



Registration and Absence Procedures

Menston Primary School

The school's attendance champion is Mrs Charlie Gilmour (*Deputy Headteacher*)

The school's attendance officer is Mrs Belinda Smitheringale (*Parental Involvement Worker*)

Registration

Menston Primary School opens the gates at **8.35am** each morning to give a ten-minute window for children to enter the buildings and settle into their classrooms.

The registers are taken at **8.45am** when the school day begins and pupils will be in their classroom, ready to start lessons at this time.

The register for the afternoon session will be taken at 12.30 in Reception, 12:45 in Key stage 1 and Key Stage 2.

Getting to school at the right time

Punctual arrival at school is expected. External doors and gates are locked as close as possible to **8.45am**. to ensure children's safety and for security reasons.

If your child arrives late (L), parents or carers will need to report to the school office where you will be required to record the reason for your child's lateness.

The office will close registers at **9:15am**. Pupils will receive a mark of absence (U) if they do not attend school before this time.

Frequent lateness:

- is disruptive to learning, both for the child concerned and the class
- is disruptive to the efficient day to day running of the school
- will result in concerns around unauthorised absence and may provide grounds for the issue of a Penalty Notice or ultimately to prosecution

5 minutes late every day	3 days lost
15 minutes late every day	10 days lost
30 minutes late every day	19 days lost

Absence procedures

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unexpected absence by **8:30am** or as soon as practically possible by calling the school office (01943 873180).

Where a pupil is absent, and their parent/ carer has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school. If the primary parent/ carer cannot be contacted, school will try all emergency contacts listed for the child.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If the school has been unable to make contact and a pupil does not attend school for a number of days, it is the school's duty to find out why. A home visit may be conducted to ensure that the pupil is safe from harm.

Illness (I)

We will mark absence due to illness as authorised. Whilst we will not ask for medical evidence unnecessarily, the school may ask the pupil's parent/carer to provide evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Poor attendance

Pupil attendance is routinely shared with the Department for Education (DfE). In the case of Persistent Absence (below 90%), arrangements will be made for parents to speak to the attendance champion. The school will inform the LA of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85 percent, the attendance champion will be informed, and a formal meeting will be arranged with the pupil's parent.

Please see more information about the attendance intervention model in **Appendix 1**.

Penalty Notices

Under the national rules set by the government in Working Together to Improve Attendance, 2024, all schools are required to consider referral to the Local Authority for a fixed penalty notice when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for unauthorised school absences which meet the government-defined criteria will be **£160**, reducing to **£80** if paid within 21 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 automatically be charged at the higher rate of £160.

Fines per parent, per child will be capped to two fines within any three-year period. Once this limit has been reached, other action such as prosecution will be considered. Prosecutions could result in a fine of up to £2,500.

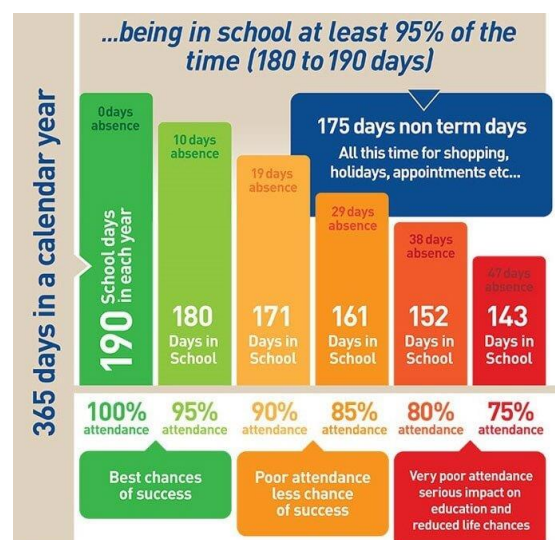
Money raised via fines is only used by Bradford Council to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Fines can be issued when:

- a child records 10 or more sessions (5 days) of unauthorised absence within a 10-week period.
- a parent takes a child out of school during term time (for holidays for example) without agreeing the leave with the school
- a child is delayed returning from a period of leave and this hasn't been agreed with the school
- a child arrives at school after the registers have closed (U code) more than 10 times
- a child is excluded from school but is seen in a public place during the first five days of that exclusion.

More details on the local authority's role, along with ideas for support, can be found here:

<https://www.bradford.gov.uk/education-and-skills/school-support-services/attendance/>



Our school is committed to working with families to support children's excellent school attendance. Please see Appendix 1 for the staged intervention model.

If a pupil goes missing within the school day

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform a member of SLT immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the member of SLT
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Cloakrooms
 - The library, hall and dining room
 - Meeting rooms
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. Procedures will be reviewed in accordance with the outcome as necessary.

APPENDIX 1

