	EDUCATED OFF SITE
C	OTHER AUTHORISED CIRCUMSTANCES
D	UNDEFINED
E	EXCLUDED
F	EXTENDED FAMILY HOLIDAY- AGREED
G	UNDEFINED
H	ANNUAL FAMILY HOLIDAY AGREED
I	ILLNESS NOT MEDICAL OR DENTAL APPT
J	INTERVIEW
	LATE BEFORE REG
L	CLOSED
M	MEDICAL/DENTAL
N	NO REASON YET PROVIDED FOR ABSENCE
O	UNATHORISED CIRCUMSTANCES
P	APPROVED SPORTING ACTIVITY
R	RELIGIOUS OBSERVANCE
S	STUDY LEAVE
T	TRAVELLER ABSENCE

U	LATE AFTER REGISTERS CLOSED
V	EDUCATIONAL VISIT
W	WORK EXPERIENCE
X	NON-COMPULSORY SCHOOL AGE ABSENCE
-	ALL SHOULD ATTEND NO MARK RECORDED