

Attendance Protocol

Manorfield Primary and Nursery School.



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Policy Approval Level	Headteacher	
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The staff of Manorfield Primary and Nursery School are committed, in partnership with the parents, pupils, governors, and the Local Education Authority, to building a school which serves the community commendably, and of which the community is proud. Pupils are expected to attend 100% of the time unless the Headteacher authorises the absence.

The school staff, alongside the LA, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

The Home School Link Worker is in school to help and support families to ensure their children attend school regularly. Failure to attend regularly can be linked to safeguarding issues so always needs prompt investigation.

Expectations

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- discuss promptly with their class teacher or the Home School Link Worker, any problems that deter them from attending school.

We expect that all parents/carers/persons who have day to day responsibility for the children will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first day of the child's absence before 9.30am;
- contact the school promptly whenever any problem occurs that may keep the child away from school.
- Keep in contact, at least weekly, during periods of absence due to exceptional circumstances.

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, twice daily;
- monitor every pupil's attendance;
- contact parents at 9.45am, when a pupil fails to attend and where no message has been received to explain the absence;
- follow up all unexplained absences to obtain information to explain the absence;
- encourage good attendance;
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations regarding regular school attendance; refer irregular or unjustified patterns of attendance to the School Attendance Service.

- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, the council, and other partners when absence is at risk of becoming persistent or severe.

Leave of Absence

Headteachers, on behalf of the Governors, can grant leave for exceptional circumstances only. **No parents/carers can demand leave of absence for their child/children as a right.** When considering whether to grant a leave of absence the Headteacher will give the parent the opportunity to discuss, in person, the reason for the request

The school holiday dates are published a year in advance. The school will NOT authorise absence unless there are exceptional circumstances.

- Parents need to approach the school to request approval for **any** leave of absence
- Where leave is denied – but the child is removed from school anyway - the school will classify the absence as unauthorised
- Cases of persistent unauthorised absence will be reported to the LA who may issue a Fixed Penalty Notice

Penalty Notices

The School Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

Circumstances when Penalty Notices may be issued

The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County

Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Lateness

Punctuality is very important and all children are expected to be in school no later than 8.50am. If a child arrives after 9.00am they will be marked as late (L). If they arrive after 9.30am they will receive a U mark which counts as an unauthorised session (the whole morning.) When a child is late 3 times within a half term the Home School Link Worker will contact the parents to discuss the regular lateness. If after this contact there is no improvement then the parents will be invited in for a meeting with the Home School Link Worker and a member of the Senior Leadership Team. Continual lateness after this meeting may result in a referral to the Inclusion Team and the issue of a Fixed Penalty Fine.

The school day ends at 3.10pm and all children are expected to be collected at that time. If parents are late then their children will be considered to be receiving after-school care and if this happens three times in a term without prior agreement, then parents could be referred to Children's Services.

Procedures to be followed in the event of a child going missing at, or away from, the school will be to contact the parents as soon as possible to establish the child's whereabouts. If we still do not have contact then a call to the police will be made.

Encouraging Attendance & Punctuality

Manorfield Primary and Nursery School encourages regular attendance in the following ways:

- by providing a Home School Link Worker who will address any social and emotional problems at an early stage. Early intervention is desirable;
- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register (9.30am) without an explanation, the lateness will be recorded as an unauthorised absence;
- by celebrating and rewarding good and improved attendance;
- by monitoring pupils, informing parents/carers in writing of irregular attendance and lateness, arranging meetings with them if needed.

Responding To Non-Attendance

When a pupil does not attend school, we will respond in the following manner:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 9am. the school will endeavour to contact them by 9.45am. If there is no response, the school will continue to try to contact the parent/carer by 12:00 midday, and again at 2pm.
- If by the end of the second day, there has still been no contact, a visit to the home address may be made by a member of staff. The Home School Link Worker will be notified and is also likely to initiate contact and depending on the circumstances, offer to visit at home. Parents will be advised that if the absence persists that a referral will be made to the Inclusion Officer at Surrey County Council.
- Failure to comply, will mean a formal school attendance meeting to discuss the concerns. We will put an Attendance Contract in place to address the concerns.
- Set out a monitoring period and then hold a review meeting.

Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform Manorfield Primary and Nursery School staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address
- and the new school have contacted us to confirm attendance.

The pupil's school records will then be sent on to the new school as soon as possible. In the event the school has not been informed of the above information, the family will be referred to the Inclusion Officer.

If a child is removed for Elective Home Education, then we will not remove the child from role until parents/carers have informed the school in writing of their decision to electively home educate their child and have made contact with the Local Authority.

School Organisation

In order for the school's Attendance Protocol to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

Head Teacher, Governors and designated member of school staff with overall responsibility for attendance to:

- adopt the whole procedure;
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- initiate a scheme for contacting parents on the first day of absence;
- consult and liaise closely with the HSLW on a regular basis and take responsibility for

- ensuring appropriate pupils are identified and referred without delay;
- to work in close collaboration with the EWS during their termly/half termly register analysis;
- institute an attendance award scheme with assemblies, certificates and rewards;
- monitor and evaluate attendance with the Surrey Attendance Service.

Class teachers/Home School Link Worker:

- to complete registers accurately and punctually at least twice daily;
- to record all reasons for absences in the register;
- to inform the designated person in charge of overall attendance of concerns;
- to ensure that wherever possible, support and help is offered during times of family crisis when school attendance may be difficult;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Headteacher.