



Manor Field
PRIMARY SCHOOL
Respect Believe Achieve



Attendance Roles & Responsibilities

At Manor Field Primary School, we recognise the importance of regular school attendance as a key factor in promoting the welfare, social inclusion and achievement of pupils. All members of the school community have crucial roles to play in promoting and ensuring good attendance and punctuality.

Role of the pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

We ask pupils to:

- Ensure that they attend school regularly and on time.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive to lessons punctually.
- Not leave school without permission.
- Follow correct procedures for known absences.
- Respect themselves and others.
- Encourage friendship and a sense of belonging.
- Be happy and encourage others to feel happy
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in school.

Role of parents:

Parents have an essential role in ensuring their child's good attendance.

We ask parents to:

- Establish good attendance habits by acting as a role model and showing the children that good attendance and punctuality is important.
- Contact the school by phone, text, email or letter as soon as possible to say why their child is absent, and when they are expected to return.
- Only grant days at home for genuine illness.
- Avoid taking holidays in school time.
- Ensure that wherever possible, medical appointments are made outside of the school day.

Role of the School and its Employees:

As a school we:

- Create a school ethos that pupils want to be part of.
- Give a high priority to punctuality and attendance.
- Accurately complete admission and attendance registers.



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- Have robust procedures that enable the school to identify, record and follow up unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention.
- Have a range of effective strategies to promote good attendance, including having a nominated senior leader with overall responsibility for championing and improving attendance.
- Set a good example in matters of attendance and punctuality.
- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Encourage open communication channels between home and school.

Role of Governing Body:

The school Governing Body will:

- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.
- Ensure school staff receive training on attendance.

Role of the Local Authority:

The Local Authority will:

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Offer opportunities for all schools in the area to share effective practice.

For further information please see the Department of Education Guidance [Here](#)

Click [Here](#) for the MF Attendance Policy