

Mandale Mill Primary School



Attendance Policy

Policy Version Control	
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Policy prepared by (name and delegation)	Vicky Green (Headteacher)
Last review date	Spring 2026
Description of changes	New Policy
Date of LGB approval	
Date released	
Next review date	Spring 2027

Excellence

**Excellence for all children in all aspects of
their school journey and beyond**

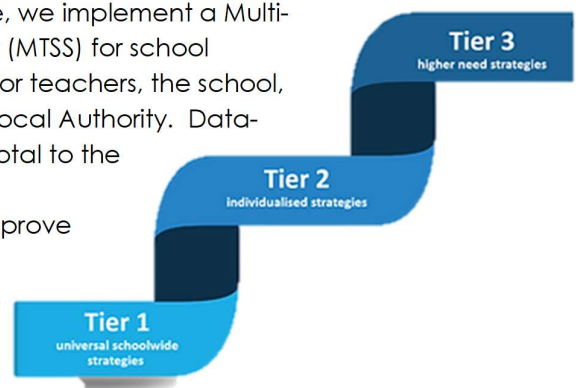
Mandale Mill Primary School is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Our attendance approach is fundamentally guided by the Inclusive Attendance professional development model. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.

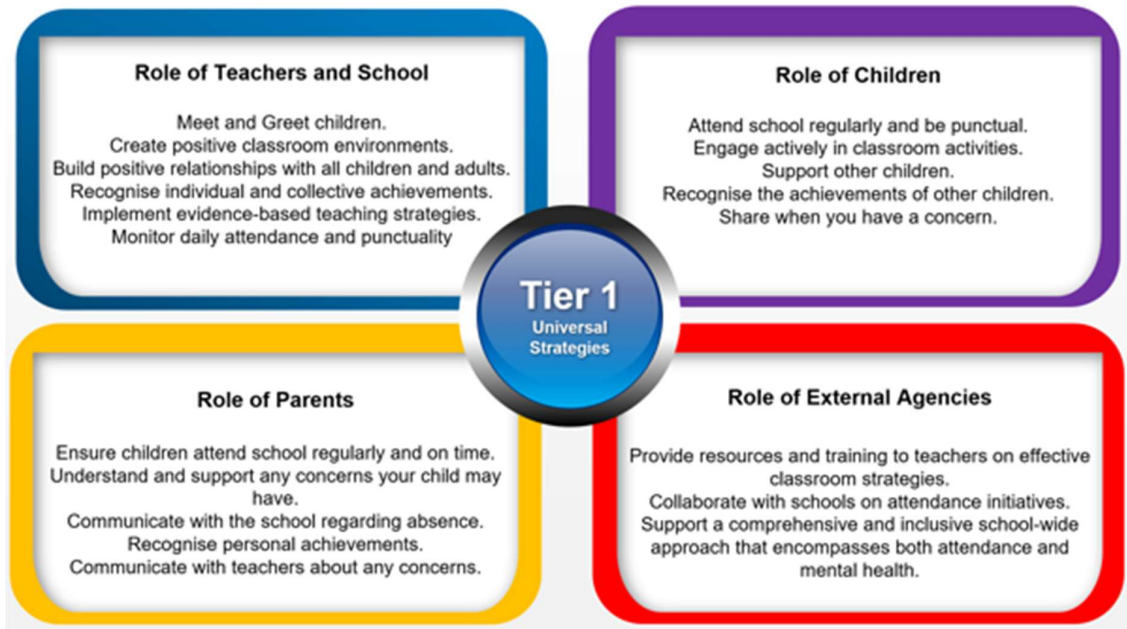


Our Tiered System of Attendance Support

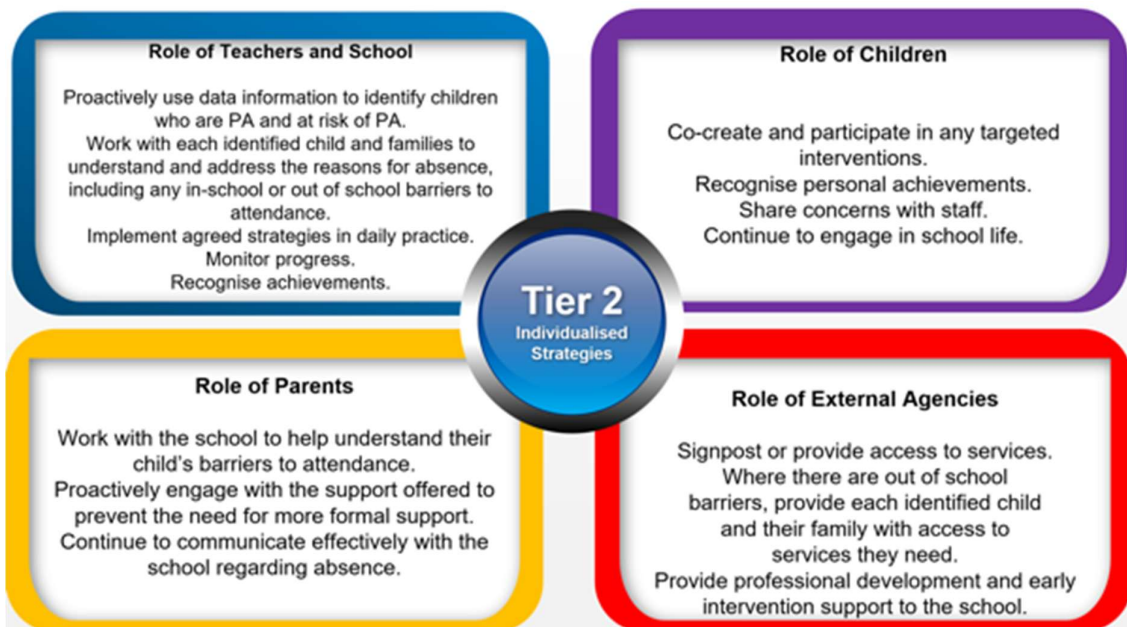
To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of the system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" guidelines.



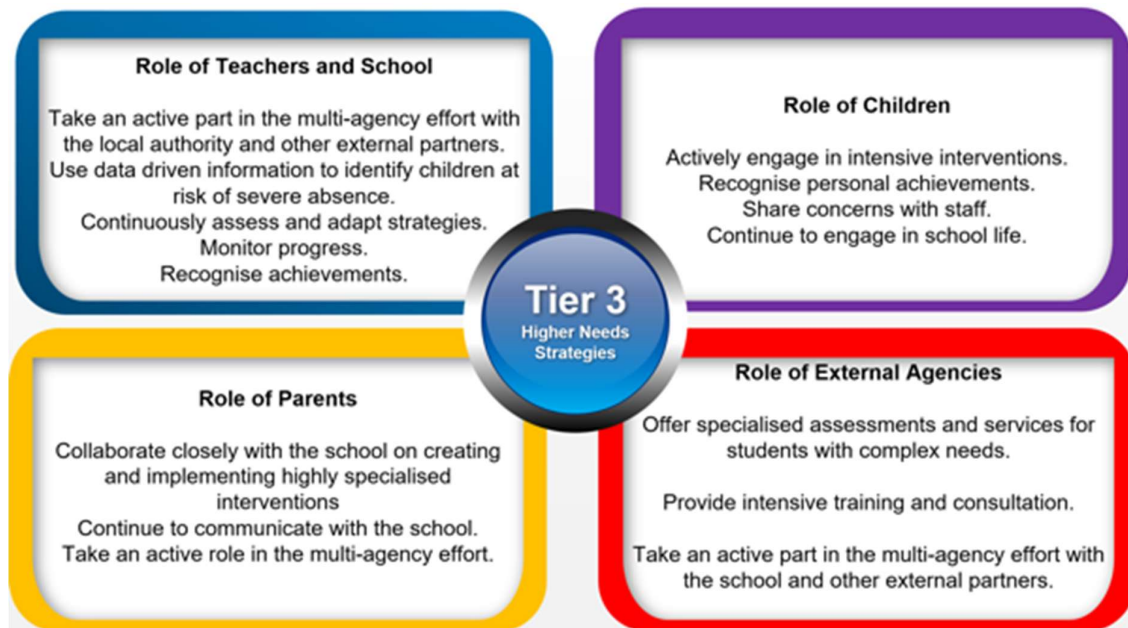
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



The Importance of School Attendance at Mandale Mill Primary School

Mandale Mill Primary School fully recognises its responsibilities in ensuring that pupils attend school and are punctual; therefore allowing pupils to access learning for the maximum number of days and hours. This policy applies to all children registered at this school and it is accessible to parents/carers of pupils who are registered at our school on the school website. This policy has been written to adhere to the relevant Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Additional Policies aligned to the Attendance Policy at Mandale Mill Primary School

- Behaviour Policy
- Teaching and Learning Policy

- Safeguarding Policy
- Mental Health and Wellbeing Policy
- SEND Information Report
- SEND Policy
- Pupil Premium Policy
- Children Missing in Education

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at this school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Children who are persistently late or absent soon may fall behind with their learning and may develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Regular attendance to school can have a significant impact on:

Relationships:

School provides a vital social environment for children to interact with their peers, develop friendships and learn essential skills. Through consistent attendance children remain connected with their peers.

Teacher Interaction:

Regular attendance allows for meaningful teacher-child interactions and relationships. Teachers can provide personalised learning, support, address any questions and assess individual progress more effectively when children attend school.

Well-being:

High levels of school attendance contribute to the overall wellbeing.

School Engagement:

Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.

Academic Achievement:

Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.

Sticky Knowledge:

School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days or even being late means missing out on valuable learning opportunities.

Preventing Knowledge Gaps:

Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.

Building Routine:

School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.

Legal and Parental Responsibility:

Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.

To address any identified attendance issues effectively, Mandale Mill Primary School will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

Contact Details of School Staff at Mandale Mill Primary School

Name of Staff Member	Roles and Responsibilities	Contact Details
Vicky Green	Attendance Champion/HT	01642 647010
Chloe Hails	Senior Administrator	01642 647010 info@mandalemill.lingfieldtrust.org.uk
Vicky Green	Safeguarding Leader (DSL)	01642 647010
Sally Paylore	Governor for School Attendance & Safeguarding	
Rachel Fields	Assistant Head Teacher.	01642 647010

School Times at Mandale Mill Primary School

- The school day starts at 8.40am (gates open at 8.30am) and ends at 3.10pm
- Registration begins and school starts promptly at 8.40am.
- All children are expected to arrive on time.

Mandale Mill Primary School employs a very flexible arrangement at the start of our school day. School gates and classrooms are open from 8.30am and all children need to be in class no later than 8.40am.

At 8.40am the school gate will be locked. If a child arrives after this time, a late mark will be recorded against their name, and they must enter the school via the school office and sign in with a member of Office staff. The register closes at 09:10am. If your child arrives after the close of the register an unauthorised late mark will be recorded. Unauthorised late marks can contribute to Formal Action from the Local Authority. Other absence codes may be used where they are more appropriate i.e. Arriving late due to attending a medical appointment, for which evidence should be provided.

If your child arrives late for class, they miss out on important learning, which could affect their achievement. They don't have the social time to settle into class, like the other children and this can make them feel left out. It can be embarrassing for them, walking in while all the other children are learning, as well as the impact it may have on the rest of the class.

Therefore, good punctuality at school is essential for children to achieve their full educational potential. It is also vital for children to form good habits for later life. Therefore, it is important that your child arrives at school, and on time.

If your child regularly arrives late to school, this will be addressed by the Headteacher. Formal attendance procedures may be initiated in response to unauthorised late marks.

Day to Day Processes for Managing Attendance at Mandale Mill Primary School

Any notifications of absences from telephone calls and emails will be uploaded to the system and recorded with the reasons for the absence.

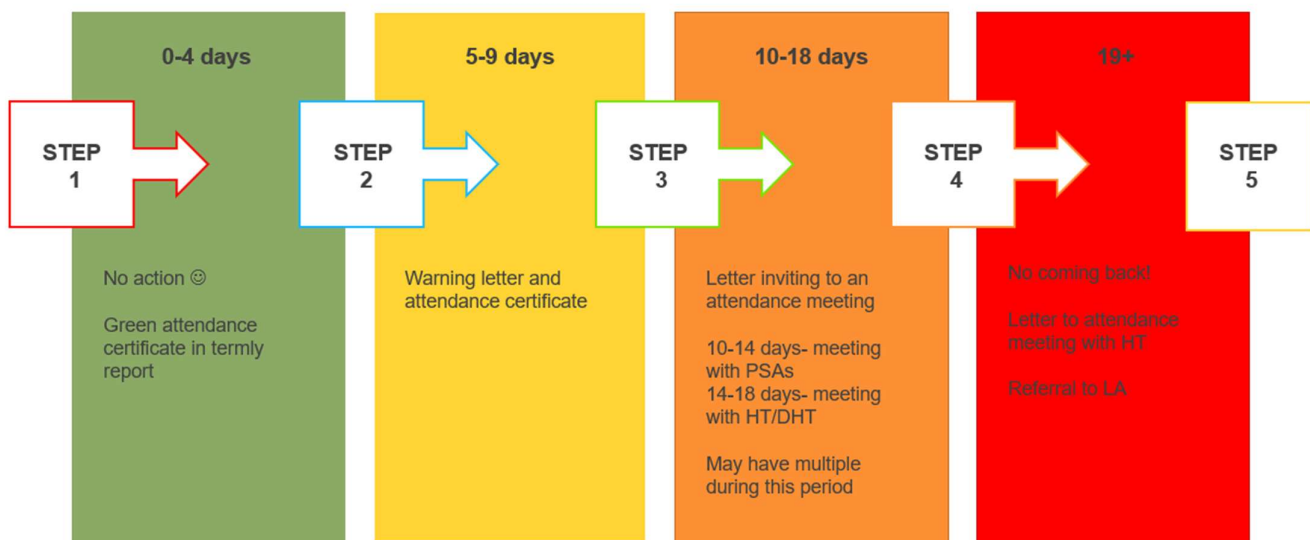
Absences need to be reported to the school office on 01642 647010 prior to the commencement of the school day, with a reason for the absence. At times it may be necessary for parents/carers to supply medical evidence in the form of appointment cards or prescribed medication.

Child is absent from school

1. If an absence has not been reported to school, the office staff will make a first day call if parents/carers have not contacted the school regarding their child's absence by 9.15am.
2. If no contact has been made by 10am, the second / third contacts for the child will be contacted.

3. If no contact can be made with the family, the Headteacher (or the Deputy Headteacher in their absence) must be informed. A decision will be made whether a home visit is required.
4. This process will be repeated for each day of absence, until the Currently Missing Education procedures are enacted (10th day of absence). See below. Prior to this 10th day cut off, the Head of School will contact Stockton Local Authority attendance services to share information and concerns regarding the child's whereabouts. The Headteacher will also contact local schools if it is believed that the child may have moved setting.

Attendance Monitoring:



Unauthorised Absence

Unauthorised absence process begins including legal procedures and multi-agency professional involvement if attendance remains below 90%.

Lateness and Punctuality

Mandale Mill Primary School employs a very flexible arrangement at the start of our school day. Classrooms are open from 8.30am and all children need to be in class no later than 8.40am. **At 8.40am the school gate will be locked.** If a child arrives after registration, at 8.40am, a late mark will also be recorded against their name and they must enter the school via the school office and sign in via the 'late book'. Any child arriving after 9:10am will be signed in and an unauthorised absence mark will be recorded which could result in a referral to the Local Authority and legal action taken. If there is an unavoidable reason for your child getting to school late please telephone us to let us know.

Details of the National Framework for Penalty Notices at Mandale Mill Primary School

To provide consistency, the Government have introduced a new national framework for schools and Local Authorities. All schools are now required to consider a fine when a child has missed 10 sessions (5 school days) for unauthorised reasons.

Leave of Absence & Term time holidays

Students should not be taken out of school during term time unless it is unavoidable. If you wish to request leave of absence in term time for any reason, you are required to complete a leave of absence request form (available via the school office) and submit this to the Headteacher 4 weeks Prior to the absence. We will endeavour to inform you in writing regarding the outcome of the request within 15 school days of the request.

Schools are required to consider requests for leave of absence in term time, although a family holiday is not an acceptable reason for a child to miss school. If a student is absent for 5 days or more (10 sessions or more in a rolling 10 week period) then the school is expected to refer the matter for the consideration of a Penalty Notice being issued by the Local Authority.

Fines are issued by the Local Authority and with effect from August 2024, the fine for school absences for each parent is £80 per child if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped at two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Safeguarding Children and Attendance at Mandale Mill Primary School

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow Keeping Children Safe In Education guidance to ensure safe practices.

Currently Missing Education Procedures –

What 'children missing education' means

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any special educational needs they may have. 'Children missing education' are those who are not registered at a school, not receiving a suitable education otherwise (i.e. Elective Home Education or alternative provision), are not regularly attending the school where they are a registered pupil or cease attending and/or their whereabouts or destination school is unknown. These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment or training).

Tracking and Monitoring

Information sharing between parents, schools, the community and the local authority is therefore crucial to ensure that these children are kept safe and are receiving the education they are entitled to. In accordance with DfE Statutory guidance, Children Missing Education (Sept 2016) the Local Authority has effective tracking and enquiry systems in place and an appointed named person to whom schools, other agencies and the public can make referrals regarding children who they believe are missing from education. Joint reasonable enquiries can then be made as quickly as possible by schools and the LA. Joint working arrangements are also in place with agencies and services such as, Housing, Health, the Police, and other local authorities.

Other LA Responsibilities

The local authority also has other duties and powers to support their work on CME which include:

- making arrangements to establish (wherever possible) the identities of children in the area who are not registered pupils at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- arranging education for permanently excluded pupils from the sixth day
- safeguarding children's welfare and the duty to protect them from harm and neglect
- serving Notices and issuing School Attendance Orders to parent/carer(s) who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise. Pursuing a prosecution or an Education Supervision Order for those who do not comply with the Order
- issuing a Penalty Notice, pursue an Education Supervision Order or prosecution of parent/carer(s) who fail to ensure that their child(ren) attend regularly at the school or alternative educational provision where they are a registered pupil

Definitions:

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 171/190 days (90%) or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

Severe Absence (or Severe Persistent Absence):

Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 95/190 (50%) or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

Review

This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.