



Truth, Love and Life to the Full

ATTENDANCE POLICY

2025-26

Author	A.Dalton
Date agreed by Governing Body	Sept 2025
Review Date	Sept 2026
CoG signature	J.Boylan

Contents

Introduction and Aims 1

Legal Framework 2

Safeguarding 3

Categorising Absence 4

- Illness 4.1
- Medical/Dental Appointments 4.2
- Other Authorised Circumstances 4.3
- Excluded (No alternative provision made) 4.4
- Religious Observance 4.5
- Traveller Absence 4.7
- Late Arrival 4.8
- Unauthorised Absence 4.9

Deletions from the Register 5

Roles and Responsibilities: 6

- Of the Governing Body 6.1
- Of the Headteacher 6.2
- Of the designated school leader 6.3
- Of the class teachers 6.4
- Of school admin staff 6.5
- Of Parents/ carers 6.6
- Of pupils 6.7

Using Attendance Data: 7

Support Systems: 8

Legal Interventions:9

- Prosecution 9.1
- Penalty Notices 9.2

1. Introduction and Aims

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Attendance concerns are a safeguarding issue and all staff are trained to raise concerns if a child's attendance drops/ has a pattern of odd days off/ poor punctuality. Concerns will be recorded on CPOMS.
- 1.3 Mount Carmel RCPS 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 can realise their full potential and make a positive contribution to their community.

- 1.4 Mount Carmel RCPS values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance
- 1.5 Mount Carmel RCPS 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 admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 1.6 This policy aims to:
- Promote good attendance
 - Reduce absence, including persistent and severe absence
 - Ensure every pupil has access to the full-time education to which they are entitled
 - Promote early identification to address patterns of absence
 - Promote and support punctuality in attending lessons.

2. Legal Framework

2.1 This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2.2 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 child(ren), 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.

2.3 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.

2.4 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.

2.5 A child is of Compulsory School Age at the beginning of the term following their 5th 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.

2.6 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.

2.7 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.

2.8 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 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 as 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 is considered a safeguarding matter as this could place 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 schools Safeguarding and Child Protection 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.

3.7 Where a child has concerning levels of attendance and an absence goes beyond 3 days, a welfare check visit may be made to the family home, even if the parent has contacted school.

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. It would be expected that the parent contacts the school on a daily basis if their child is absent, unless the child is in hospital or has an illness such as chickenpox which naturally needs a period of convalescence. However, school would expect regular updates if this is the case.

4.4 Absence will be categorised as follows:

4.4.1 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. **This includes if a pupil is absent due to circumstances related to COVID.**

4.4.2 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.

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

4.4.4 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.

4.4.5 Religious Observance Mount Carmel RCPS acknowledges 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 for authorised absence.

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

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 the 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.

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.

Mount Carmel RCPS 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 Mount Carmel will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Mount Carmel RCPS 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.
- Mount Carmel RCPS 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.

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
- 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.

4.4.8 Late Arrival Registration begins at 8.50AM (Infant Department) & 9.00 (Junior Department). Pupils arriving after this time will be marked as present but arriving late. The register will close at 9.20am (Infant Department) & 9.30am (Junior Department) 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 if a pattern persists.

On arrival after the close of register, parents must sign their child in at the school office to ensure that we can be responsible for their health and safety whilst they are in school.

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

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

4.4.9 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. Holidays during term-time will not be authorised.

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

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.

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 magistrate's court.

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
- 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
- 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

Mount Carmel RCPS will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

6. Roles and Responsibilities

6.1 The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

6.2 The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

6.3 The designated Senior Leader responsible for School Attendance is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is **Anthony Dalton** and can be contacted via telephone 0161 740 4696/ 0161 205 7131 a.dalton@mountcarmel.manchester.sch.uk

6.5 Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the start of the morning and the afternoon sessions.

Class teachers are responsible for having initial conversations with parents/ carers, if there are any concerns around attendance.

Class teachers will also include conversations about attendance at Parent's Evenings where there is cause for concern.

Class teachers will use the CPOM system to highlight concerns about a child's attendance.

6.5 School admin staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- They will log concerns on CPOMS and copy SLT into this.
- The parents/ carers of children who school categorise as 'vulnerable' (SEND, Children with a SW, children with persistently poor attendance) will receive a phone call from admin staff if a reason for absence has not been given by 9.30am.
- For CME, a child who has not attended school, and school have had no contact for 10 days, admin staff will complete a 10DN2 form and this will be forwarded to the LA CME Team. School then await a decision to off roll the child.
- For children who move abroad admin staff complete a DKN1 form. This is sent to the LA CME Team. School will off roll the child immediately.
- The Headteacher signs both these forms before they are sent to CME.

6.6 Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number (3 numbers if possible) for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

6.7 Pupils are expected to:

- Attend school every day on time

7. Using Attendance Data

7.1 Mount Carmel RCPS will:

- Monitor attendance and absence data weekly, half-termly, termly, and yearly across the school and at an individual pupil level
- Identify whether there are groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

Mount Carmel RCPS will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

School admin staff will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families

SLT will:

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Send letters/ emails to parents to notify them of early concerns for children who drop below 95%.
- Use a tracking sheet to track those children who have attendance below 90% (Persistent absence) *This tracker will be reviewed on a weekly basis. The admin team will manage the tracking sheet and the DHT will review to develop strategy for these children on a weekly basis (1 hour protected time).*
- Hold regular short meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance
- Offer Early Help to parents who have barriers to good attendance
- Celebrate improved attendance with parents through conversations and letters.

8. Support Systems

8.1 School recognise that poor attendance is often an indication of difficulties and trauma 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 Mount Carmel RCPS 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 for all pupils. Strategies used will include:

- Flexible and supportive approach to parents who are struggling.
- Referrals to support agencies such as Early Help or Thrive Hubs
- Pupil Voice Activities
- Anxiety-based attendance avoidance materials
- Trauma-informed approaches

- Time limited part time time-tables
- Teachers are proactive in having conversations with parents about the impact of lost learning
- Celebrating good attendance at assembly on a weekly basis
- Attendance boards visible in both buildings
- End of half term raffles for outstanding attendance (both buildings)
- Weekly updates of attendance levels in the Headteacher's newsletter to parents.

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Mount Carmel RCPS 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 up to three months.

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

9.2 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/principal.

9.2.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days, reduced to £80 if paid within 21 days of the date the Notice was issued.

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

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