

## Attendance and Absence Policy

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### Contents:

#### [Statement of intent](#)

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Attendance expectations](#)
5. [Absence procedures](#)
6. [Attendance register](#)
7. [Authorising parental absence requests](#)
8. [SEND- and health-related absence](#)
9. [Absence in exceptional circumstances](#)
10. [Truancy](#)
11. [Absent children](#)
12. [Attendance intervention](#)
13. [Working with parents to improve attendance](#)
14. [Persistent Absence \(PA\)](#)
15. [Attendance: Legal intervention](#)
16. [Children Absent from Education /school](#)
17. [Monitoring and analysing absence](#)
18. [Training of staff](#)
19. [Monitoring and review](#)

### Appendices

- A. [Attendance Monitoring Procedures](#)

## **Statement of intent**

We believe that good attendance in education is essential for pupils to achieve their full potential.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise our safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Work with parents and agencies to support every child of compulsory school age 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.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

School attendance is recorded and overseen by the administrative staff. They can be contacted via [office@redroseschool.co.uk](mailto:office@redroseschool.co.uk)

Staff, parents and pupils will be expected to contact the office for queries or concerns about attendance.

## 1. 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)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education 2024'

This policy operates in conjunction with school policies including:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Pupils with Additional Health Needs Attendance Policy

## 2. Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed unless there is valid reason.
- 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.
- Leaving school for no reason during the day

### **Persistent absence (PA):**

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

### 3. Roles and responsibilities

The Proprietor has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- 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.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

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 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 school administrative team are responsible for:

- Monitoring attendance and overseeing the daily register.
- Acting as the Attendance Lead in conjunction with the Headteacher, for championing attendance, analysing attendance data and identifying areas of intervention and improvement to be communicated to class teachers.
- In liaison with class teachers, communicating with pupils and parents regarding attendance.
- Advising class teachers regarding following up on incidents of persistent poor attendance.
- Informing the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Parents are responsible for:

- Providing accurate and up-to-date contact details, and more than one emergency contact number.

- Updating the school if their details change.
- Promoting good attendance of their children at school

Pupils are responsible for:

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

#### **4. Attendance expectations**

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

The school's attendance target is **96 percent**.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day starts at **9:00am**, and pupils will be in their classroom, ready to begin their learning at this time; therefore, pupils will be expected to be on the school site by **8:55am**.

Pupils will have a morning break at **10:30am** until **10.45am**, a lunch break at **12:00pm** until **1:00pm** and an afternoon break at **1.45pm** until **2pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:20am**. Pupils will receive a late mark if they are not in school by this time. Pupils attending after this time will receive a late mark unless there is a reason beyond their control i.e. their school transport has been delayed.
- After **9:30am**, pupils will receive a mark of absence if they do not attend school before this time, unless there is a legitimate reason.
- The afternoon register will be marked by **1:10pm**. Pupils will receive a late mark if they are not in their class by this time unless there is a valid reason.
- The afternoon register will close at **1:10pm**. Pupils will receive a mark of absence if they are not present in class by this time unless there is a valid reason.

#### **5. Absence procedures**

Parents will be required to contact the school office via telephone or email before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **9.30am (close of the morning register)** to report the absence, administrative staff will contact the parent via a telephone call as soon as is practicable on the first day that the pupil does not attend school.

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

- find out 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 on the school register (a legal document).

Where a pupil is absent for more than **5** school days in a row, or more than **10** school days in **one term**, the pupil's parent will be asked to provide an email or letter with an explanation for the absence(s).

Due to the school's SEND status, there are a higher number of medical appointments for pupils on roll. Medical evidence (including evidence of medical appointment) will not usually be requested where a pupil is absent due to illness or an appointment; however, the school reserves the right to request supporting evidence where there is reasonable doubt about the authenticity of the illness, or where the frequency of absences is a concern.

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 school will arrange a discussion 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. Attendance register**

The school uses its G-Drive for Education to keep attendance registers. Class teachers ensure they are as accurate as possible and a 'note' is always inserted where an absence is marked so the data can be easily analysed and shared with the appropriate authorities.

Class teachers or the delegated team teacher 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 or absent, attending an approved educational activity or unable to attend due to exceptional circumstances.

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

- # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstances
- C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad

- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointments)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged by the LA
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to attend school
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Pupil off roll / 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.

Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

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

Every entry received into the attendance register will be backed up at least once a month in the form of an electronic or printed copy and preserved for **six years**.

## **7. Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will

be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account.

The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents and will not deny any request without good reason.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances.

In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher **in writing** (an online form is available) at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

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. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

The school is not likely to grant leaves of absence for the purposes of family holidays.

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

- When a pupil is newly settling into the school, unless certain exceptional circumstances apply, e.g. bereavement within the close family
- One month before and during exam periods
- When a pupil's attendance record over a one-term period shows one or more unauthorised absences.
- Where a pupil's authorised absence record over a 2-term period is already above **10 percent** for any reason.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as referral via the LA Send Officer to the LA Pupil Attendance Service.

The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Due to pupil's SEND needs, we understand that medical or dental appointments may not be possible to arrange outside of school hours. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable.

Parents will be responsible for ensuring their child misses only the amount of time necessary for the appointment.



The school reserves the right to request confirmation of medical or health-related appointments where attendance is below a level that is considered reasonable for the pupil's SEND-related needs.

### **Performances and activities, including paid work**

The school will ensure that all pupils engaging in performances or activities, whether they receive 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 absence(s) from school.

Parents of pupils engaging in performances or activities that require them to be absent from school should ensure that absences are not prolonged, so that a pupil falls behind in their education – this may involve private teaching.

During an absence from school for a performance or activity where the LA has issued the license, there are regulations for a pupil to receive education. This requirement will be met by ensuring a pupil receives an education:

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 **90 percent**. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

### **Attending an interview for employment or for admission to another educational institution**

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

### **Study leave for a public examination**

The school may grant leave of absence for a pupil to study for a public examination that is external to school-based examinations, and the leave has been agreed in advance with a parent who the pupil normally lives with.

Study leave is not applicable for the school-based examination syllabus. All revision and examination practice is overseen and guided by the pupil's class or subject teacher.

### **Pupils subject to a part-time timetable**

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable. In such

circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

### **Religious observance**

Parents will be expected to request absence for religious observance at least **two weeks** in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart by the religious body. This is defined as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Parent travelling or occupational purposes**

If a pupil is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given.

The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to and be dual registered at that school.

## **8. SEND- and health-related absences**

The school recognises that our pupils with SEND and/or health conditions, including mental health issues, face greater barriers to attendance than their peers, and will incorporate procedures to support pupils who find attending school difficult.

The school will ensure that reasonable adjustments are made for pupils with disability to reduce barriers to attendance, in line with any EHC Plans or Health Care plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.

Where staff have a concern about a pupil's mental health that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days and provide the LA with information about the pupil's needs, and whether a programme of work is appropriate.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil /pupil's parent is kept informed about school events.
- Encourage the pupil's contact with their class teaching team.

The school will monitor and review the health-related absence for signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding meetings to evaluate any additional information /provision.
- Any of the pupil's unmet needs through the Early Help Framework.
- Using an internal or external specialist and /or assessment
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- late starts and /or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

## **9. Absence in exceptional circumstances**

Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- Transport normally provided is not available and the school is not within walking distance.
- There is widespread disruption to travel, which has prevented the pupil from attending.
- Part of the school premises is closed, and the pupil cannot be practicably accommodated.
- The whole school site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other avoidable cause makes attendance impossible.

The use of the seven 'Y' codes for exceptional circumstances will be collected in the school register and Admissions Register for statistical purposes.

## **10. 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 the importance of continuity in each pupil's learning.

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 the Pupil Attendance Support team (PAST) or, where the school does not have direct access to the LA PAST, the SEND officer for the relevant LA will be consulted where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

## **11. Absent Pupils**

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, whilst 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:
  - classrooms
  - toilets
  - Therapy rooms
  - Subject rooms i.e. Art room
  - The library
  - Any outbuildings
  - 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 **20 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 form tutor will give a verbal record followed by a written record of the incident using CPOMS, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child 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 Behaviour Policy.

The headteacher will investigate and draw a conclusion as to how the incident occurred. This will be recorded on CPOMS and policies and procedures will be reviewed in accordance with the outcome where necessary.

## 12. Attendance intervention

In order to ensure the school managing absence:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures, looking for evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish effective escalation procedures which will be initiated before absence becomes a problem by:
  - ✓ Sending letters to parents.
  - ✓ Having a **weekly** review with the class teacher or relevant Team Teacher
  - ✓ Engaging with the relevant LA SEND Officer regarding use of attendance teams (PAST).

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis in consideration of the pupils' particular needs where the intervention is targeted.

The school will aim to improve attendance and cooperation by acknowledging good attitude and attendance as appropriate for the age and stage of pupils. These include

- Dojo points
- Trips and outings
- Cinema visits
- Independent privileges such as lunch breaks in the local community

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

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

### **13. Working with parents to improve attendance**

The school will work to cultivate strong, respectful relationships with parents and families and work to build 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.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will inform parents about their child's levels of attendance, absence and punctuality, and seek to advise parents of the benefits of education for their child's future achievement.

If a pattern of absence becomes problematic, the LA SEND Officer will be contacted with the expectation that the LA Pupil Attendance Support service will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly.

The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience or past experience that is school-related, e.g. bullying, the relevant school staff, e.g. the DSL and SENCO, will aim to support and address this.

Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, Early Help will be offered to access support for parents and / or the LA SEND Officer will be contacted with the expectation that Pupil Attendance Support service will liaise with school to support in terms of external agencies or authorities, or the LA will encourage parents to access support that they may need.

### **14. Persistent absence (PA)**

There are various groups of our pupils with SEND who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils who have previously faced bullying and/or discrimination

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

The school will help support pupils at risk of PA to attend school. These include:

- Offering 1-1 support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Review with the pupil's parent to discuss progress.
- Assessing whether a Health Care Plan may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on pupils who have rates of absence over 50 percent and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

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.

The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

### **15. Attendance: legal intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the class teacher in conjunction with the Headteacher will consider:

- Holding a formal meeting with parents and the school's point of contact in the L.A.
- Working with the LA to put a parenting contract or other agreement in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will follow the LA SEND officer's guidance.

- Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether the next steps in procedures. Each case will be considered individually to determine what the best course of action should be, this could mean contacting the LA via the school's SEND Officer to intervene.

### **Education Supervision Orders (ESOs)**

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

### **16. Children absent from education / school**

Children are absent from education for reasons including 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 school
- Families moving into a new area

Aside from these reasons, if a child is absent from education, particularly repeatedly, this can act as a vital warning sign of a range of safeguarding concerns, such as the following:

- Abuse and neglect, including child sexual exploitation (CSE) and child criminal exploitation (CCE), potentially involving county lines
- So-called 'honour-based' abuse, including risk of FGM or risk of forced marriage
- Mental health issues
- Risk of substance abuse
- Risk of travelling to conflict zones



Staff will be aware that early intervention is essential to identify the existence of any underlying safeguarding relating to CME and to help prevent the risks of a pupil going missing in the future. All staff will be made aware of unauthorised absence procedures and this policy to ensure they know how to respond to possible cases of CME.

Groups of 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 will be made immediately to children’s social care services (CSCS), and the police if appropriate. .
- **Pupils whose Parent(s) are travelling for occupational purposes**– when a pupil from a family who travel for occupational purposes leaves the school without naming their next destination school, the school will contact the LA for advice on the best strategies to ensure minimal disruption to the pupil’s education.
- **Children of service personnel** – the school will contact the Ministry of Defence Children’s Education Advisory Service for advice to ensure continuity of education for these pupils.
- **Missing children and runaways** – should the school suspect a child has gone missing or run away, an appropriate staff member will consult the DfE for advice on missing children.
- **Children and young people supervised by the Youth Justice System** – LA youth offending teams (YOTS) are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- **Children who cease to attend school** – where the reason for a pupil who has stopped attending a school is not known, the LA will investigate the situation.
- **Children of migrant families** – the school will remain vigilant to the 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 an LA area without the authority becoming aware.

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education.

When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families. The school will ensure that staff are familiar with these procedures and when they need to be followed.

- To assist the LA in tracing CME, it has contacts with the **Department for Work and Pensions**, the **UK Border Agency** and **HMRC**.

## **Safeguarding**

The school recognises that children missing from education can act as a vital warning sign to a range of safeguarding issues. Where there are concerns that a pupil missing from education

is linked to a safeguarding issue, action will be taken in line with the Child Protection and Safeguarding Policy.

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

“**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.

The DSL will record that they have completed these procedures and, if necessary, make a referral to CSCS or the police. Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent, relatives and neighbours using known contact details
- make enquiries via other local 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 LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the 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 make enquiries with neighbours or relatives, if appropriate

**Please note:** This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

**The ADMISSIONS REGISTER** will be kept up-to-date at all times and will encourage parents to notify the school of any changes as they occur.

Pupils will be recorded 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, as the date that the pupil will attend the school.

Where a parent notifies the school that their child will live at another address, the school will record the following information on the admissions register:

- The full name of the parent with whom the pupil will live, the new address
- The date from when it is expected the pupil will live at this address

Where a parent notifies the school that the pupil is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register:

- The name of the new school
- The date when the pupil first attended, or is due to attend, that school

Parents can elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order.

If a parent notifies the school that their child will be educated at home, the pupil will be deleted from the school's admission register following discussion with the LA regarding the appropriate action to be taken if the child has an EHCP.

### **Removing a pupil from the admissions register**

The school will inform the LA of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parent and are being educated outside the school system, e.g. home-schooled.
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- Have been permanently excluded, died or have been registered at another school where it is not indicated this should be the case.
- Are registered at more than one school but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and:
  - There is reason to believe the pupil is not unable to attend school.
  - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of at least 10 school days, and the absence was not authorised or
  - There is reason to believe the pupil is not unable to attend school.
  - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.

The school will notify the LA if a pupil who does not have an EHCP, is to be removed from the admissions register as soon as any of the above criteria are met, and no later than the time at which the pupil's name is actually removed.

The LA will be given the following information:

- The full name of the pupil and full name, address and telephone number of any parent with whom the pupil lives
- The full name and address of the parent who the pupil is going to live with and the date the pupil is expected to start living there, if applicable
- The name of the pupil's new school and their expected start date, if applicable

- The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended), as outlined in [section 9](#) of this policy.

Where the name of a pupil with a social worker is to be removed from the admissions register, the school will inform the pupil's social worker.

### **Deletions of names from the admission register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The exceptions for informing the LA of deletion from the Admissions Register, are those pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

### **17. Monitoring and analysing absence**

The school administrative team in liaison with the Headteacher will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, that covers:

- The school as a whole
- Individual classes
- Year groups preparing for exams.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The above data will be analysed on a half-termly basis to identify patterns and trends in:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

Reports will be given to staff across the school to enable them to understand attendance of pupils and to implement attendance procedures or strategies.

The headteacher will review attendance data and will liaise with class staff in focusing support for attendance based on this data. This may take into account local-, regional- and national-level data to identify areas of success and areas for improvement that may have been shared from the local LA SEND team.

### **18. Training of staff**

The school recognises that early intervention can prevent poor attendance. As part of INSET training, the following will be covered:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The availability of multi-agency working to provide wider support for pupils in need.

Staff will understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

### **19. Monitoring and review**

Attendance and punctuality will be monitored throughout the year.

This policy will be reviewed every **three years** or when there is updated national guidance or policies.

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

## **Appendix 1.**

### **Attendance Monitoring Procedures**

1. Contact will be made with parents on the first day of absence for any pupil absence not reported.
2. Pupil attendance drops below 95 percent – CLASS TEACHER will speak to pupils to discuss any issues or problems to ascertain how the school can help to improve their attendance. The administrative team will make a phone call home, if applicable.
3. Pupil attendance drops below 90 percent – an email will be sent home explaining that a pupil's absence is now being monitored. Attendance monitored. If attendance has not improved, then the class teacher will contact parents. If parents are unwilling to cooperate, or genuinely unable to attend, a referral may be required to the local education SEND Officer.
4. If attendance has not improved and 85 percent or below, or if attendance has fallen rapidly, parents will be invited to either: a school attendance meeting with the CLASS TEACHER or CLASS TEACHER and SENCO. Provision will be discussed and targets will be set for raising attendance. This will be monitored.
5. If targets are met, a letter will be sent home as positive affirmation for the pupil and the family. Monitoring and communication with the family will continue until attendance stabilises – if targets are not met, the CLASS TEACHER will make a referral to the LA.
6. The LA will engage their appropriate Education Welfare protocol.

- Attendance Reporting Structure

