



Attendance and Absence Policy

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Next review

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Signed by Chair of Governors

KE Maynard

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Statement of Intent

Sutton Park Primary RSA Academy 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/carers 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 him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she 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.

1. Legal framework

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

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- 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 (2020) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Improving school attendance'

1.2. This policy will be implemented in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Behaviour and Anti-bullying Policy
- Children Missing Education Pathway (appendix 3)

2. Roles and responsibilities

2.1. The Local Academy Governing Body (LAGB) has overall responsibility for:

- the implementation of this policy and procedures at Sutton Park Primary RSA Academy.
- 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' (2020) when making arrangements to safeguard and promote the welfare of children.
- ensuring the Children Missing Education pathway is followed (appendix 3)

2.2. The Headteacher is responsible for the day-to-day implementation and management of this policy and procedures of the school and distributing these to parents/carers.

2.3. Staff, including teachers, support staff and volunteers, 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.

2.4. Parents/carers are expected to take responsibility for the attendance of their child during term-time.

2.5. Parents/carers are expected to promote good attendance behaviour and ensure that their child attends school every day.

2.6. The school will ensure that absence procedures are understood by pupils, parents and carers.

2.7. Parents/carers 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.

3. Definitions

3.1. For the purpose of this policy, the school defines:

- **"Absence"** as:
 - arrival at school after the register has closed.
 - not attending school for any reason.
- An **"authorised absence"** as:
 - 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.
- An **"unauthorised absence"** as:
 - parents/carers 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"** as:
 - missing 10 percent or more of schooling across the year **for any reason**.

4. Training of staff

- 4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction training.
- 4.2. Teachers and support staff will also receive training on this policy as part of their induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their continual professional development (CPD).

5. Pupils at risk of persistent absence

- 5.1. The Senior Leadership Team (SLT) will:
 - establish a range of evidence-based interventions to address barriers to attendance.
 - establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - building and promoting positive relationships with parents/carers by being visible and approachable on a daily basis.
 - sending regular and informative emails/letters to parents/carers.
 - meeting regularly with parents/carers.
 - offering support where possible such as Early Help
 - engaging with Local Authority (LA) attendance teams.
 - using fixed penalty notices.
 - monitor the implementation and quality of escalation procedures.
 - attend or lead attendance reviews in line with escalation procedures.
- 5.2. The LAGB will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.
- 5.3. Pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.
- 5.4. Teaching staff 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.

- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

6. Absence procedures

- 6.1. Parents/carers will contact the school as soon as possible on the first day of their child's absence.
- 6.2. Alternatively, parents/carers may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 6.3. A text message, and then follow up phone call if no response has been received, 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. Office staff will attempt to make contact using all listed emergency contacts if needed.
- 6.4. In the case of persistent absence, arrangements may be made for parents/carers to speak to the Deputy Headteacher.
- 6.5. 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.
- 6.6. All pupil's attendance is monitored regularly. The parents/carers of pupil's whose attendance is falling will be contacted.
- 6.7. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 10 consecutive school days, the LA will be informed and the pupil maybe removed from the school's roll in line with the Children Missing in Education guidance.

7. Parental involvement

- 7.1. The school will build respectful relationships with parents/carers and families to ensure their trust and engagement.
- 7.2. The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.
- 7.3. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.
- 7.4. Parents/carers will be expected to:
 - treat staff with respect.
 - actively support the work of the school.
 - ask staff for support when they need it.
 - communicate with the school about possible circumstances which may affect their child's attendance or where their child may need additional support.

8. Attendance register

- 8.1 The 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 or absent, using the relevant coding for the reason for absence.

- 8.2 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

- 8.3 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.
- 8.4 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 of the person who made the amendment.
- 8.5 Every entry received into the attendance register will be preserved for three years.
- 8.6 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.

9. Monitoring Attendance

- 9.1. The job of monitoring attendance is part of the Deputy Head teacher's role at Sutton Park Primary RSA Academy.
- 9.2. If they are persistently absent, pupils will be referred to the Deputy Headteacher who will attempt to resolve the situation through communication with the parents/carers.
- 9.3. If the situation cannot be resolved and attendance does not improve, the Deputy Headteacher has the power to refer cases to the LA who may issue sanctions such as prosecutions or penalty notices to parents/carers.

- 9.4. The Deputy Head teacher will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.
- 9.5. The Deputy Headteacher will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.
- 9.6. The Deputy Headteacher will report to Governors in a timely manner with regards to attendance and persistent absenteeism.

10. Lateness

- 10.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 10.2. The school day starts at 8.35am. Pupils should begin to enter their classroom at this time.
- 10.3. Registers are marked at 8.45am. Pupils will receive a late mark if they arrive between 8.45am and 9.15am.
- 10.4. The register closes at 9.15am. Pupils will receive a mark of absence if they do not attend school before this time.
- 10.5. After lunch, registers are marked at 1:00pm.

11. Term-time leave

- 11.1. At Sutton Park Primary RSA Academy, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 11.2. The Headteacher will be unable to authorise holidays during term-time.
- 11.3. The Headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Requests for planned leave of absence will be made at least 6 weeks in advance and the Headteacher will be satisfied by the evidence, which is presented, before authorising term-time leave.
- 11.4. 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. If parents/carers take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as penalty fines imposed by the LA.

12. Leave during lunch times

- 12.1. Parents/carers may be permitted to take their child away from the school premises during lunch times with permission from the Headteacher.
- 12.2. Parents/carers 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.
- 12.3. 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.
- 12.4. Our lunch time hours are 12:00pm – 12.55pm. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.
- 12.5. Parents/carers will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the register at the school office.
- 12.6. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.
- 12.7. If a pupil is expected to be leaving the school premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.
- 12.8. If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, the parents will inform a member of staff at the school office.
- 12.9. The Headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns.
- 12.10. Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher's decision. If permission is withdrawn, parents/carers will not be entitled to appeal the decision.
- 12.11. Parents/carers will be able to withdraw their request at any time – the request will be submitted in writing to the Headteacher.
- 12.12. Permission will be updated on a termly basis – letters will be sent to parents/carers at the beginning of each term to confirm whether they would like their request to continue.

13. Truancy

- 13.1. Truancy means 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.
- 13.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 13.3. All pupils are expected to be in their classes by 8.45am and 1:00pm, where the teacher will record the attendance electronically.

- 13.4. Any pupil with permission to leave the school during the day must be collected by their parents/carers and must sign out at the school office and sign back in again upon their return.
- 13.5. Immediate action will be taken when there are any concerns that a child might be truanting.
- 13.6. If truancy is suspected, the Deputy Headteacher is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.
- 13.7. The following procedures will be taken in the event of a truancy:
 - In the first instance, telephone contact will be made with the parents/carers and a letter of warning will be sent 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 referring to the LA to issue a penalty notice.
 - A penalty notice may be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

14. Missing children

- 14.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the Headteacher.
- 14.2. 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 a member of SLT immediately.
 - The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
 - A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
 - The following areas will be systematically searched:
 - all classrooms
 - all toilets
 - changing rooms
 - the library
 - 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 15 minutes, then the parents/carers of the pupil will be notified.
 - The school will attempt to contact parents/carers using the emergency contact numbers provided.

- If the parents/carers have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- 14.3. If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
 - 14.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
 - 14.5. 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.
 - 14.6. Parents/carers and any other agencies will be informed immediately when the pupil has been located.
 - 14.7. The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
 - 14.8. Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.
 - 14.9. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.
 - 14.10. Prolonged periods of unauthorised absence without contact will be handled in line with the Children Missing in Education documentation.

15. Children Missing in Education

- 15.1 A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.
- 15.2 Schools are required to make the Local Authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12. The Local Authority provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns. (Appendix 3).
- 15.3 The attendance lead and the Designated Safeguarding Lead should work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

16. Religious observances

- 16.1. 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.
- 16.2. Parents/carers will inform the school in advance if absences are required for days of religious observance.

17. Appointments

- 17.1. As far as possible, parents/carers will attempt to book medical and dental appointments outside of school hours.
- 17.2. Where this is not possible, a consultant letter or appointment card will be sent to the school office.
- 17.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
- 17.4. Pupils will attend school before and after the appointment wherever possible.

18. Modelling, sport and acting performances/activities

- 18.1. For one-off activities lasting no more than 2 days parents/carers will need to write to the Headteacher detailing the reasons for absence. Authorising the request is at the discretion of the Headteacher.
- 18.2. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school for more than 2 days, will be required to obtain a licence from the LA which authorises their absence(s).
- 18.3. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance will request a licence from the LA.
- 18.4. The organiser will allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.
- 18.5. The LA will only approve a licence application once it is satisfied that:
 - the pupil's education, health and wellbeing will not suffer; and
 - the conditions of the licence will be observed.
- 18.6. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.
- 18.7. The school will make additional arrangements 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.
- 18.8. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.
- 18.9. 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.
- 18.10. The above requirement will be met by ensuring a pupil receives an education:
 - for not less than six hours a week;
 - 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;
 - on days where the pupil would be required to attend school if they were attending a school maintained by the LA;
 - for not more than five hours on any such day.
- 18.11. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

- 18.12. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.
- 18.13. 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.
- 18.14. The Headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96%.
- 18.15. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.
- 18.16. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.
- 18.17. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.
- 18.18. The maximum number of consecutive days that a child can perform is six – this applies to performances only.
- 18.19. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.
- 18.20. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.
- 18.21. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:
- where rehearsals during the performance period are taking place;
 - where performances or activities are taking place; or
 - where the pupil is receiving their education, in order to check that licensing conditions are being met.
- 18.22. The LA has the power to amend or revoke existing licences at any time.
- 18.23. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.
- 18.24. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation, or variation, and against any condition under which a licence is granted or an approval is given.

19. Young carers

- 19.1. The school understands the difficulties that face young carers.
- 19.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 19.3. The school will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

20. Rewarding good attendance

- 20.1. The school acknowledges 100% attendance in the following ways:
- Weekly stickers
 - Half termly and termly certificates and prizes
 - Yearly prizes

20.2. Good attendance and punctuality will be rewarded in the following ways:

- House points
- Stickers
- Yearly prize for 96%+

21. Monitoring and review

21.1. The school monitors attendance and punctuality throughout the year.

21.2. Sutton Park Primary RSA Academy's attendance target is 96%.

21.3. This policy is reviewed every three years by the Deputy Headteacher in line with the policy review schedule.

21.4. Any changes made to this policy will be communicated to all members of staff and parents/carers.

Appendix 1

Attendance During the Coronavirus (COVID-19) Pandemic

From March 8th, 2021, all primary school aged 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.

Attendance expectations from March 2021

- As of March 2021, attendance is mandatory for all pupils.
- From March 2021, the usual rules on school attendance apply, including:
 - parents/carers' 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.

Shielding or self-isolating pupils

- Shielding advice for all adults and children paused on 1 August 2020. This means that pupils who were shielding can return to school, as can pupils who have family members who were shielding.
- Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Parents/carers should inform the school of any particular measures that need to be in place to ensure their child can return to school safely.
- The school understands that there will be occasions where some pupils may not be able to attend school due to coronavirus, including for the following reasons:
 - They are self-isolating and have symptoms of coronavirus or a positive test result themselves, or because they are a close contact of someone who has coronavirus.
 - Rates of coronavirus in the local area have risen and certain individuals are asked to temporarily shield.
- 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.

Reluctance to return to school

- Parents/carers 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.

Monitoring attendance

- The Deputy Headteacher will monitor the whole school's attendance rates once the school is open to all pupils in March.
- 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.

Extension to registration

- The morning register will be extended to 9am for September 2020 to enable parents/carers and children to stagger their arrival at school to allow for social distancing.

Appendix 2

Attendance Monitoring Procedures

Sutton Park Primary RSA Academy adopts a flexible, adaptable, and persistent approach to attendance. Therefore, the procedures listed below may be altered to meet the individual needs of the family being supported:

1. Deputy Headteacher monitors registers daily.
2. Attendance is discussed by classroom teachers and pupils record their attendance in their diaries, weekly for 100% and termly for overall attendance. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the Deputy Headteacher.
3. Contact is made with parents/carers 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.
4. Contact is made to the parents/carers of any pupils marked using the N code. Any N codes not established after 2 days are recorded as an unauthorised absence using the 'O' code.
5. If a pupil's attendance falls to 96%, the Deputy Headteacher speaks to the pupil in school (depending on their age) to discuss any issues or problems to ascertain how the school can help to improve their attendance. The Deputy Headteacher also makes contact with home to discuss this with parents/carers, if necessary.
6. If a pupil's attendance falls below 92%, an email via ParentMail is sent home explaining the concerns that their child's attendance has fallen and needs to be improved.
7. If a pupil's attendance falls below 90%, an email via ParentMail is sent to the parents/carers explaining that the pupil's attendance is now being monitored, and the Deputy Headteacher contacts the parents/carers to discuss this.
8. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents/carers are contacted again and may be required to attend a meeting in school with the Deputy Headteacher and other relevant staff. If parents/carers are unwilling to cooperate, or are genuinely unable to attend, a home visit will be made by a member of the SLT.
9. Medical evidence may be requested from the parents/carers if absences are linked to prolonged or reoccurring illnesses.
10. After the two-week monitoring period, and if targets are met, contact is made by the Deputy Headteacher to congratulate the pupil and their parents/carers on improving attendance. Monitoring and communication with the parents/carers continues until attendance stabilises to 96%.
11. If targets are not met, the Deputy Headteacher may refer the case to the Education Investigation Service at the LA. The LA may then initiate a legal process for non-attendance.

Appendix 3

Children Missing from Education (CME)

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in the future.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing in their area.

All education providers should: -

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents/carers perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Services are engaged with the child or family.

School Requirements

The **law** requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

Please note the requirements around the use of the L and U code (page 9), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 12).

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.

It is essential that staff are alert to signs to look out for, and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM, CSE, forced marriage.

Involving other agencies and signposting:

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent, without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Families of members of the Armed Forces

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service

(CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Children of Gypsy, Roma and Traveller (GRT) Families

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils' education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10% (sessions missed)
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A 'session' is either the morning **OR** afternoon period NOT a whole day.

Deletion of pupil from the admission register

Schools must notify the Local Authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools.

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents/carers and are being educated outside the school system, e.g.: elective home education (EHE). Schools must not seek to persuade parents/carers to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- 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 he/she nor his/her parent has indicated the intention to continue to attend 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 proprietor does not reasonably believe they will be returning to school at the end of that period.
- have been permanently excluded.