



St Nicholas Church of England Primary School

'OUR CHRISTIAN COMMUNITY GROWING AND LEARNING TOGETHER'

Policy Title: Attendance Policy
Responsibility: Head Teacher
Date: June 2021
Review: June 2023

*This policy has been amended following the impact of a critical incident being the COVID-19 Pandemic. The amendments are detailed in the appendix to this policy entitled COVID-19. See **Appendix 3**.*

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Statement of intent

St Nicholas CE Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2021) 'Keeping children safe in education (2020)'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy

Roles and responsibilities

The Trust has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer (Mrs K.Crawford) is responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

1. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason

2. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

3. Pupil expectations

Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, **96 percent** throughout the year.

4. Pupils at risk of persistent absence (PA)

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance.

- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a **fortnightly** SLT review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Creating attendance clinics.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of PA, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead **weekly** check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND

5. **Absence procedures**

Parents will be required to contact the school office via telephone as soon as possible on the first day of their child's absence. They will also be required to send a note in on the first day that their child returns to school with a signed explanation of why they were absent. This is required even if the parent has already contacted the school. Alternatively, parents may call into school and report to the **school office** where arrangements will be made to speak to a member of staff.

A **telephone call** will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

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.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a **termly** basis, 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 officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Parental involvement

The school will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

7. Attendance register

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence

- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **three years**.

8. Attendance officer

If they are persistently absent, pupils will be referred to the attendance officer who will attempt to resolve the situation through a parent agreement. If the situation cannot be resolved and attendance does not improve, the attendance officer has the power to issue sanctions such as prosecutions or penalty notices to parents.

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence, and will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

9. Lateness

The school will regard punctuality as of the utmost importance and lateness will not be tolerated.

The school day starts at **8.50 (doors open at 8.40)***. Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers are marked by **8.55**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **9:20am**. Pupils will receive a mark of absence if they do not attend school before this time.
- After lunch, registers are marked by **1:30pm**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **1:40pm**. Pupils will receive a mark of absence if they are not present.
- Pupils attending after **9:20am** will receive a mark to show that they were on site, but this will count as a late mark.

10. Term-time leave

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

11. Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within **one week** of the request.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Permission will be updated on a **termly** basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

12. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by **8.50am** and **1:20pm**, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

13. Missing children

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 missing pupil will inform the headteacher 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 headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets (inc staff and disabled)
 - Cloakrooms
 - The library
 - Any outbuildings
 - The Pit and surrounding areas of the common
- 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 missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing 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. Appropriate disciplinary procedures will be followed in accordance with the Behavioural Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

14.

15. Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

16. Appointments

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card/email or screen shot of a text will be sent to the **school office**.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible.

17. Modelling, sport and acting performances/activities

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below **96 percent**. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

18. Young carers

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

19. Rewarding good attendance

The school will acknowledge outstanding attendance in our courtesy awards

School trips and events will be considered a privilege. Where attendance drops below **90 percent**, these privileges may be taken away.

20. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 percent**.

This policy will be reviewed every **three years** by the headteacher. The next scheduled review date for this policy is **date**.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendix 1

Attendance During the Coronavirus (COVID-19) Pandemic

All pupils are required to attend school. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest government [guidance](#) to set out the additional measures that have been put in place to support pupils' attendance at school.

The school will have due regard for the DfE's '[Recording attendance during the coronavirus \(COVID-19\) outbreak](#)' guidance when recording attendance during the pandemic.

21. Attendance expectations

Attendance is mandatory for all pupils. This means the usual rules on school attendance (as set out in the main body of this policy) apply, including:

- Parents' duty to ensure that their child attends school regularly.
- The school's responsibility to record attendance and follow up absence, in line with the procedures in the main body of this policy.
- The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

The school will ensure pupils do not attend the school site where they are displaying symptoms of, or have tested positive for, coronavirus, or are quarantining following travel abroad, or are in a household, childcare or support bubble with an individual who is displaying symptoms of, or has tested positive for, coronavirus.

22. Shielding or self-isolating pupils

The school will stay up-to-date with all relevant national and local public health advice regarding shielding and self-isolation, communicating any relevant changes to all stakeholders.

Absences relating to pupils following clinical and/or public health advice will not be penalised. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Pupil Remote Learning Policy.

Absences due to shielding or self-isolation will be recorded with Code X. The school will request a copy of a shielding pupil's medical letter to confirm their status where necessary.

The school will follow the measures set out in the Infection Control Policy in all circumstances where self-isolation is required.

Where a vulnerable pupil is required to self-isolate, the school will notify their social worker (if they have one), ensure a method of maintaining contact with the pupil, and ensure the pupil has access to remote education.

23. Reluctance to return to school

The school will remind parents of their legal duty to ensure their child attends school, and parents will be advised to contact the school if they have concerns about their child returning to school.

If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school.

24. Monitoring attendance

The attendance officer will monitor the school's attendance rates once the school is open to all pupils in September. Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to reengage affected pupils with the school.

The school will place particular emphasis on supporting the attendance and re-engagement of vulnerable pupils, pupils at risk of PA, and pupils who have not engaged regularly with school during the coronavirus pandemic.

An agreed member of the SLT will complete the '[Educational setting status form](#)' on a daily basis, based on the information on the attendance register.

The school will use the DfE's list of sub-codes in the management information system (MIS) to record non-attendance related to coronavirus. These are:

- Code X01: Non-compulsory school age pupil not required to be in school
- Code X02: Pupil self-isolating with coronavirus symptoms
- Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus inside the school setting
- Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus outside the school setting
- Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
- Code X06: Pupil not in school because they have been advised specifically by their doctor or public health authority that they are clinically extremely vulnerable and should not attend school
- Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government guidance
- Code I01: Non-coronavirus related illness
- Code I02: Illness (confirmed case of coronavirus)

Appendix 2

Attendance Monitoring Procedures

St Nicholas CE Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT and attendance officer detailing attendance to date.
2. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls below **96 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard.
6. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
7. The pupil's attendance is monitored for **4 weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
8. After the **four-week** monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to **96 percent**.
9. If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A further **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional **four weeks**, a fixed-penalty notice is issued.

Appendix 3

Further Information on Children Missing in Education

25. Overview

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

26. Definition

A CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by the local authority and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

27. Why children miss education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five;
- Failing to make a successful transition;
- Exclusion;
- Mid-year transfer of education provision;
- Families moving into a new area.

28. Children at particular risks of missing education

As there could be many reasons for a child to be missing from education, the Local Authority will make a judgment on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect - where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per school's safeguarding procedures.
- Children of Gypsy, Roma and traveller (GRT) families - when a GRT pupil leaves school without naming their next destination school, school will contact the Local Authority. If necessary, school will consult the Local Authority for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of service personnel - school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways - where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per school's safeguarding procedures.
- Children and young people supervised by the Youth Justice System - in this case, Local Authority youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at school prior to custody, school will keep the place open for their return.

Children who cease to attend school - where the reason for a child who has stopped attending school is not known, the Local Authority will investigate the situation.

- Children of migrant families - there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into a Local Authority area without the authority becoming aware.

29. The School's Roles and Responsibilities

The school will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend school.

In the event that a pupil fails to attend school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the Local Authority at the earliest opportunity.

The school will keep accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The school will monitor pupil attendance through the attendance register.

The school will agree with the Local Authority what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 school days or more without permission.

The school will notify the Local Authority if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

Pupils who remain on school roll are not necessarily missing education but will be monitored and attendance will be addressed when it is poor.

School will provide information to the Local Authority regarding standard transitions, if requested to do so by the Local Authority.

30. The Parents/Carers' Roles and Responsibilities

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the school regarding any absences or changes to the pupils education arrangements.

31. Working with others

Families moving from one Local Authority to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, Local Authorities will work with other Local Authorities, regionally or nationally, to ensure this does not happen. The Local Authority raises awareness of its procedures with local schools, partners and agencies working with children and families. To assist them in tracing CME, the Local Authority works with the Department for Work and Pensions, the UK Border Agency and HMRC.

32. Safeguarding

For the purpose of this document, "reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

When the whereabouts and safety of a child is unknown, the school, in conjunction with the Local Authority, may carry out the following actions:

- Make contact with the parent/carer, relatives and neighbours using known contact details;
- Check local databases;
- Check data transfer systems;
- Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible;
- Check with UK Visas and immigration and/or the Border Force;
- Check with agencies known to be involved with the family;
- Check with the Local Authority and school from which the pupil moved originally;
- Check with the Local Authority where the pupil lives, if this is different to where school is located;
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel;
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate.

NB. This list is not exhaustive - school and Local Authority will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

Appendix 4
Standard Letters

Standard Letter 1

ADDRESS

DATE

Dear

Re: Attendance Concerns

We are obligated by the Local Authority's Education Welfare Officer to investigate all attendance below 96%. After a routine check it has been noticed that XXX attendance has dropped to XXX%, which is significantly below the school's average of 96%.

It appears that the absences have been due to illness. Whilst I appreciate that this may be unavoidable, I must emphasise the importance of your child's regular attendance. As I'm sure you are aware, significant absence can have an impact upon your child's learning and progress.

The school will therefore be closely monitoring this attendance over the term and will write to you again with an update of their attendance percentage.

If you have any worries or concerns that may be having an impact upon your child's attendance please do not hesitate to contact me.

Yours sincerely,

Standard Letter 2

ADDRESS

DATE

Dear

Re: Attendance Concerns

We are obligated by the Local Authority's Education Welfare Officer to investigate all attendance below 96%. After a routine check it has been noticed that XXX's attendance has dropped to XXX%, which is significantly below the school's average of 96%.

It appears that the absences have been due to illness. Whilst I appreciate that this may be unavoidable, I must emphasise the importance of your child's regular attendance. As I'm sure you are aware, significant absence can have an impact upon your child's learning and progress.

The school will therefore be closely monitoring this attendance over the term and will write to you again with an update of their attendance percentage. All further absences will be marked unauthorised unless **medical** evidence can be provided.

Should you require any support or advice in this matter, please do not hesitate to contact the school.

I look forward to your reply.

Yours sincerely,

Standard Letter 3

ADDRESS

DATE

Dear

Re: Attendance Concerns

In line with our school's attendance policy, we are required to alert parents when their child's attendance falls below 96%. After a routine check it has been noticed that _____'s attendance has dropped to _____%, which is significantly below the school's average of 96%.

It appears that the absences have been due to an **unauthorised holiday** and I would like to emphasise the importance of your child's regular attendance. As I'm sure you are aware, significant absence can have an impact upon your child's learning and progress.

The school will therefore be monitoring this attendance over the term and will write to you again with an update of their attendance percentage should there be no improvement.

If you have any worries or concerns that may be having an impact upon your child's attendance please do not hesitate to contact me.

Yours sincerely,

Standard Letter 4

Dear

Re: Attendance Concerns

We are obligated by the Local Authority's Education Welfare Officer to investigate all attendance below 96%. After a routine check it has been noticed that XXX's attendance has dropped to XXX%, which is significantly below the school's average of 96%.

It appears that the absences have been due to illness. Whilst I appreciate that this may be unavoidable, I must emphasise the importance of your child's regular attendance. As I'm sure you are aware, significant absence can have an impact upon your child's learning and progress.

The school will therefore be closely monitoring this attendance over the term and will write to you again with an update of their attendance percentage. All further absences will be marked unauthorised unless evidence can be provided.

Unauthorised absences could be subject to a fixed penalty notice issued by the London Borough of Bromley. The current cost of a Fixed Penalty Notice is £60 per child, per parent if paid within 21 days, rising to £120 per child, per parent if paid after 21 days but within 28 days.

Should you require any support or advice in this matter, please do not hesitate to contact the school. I look forward to your reply.

Yours sincerely,