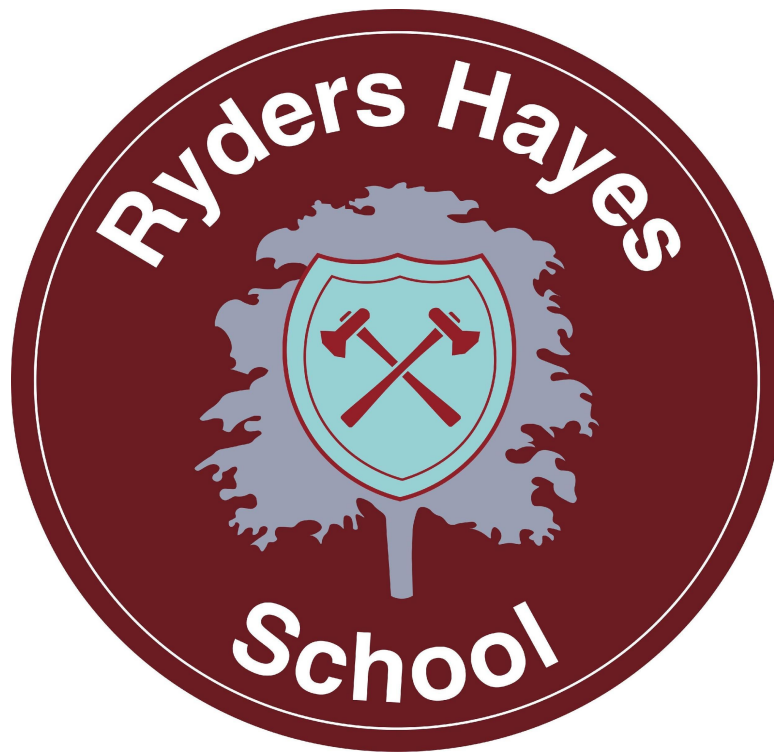


Ryders Hayes School

A Primary Learning Academy



Attendance and Child Missing in Education Policy

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Mission: At Ryders Hayes School, children and staff will strive to:

“Do the right thing to be the best you can be” ... 

Vision: *To nurture and facilitate the growth of our pupils and their learning; equipping them with the skills and attributes to embrace the challenges of a rapidly changing world. To enjoy success for today and be prepared for tomorrow, by instilling the values of:*

Character: *qualities of the individual essential for being personally effective in a complex world including: grit, tenacity, perseverance, resilience, independence, reliability and honesty.*

Citizenship: *upholding British Values, thinking like global citizens, considering global issues based on deep understanding of diverse values with genuine interest in engaging with others to solve complex problems that impact human and environmental sustainability*

Collaboration: *the capacity to work interdependently and synergistically in teams with strong interpersonal and team-related skills including effective management of team dynamics, making substantive decisions together, and learning from and contributing to the learning of others.*

Communication: *entailing mastery of three fluencies: digital, writing and speaking tailored for a range of audiences, through early, high-quality back and forth interaction.*

Creativity: *having an ‘entrepreneurial eye’ for economic and social opportunities, asking the right questions to generate novel ideas and explore possibilities, demonstrating leadership to pursue those ideas into practice.*

Critical Thinking: *critically evaluating information and arguments, reflecting upon them, seeing patterns and connections, constructing meaningful knowledge and applying it in the real world.*

Ryders Hayes is a Gold Rights Respecting School and as such strongly believes in and promotes the United Nations Convention on the Rights of the Child. All our policies exemplify these rights and our practice aims to ensure that the following rights are adhered to.

Article 3: The best interests of the child must be a top priority in all things that affect children.

Article 12: Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

Article 13: Every child must be free to say what they think and seek and receive all kinds of information, as long as it is within the law.

Article 14: Every child has the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights of parents to give their children information about this right.

Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 28: Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and their environment.

Article 30: Every child has the right to learn and use the language, customs and religion of their family, regardless of whether these are shared by the majority of the people in the country where they live.

Article 36: Governments must protect children from all other forms of bad treatment.

1. Principles

At Ryders Hayes School we are committed to working together to ensure all pupils receive the best education possible and to enable them to make progress and do as well as they can. For this to happen, pupils need to be in school to access the valuable teaching and learning opportunities.

This policy aims to make clear what is expected of parents and pupils and to assure parents of our willingness to work positively with them if problems arise.

For a child to reach their full educational achievement a high level of school attendance is essential. We will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school. We believe promoting excellent attendance is the responsibility of the whole school community.

In Section 1 of Working together to improve school attendance Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Registration

School Registration will open at (0855) and closes at (09:00), a pupil who arrives 0900 but before 0915 will be marked as late (L code).

A pupil who arrives after 9:15am will be marked with the appropriate code.

These can include; **M** - Medical Appointment, **I** - Illness, **C** - Other authorised circumstances, **V** - Educational Visit or Trip, **U** - Late, arrived after 9:15am and **N** - No reason yet provided for a child's absence.

Schools are required by law to take an attendance register twice a day and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil is absent, every half-day absence from school must be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. Therefore, information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason e.g., illness, medical appointments, or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping pupils off from school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- pupils who arrive to school after the close of the register
- school refusal
- holidays taken during term time that have not been authorised by the head teacher

When completing the register, school follow the DFE school attendance guidance to determine which relevant code to use; [Working Together to improve attendance 2024](#)

The register will be taken twice a day, at the start of the morning and the afternoon.

2. Aims

We are committed to promoting excellent attendance at Ryders Hayes and will ensure that we are;

- ☐ Promoting good attendance and reducing absence, including persistent absence
- ☐ Ensuring every pupil has access to full-time education to which they are entitled
- ☐ Acting early to address patterns of absence
- ☐ We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

3. Statutory Guidance on school attendance:

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

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Chapter 1 Section 10 and 11 of Working together to improve attendance (2024) states law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

4. Prosecutions by the Local Authority

Within the school attendance parental responsibility measures: statutory guidance states that prosecutions by local authorities If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.

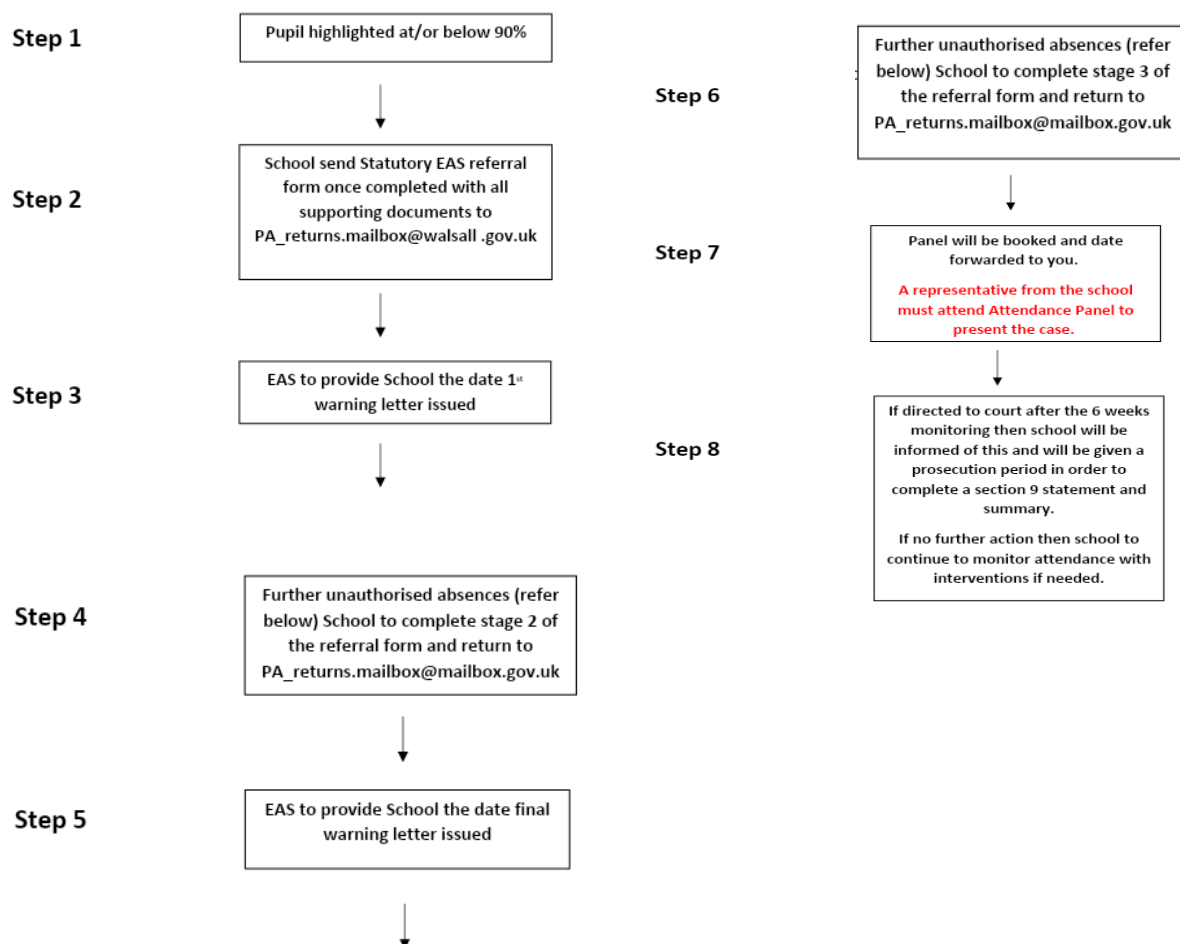
Only local authorities can prosecute parents and they must fund all associated costs. Local authorities should consider the Attorney General's Guidelines for Crown Prosecutors in all prosecution cases. Local authorities must conduct all investigations in accordance with the Police and Criminal Evidence (PACE) Act 1984.

Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996)⁶. Section 444 has two separate but linked offences: Section 444(1): where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so. Section 444ZA⁷ applies the offence to where parents fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision.

The local authority process in relation to attendance;

Walsall Childrens services attendance statutory referral will be followed by Ryders Hayes, this process is;

When pupils are highlighted at/below 90% attendance the school will send a statutory referral to Education Attendance Service (EAS) at Walsall Children's Services.



See Appendix 1 for further information in relation to the Education Attendance Service (EAS) Legal process

5. Roles and responsibilities

5.1 Parents/Carers

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the legal responsibility for ensuring that their child attends regularly. They should also ensure that they are fully aware of the school's attendance policy and adhere to it. In addition to statutory obligations parents are encouraged to sign the Home-School Promise – a section of which describes the agreed responsibilities of the parents which include 'a responsibility of parents to make sure their child attends regularly.'

5.2 The parents/carers responsibilities

5.2.1 To help fulfil parents' important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents are requested and encouraged:

5.2.2 To ensure their child attends school regularly and punctually;

5.2.3 To notify the School if their child cannot attend for any reason – this is for the child's security as well as administrative reasons;

5.2.4 To work with the School and Attendance Consultant (EWO) to resolve any attendance problems or protracted absence;

5.2.5 To attend meetings as required about their child's attendance;

5.2.6 To ensure they complete a 'leave of absence form' for their child for all requests for leave and attend the follow up meeting with the school/ Attendance Consultant (EWO) for all requests.

5.2.7 Early Years Parents: To sign, as a statement of commitment to the school Home School Promise at the child's point of entry to the school.

5.2.8 Parents should not:

- i) expect the school to agree to occasional days leave during school hours;
- ii) take their own family holidays outside of the school holidays;
- iii) take their own family holidays during test time;

5.3 Pupils

Pupils are actively encouraged to:

- attend school regularly and to arrive punctually at school and at the start of lessons after break.
- inform staff if there is a problem that may lead to their absence, e.g. bullying, racism, etc.
- use their best endeavours to pass on absence notes from parents to their class teacher and to pass school correspondence to their parents. Majority of the communication between parents and the school is done through email.
- understand the importance of attending school and know that it is compulsory to attend school regularly.
- all understand that only genuine illnesses can be a reason for absence.
- understand, contribute and adhere to the school's Child Friendly Attendance Guidance.

5.4 Attendance Consultant (Educational Welfare Officer, EWO)

5.4.1 Following referral to the Attendance Consultant - VIP Education (Registered office: VIP Education Ltd. Stop Gap, Unit 1, Brindley Court, Dalewood Road, Chesterton, Staffordshire. ST5 9QA. Company Registration Number: 12497086) a decision will be made in relation to the possible course of action depending on the circumstances and family.

School Attendance Orders - Where it appears a child of compulsory school age in their area is not receiving suitable education, either at school or otherwise than at a school (such as unsuitable home education), that local authority (the Home LA) is responsible for serving a notice and if necessary a SAO in line with sections 437 to 442 of the

Education Act 1996. Likewise, if prosecution for breaching the SAO is deemed necessary, it should be taken forward by the Home LA.

Home Visit – a visit to the family by the Attendance Consultant to discuss issues surrounding non-attendance and/or lateness in an attempt to solve the problem. This discussion will also involve advice to parents around the legal obligations of parents to ensure good school attendance and possible consequences for non-compliance.

Prosecution may be considered for further periods of poor attendance (again for reasons stated above) All referrals to the LA will be made via the Attendance Consultant.

There may be times where the Attendance Consultant will complete safe and well checks when children have been absent for a number of days and/or no communication for absences has been received by the school. This will be received by the team on a case by case basis.

Education supervision order: Either local authority can apply for an education supervision order, but it will usually be the Home LA that acts as the 'designated LA' and therefore both local authorities should discuss and agree before proceeding.

Penalty notice: A penalty notice must be issued in line with the National Framework and local code of conduct for the area in which the child goes to school, and if issued by a local authority, it must be the School LA.

Prosecution: Either local authority has the power to prosecute, but in general it should be the School LA that takes forward prosecutions under section 444(1) and (1A) of the Education Act 1996. It is, however, good practice for the School LA to inform the Home LA that legal action is being taken.

Parenting orders: Where a prosecution leads to a Parenting Order, the Court will specify a responsible officer in line with section 372(5) of the Sentencing Act 2020. Both local authorities should discuss and agree who is most appropriate to act as responsible officer in advance of seeking the Order, within the statutory requirements. The most appropriate officer will often depend on the reason for absence

5.4.2 Local Authorities are responsible, by law, for making sure that registered pupils of compulsory school age attend their school regularly. The Attendance Consultant will monitor school attendance with the team in school and help parents meet their responsibilities.

5.4.3 The Attendance Consultant will be responsible for the attendance, in conjunction with the school, of all the pupils in the settings.

5.4.4 The Attendance Consultant will check school registers regularly (at least every half term) to ensure that they are being completed in accordance with the Schools policy and to identify any patterns of absence which have not already been notified.

The Attendance Consultant promptly follows up incidents where the Attendance Consultant and/or Head Teacher/ SLT have identified a possible attendance problem (pupils whose attendance is 90% or less even after school intervention)

5.4.5 The Attendance Consultant works closely with the school and families to resolve attendance issues, arranging home visits where necessary. The key to success is an effective working relationship between our school and the learning community:

- Ensuring shared policies and operational practices between the Attendance Consultant and our school (see below);
- Clearly defined roles of school staff and the Attendance Consultant;
- How much time the Attendance Consultant will devote to the school;
- The expectation of the quality of Attendance Consultant service;
- Arrangements for referral, regular review, monitoring and evaluation in place;
- Effective procedures for resolving enquiries;

5.5 The Trustee Board

The Trustee Board is legally responsible for many aspects of school management including the attendance register and so it is registered with the Data Protection Registrar under the Data Protection Act 1998. However, the Head Teacher manages the day-to-day running of the School and in so doing takes responsibility for the day-to-day implementation of this policy.

To discharge their agreed responsibilities, it is suggested that Trustee Board should:

- Meet to discuss whole school attendance regularly (at least termly)
- Be kept updated on all attendance related issues and monitor termly LA School Attendance Data.
- Ensure that a designated trustee is able to assist with attendance reviews/parent contracts where required. The named school Trustee Board trustee for Attendance is **Ray Beech**
- Decide clearly on the policy towards poor attendance for non-compulsory school age children (nursery) – e.g. removal from roll at an agreed point. (following intervention and a further decrease in attendance levels)
- Monitor the school's annual attendance target and its progress towards this on a termly basis.

5.6 The Head Teacher

5.6.1 The Head Teacher is required to tell the Attendance Consultant if a pupil fails to attend regularly or has been absent for a continuous period of three days and the absence is treated as unauthorised (in addition where deemed appropriate a 'Safe and well Check' can be arranged)

5.6.2 Head Teachers can, of course, notify the Attendance Consultant earlier if there are areas of concern, however normally the school itself will have made and recorded efforts to address the non-attendance through the three points of contact prior to any Attendance Consultant intervention:

- action by the class teacher as part of their day-to-day duties;
- action by the School Attendance Consultant as part of their day-to-day duties;
- involvement of others within the School, e.g. Head Teacher or Deputy Head;
- contact with parents and parent/ child interviews;
- records of invites to meetings etc.

5.6.3 Referral to the Attendance Consultant would normally take place if:

a pattern of irregular attendance or lateness is either continuing or worsening;

- parents do not accept their responsibilities for ensuring the child attends school, and are refusing to discuss ways of improving attendance with the School;
- condoned, unjustified absence is increasingly a problem;
- the parents ask for excessive authorised absence.
- pupil overall attendance remains at 90% or less.

5.6.4 The Headteacher is also required to maintain two registers:

- an admission register (known as the school roll) which contains a list of all pupils at the School;
- an attendance register for all pupils of compulsory school age on the admission register.

This must be taken twice a day; once at the start of the morning session and once during the afternoon session. Similarly, the School keeps a register of pupils present on the school site during lunch time, this is needed in the event of an emergency to show which pupils need to be accounted for.

The Headteacher ensures that a clear policy on attendance is in place, which is known to staff, pupils and parents. The positive link with parents can be strengthened if the arrangements for notifying absence and the School's policy towards absence (authorised and unauthorised) is regularly published. Each term, the School is required to submit to the details of the level of absence within the School via the School Census

5.7 Class teacher

Class teachers must enforce this policy strictly. If a pupil is absent without explanation when the register is called and electronically submitted, the School Attendance Officer will contact the parents the same day wherever possible. The absence will also be followed up with the parent to ensure that a written note or verbal acceptable explanation is received explaining the absence. Where no reply is received this will be recorded as unauthorised will be sent. Coding for all pupils should be completed on a weekly basis – by the Attendance Officer (in-school).

When a pupil is missing from class for no apparent reason, the class teacher will immediately inform the School Office so that the pupil's absence can be further investigated. Class teachers can also contribute to the reduction of unauthorised absence by delivering interesting and engaging lessons and insisting on punctuality for themselves, colleagues and pupils.

School staff will receive regular training in relation to Attendance Policy, Protocol and Guidelines.

5.8 Wellbeing and Safeguarding Leader (Parent Liaison)

5.8.1 The relationships that the Wellbeing & Safeguarding Leader have with parents, school colleagues and partners from other children's services contribute to the range of benefits that improve learning opportunities for pupils and their families.

5.8.2 The Wellbeing & Safeguarding Leader will work with the school in engaging harder-to-reach families, both in supporting their children to participate in curriculum and out of school activities and their parents in taking a more active interest in school life.

5.8.3 The Wellbeing & Safeguarding Leader will focus on early intervention with families and children to help prevent issues from escalating into crises and attempt to reduce the barriers that may exist in relation to attendance.

5.9 Police

Under the Crime and Disorder Act 1998 the police now have powers to remove truants found in public places and to return them either to their schools or a place designated by the LA.

6. Keeping the register

6.1 Registers should be treated as legal documents – indeed they may be used as evidence in court cases. For this reason they should be retained for a minimum of three years. For each pupil, the register must be marked either as present or absent. If the pupil is absent, the register must clearly differentiate between whether the absence is authorised or unauthorised by the School.

6.2 Understanding Types of Absence

Authorised Absence

6.2.1 Authorised absence is absence with permission from the Head Teacher or other authorised representative of the School - this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health. Parents reporting absence should give the reason and date of return for the child. If this is unknown, regular contact on a daily basis should be kept with the School Attendance Officer. For periods of extended absence, the school WILL seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by Walsall Health Authority for the illness.

6.2.2 NB- Reporting an absence does not guarantee authorisation. Authorisation will be considered in relation to the reason and your child's past attendance record is taken into consideration. Medical appointment cards and hospital letters WILL be required for all appointments, in order that an authorisation can be made. No absence below 85% will be authorised unless in extenuating circumstances.

Please note – Absences for Head lice will not be authorised.

6.2.3 Authorised absences are equivalent to 'present' for performance table purposes. Even when pupils are engaged in Approved Educational Activity off-site, they must not be marked as present, as good Health and Safety practice requires that the School needs to know who is on the premises in the case of a fire drill or a real emergency. In the case of a pupil leaving school during a session and/or returning later, care must be taken to maintain the accuracy of who is known to be on site in the case of an emergency - for this reason an effective signing in and out machine is in place for these purposes and should also be maintained.

6.2.4 Ryders Hayes Schools may authorise absence in the following circumstances: -

- Personal illness (Excessive or extended absences will require medical evidence).
- Medical appointment (Copy of appointment card to be seen and retained)
- Family bereavement.
- Conditions rendering attendance impossible or hazardous to child's health and safety. Religious observance, necessitating absence from school (limitations apply)
- A travelling child's absence
- Involvement in a public performance
- Approved sporting activity

6.3 Unauthorised absence

6.3.1 Unauthorised absence is absence without permission from a teacher or other authorised representative of the School - this includes all unexplained or unjustified absences.

6.3.2 NB – Please note that NO absences are authorised by the Head Teacher unless the pupil's past attendance record is taken into consideration.

6.3.3 All registers must allow for the original entry and any subsequent correction to be clearly distinguishable and that, on retrieval, they appear in chronological order.

Ryders Hayes School will not authorise absence in the following circumstances:-

- No explanation is offered by the parent/carer
- The explanation offered is unsatisfactory (e.g. shopping, minding the house etc)
- Leave of absence (which are taken without the school's prior consent or knowledge and/or are in excess the time agreed by the school)
- Lateness when the child arrives after the register has closed.
- Special occasions, birthdays (when the school does not agree that leave should be given).
- Looking after siblings
- Head Lice
- Family holidays in term time

The attendance officer has the duty to consider the use of legal action in terms of court action to address incidences of poor attendance.

6.4 Persistent absence (PA)

6.4.1 Persistent Absentees are pupils whose attendance falls below 90%. Ryders Hayes School will refer any individual child whose attendance is 90% to the EWO at which point legal proceedings could follow, however a variation may be considered on an individual school basis depending on numbers of PAs in the school and school overall attendance levels.

6.4.2 All PAs are tracked and reported to the Trustee Board on a termly basis.

6.5 Punctuality and Lateness

6.5.1 The School actively discourages late arrival by setting a good example and by challenging it whenever it occurs. Normal register entries do not usually indicate the severity or degree of lateness and the School therefore has systems to detect patterns of late arrival. Frequent lateness of pupils can provide grounds for prosecution of

parents. The School allows the register to be kept open for up to 5 minutes from the beginning of registration, however all teachers must ensure that registers are completed electronically by 9:00am in the morning and by 1:10pm in the afternoon. The school completes a punctuality trawl each half term and targets families who are at risk. A monitoring period with then follows and if progress is not made then a referral to the EWO will be made (10 lates = unauthorised absence)

6.5.2 Lateness is often an indication of more serious problems, but can also be the result of poor time management. 2 minutes every day over 2 weeks equates to 20 minutes of missed opportunities for learning:

School Registration will open at (08:55) and closes at (09:00), a pupil who arrives 09:00 but before 09:15 will be marked as late (L code).

A pupil who arrives after 9:15am as is late will be marked with a "U" code.

- The school day starts at 08.55am.
- If you are late after the register has closed you will be asked to sign in using the electronic signing in system in our reception.
- If your child is persistently late the designated attendance consultant attached to this school will in collaboration with the Head Teacher will operate late gates to highlight the damage caused by lateness.
- School will arrange meetings with parents whose children are late on more than 5 occasions.
- Refer to the attendance consultant after 10 lates are recorded each half term.
- Work with the attendance consultant to implement regular late gates.

6.6 Pupils present at registration (Arbor)

We use the Arbor computer system which stores accessible pupil profiles containing a full range of information from both the existing electronic attendance system and the school management system. This school management system:

- is accessible to all staff with specific access rights for the SLT and Attendance Officer;
- enables staff to have access to a complete pupil profile in reviewing non-academic achievements as well as pupil's academic performance;
- enables staff to interrogate data and produce ICT generated management information and reports.

The school uses the Arbor Electronic registration system, which must be marked directly onto the computer.

/ - is entered to show the pupil is present in the morning session

\ - is entered to show the pupil is present in the afternoon session

N - is entered to show the pupil is absent

6.6.1 If the pupil arrives late this is recorded in the signing in register in the reception area by the parent or will be added directly to the electronic system by the Attendance Officer if the time is close to register close. Pupils who are helping with events on-site should still personally report to their class teacher (if at all possible) to be registered no matter how brief their presence may be. However, it may not always be possible for pupils to go to registration, e.g. if a pupil is on site for a test then that pupil should be marked "present" as normal - the member of staff must personally be absolutely sure that the pupil is in attendance at the test.

6.6.2 Annotation For Absences

The Arbor attendance system records absence with N for no reason yet supplied. The official register is printed for monitoring by the Head Teacher and Attendance Officer on a Friday where the appropriate attendance code is then applied.

Codes used for unauthorised absence:

These codes and the criteria of authorised absence are all recorded by the Attendance Officer into the computerised Arbor Attendance System.

Late after register close (9.00am or 1.10pm)	L
Unauthorised circumstances	O
Codes used for authorised absence	
Present	/ (AM)
Present	\ (PM)
Educated off site (incl. hospitalisation)	B
Other authorised circumstances	C
Leave of absence for the purpose of participating or undertaking regulated employment abroad	C1
Leave of absence for compulsory school age pupil subject to a part time timetable	C2
Dual registration at another school	D
Excluded	E
Leave of absence (agreed)	G
Leave of absence (not agreed)	O
Illness	I
Interview	J
Late before register close	L
Medical/Dental	M
No reason yet provided for absence	N
Unauthorised absence	O
Approved Sporting Activity	P
Religious Observance	R
Study Leave	S
Parent travelling for occupational purposes	T
Late after register close (9.15am onwards)	U
Educational Visit	V
Work Experience	W
Non compulsory school age pupil not required to attend	X
Unable to attend due to transport normally provided not being available.	Y1
Unable to attend due to widespread disruption to travel	Y2
Unable to attend due to part of the school premises being closed	Y3
Unable to attend due to the whole school site being unexpectedly closed	Y4
Unable to attend as pupil is in criminal justice detention	Y5
Planned whole school closure	#

6.7 Temporary school closures

Where a school has to close due to severe weather conditions, fire or other structural damage or for in-service training, no attendance registers are needed. This will be coded appropriately.

6.8 Deleting pupils from the register/ Children Missing from Education

There are strict rules on when schools can delete pupils from their admissions register. Where a school has decided to remove a pupil from their admission roll for any reason, they should notify their EWO for advice – weekly

tracking is submitted to the LA for monitoring. If a pupil is to be taken off the admissions register because the child is moving to another area or school, staff should first find out the name and address of the new school and when the pupil will start, confirming this information with the receiving school. School staff should be concerned:

- if the parents do not name the receiving school;
- if a pupil has 'disappeared' from the area without explanation; In line with Department for Education [Missing in Education \(2016\)](#) guidance.
- if a pupil has not returned to school within ten school days of the authorised absence or is absent from school without authorisation for twenty consecutive school day, the pupil can be removed from the admission register when the school and local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. (Department for education, Children missing in education 2016 in line with Under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) Regulations 2006.

6.8.1 If schools are concerned they should alert the Area Child Protection Representative (as named in the School's Child Protection Policy) without delay. The LA's Designated Child Protection Officer will then decide whether to alert Children's Services who may in turn involve the police. If, however, schools have good reason to believe that a crime may have been committed, they should contact the police directly.

6.8.2 If a nursery or reception child has not arrived for their placement then three points of contact will be made, those being a telephone call to the parent/carer, a home visit, followed by a letter at which point if there has been no response within 7 days advice will be sought from Children's Services and the local authority designated person for safeguarding (Consideration for Attendance Consultant (VIP education) to be sent for a safe and well check/contact within 5 days.)

6.8.3 When a family returns to their country of origin for a long period of time, the school will work with the EWO to draw up an Extended Holiday Contract, stating the agreed date of return. Should the pupil not return at the agreed date, then the child will be taken off roll as agreed by the school, parents and EWO.

6.9 Attendance registers - security

The School keeps the attendance registers secure on the school network and paper records relating to monitoring when not in use and are located in the School Office. Older paper based registers are archived in the locked Stock Room and/ or filing cabinets located in the office areas.

7 Monitoring, evaluation and review.

7.1 The School will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School and staff, pupils and parents should be reminded regularly of its contents. Effective monitoring/evaluation of the attendance policy and guidelines are dependent upon the maintenance of accurate and up-to-date records. The criteria by which the monitoring and evaluation of the provision is undertaken are described below:

7.2 Parents:

- the degree to which the pupils and parents have been consulted during the formation and implementation of relevant policies; (including an annual update to parents in the form of a summary)
- any pertinent feedback from parents;
- regular updating of the information pack for parents (Prospectus on-line);
- the amount of data and information given to parents regarding the attendance rates of their children (termly Learning Passports or as requested)

ATTENDANCE REPORTS TO PARENTS: The school issues termly attendance reports to ALL parents in order that they can begin to actively monitor their own child's attendance. The school sets challenging targets for overall attendance and expects all pupils to reach the target of 97%+ for each academic year. Children who fall below the agreed levels will be targeted by the school and attendance officer, where applicable, in order to provide support and a possible solution to the ongoing absence.

If parents and carers are at all worried about their child's attendance levels or wish to discuss any part of the school attendance policy further, they are encouraged to contact the school for an appointment. Parents and carers are also encouraged to offer their views on attendance when meeting with the Head Teacher or class teacher at formal consultation evenings, informally on a day to day basis and in the bi-annual school parent survey.

7.3 Pupils:

The degree to which the social inclusion targets have been met - these include:

- pupil achievement, e.g. increase in attendance over time;
- the numbers of fixed-period and/or permanent exclusions;
- any improvements in the support infrastructure for disruptive and disaffected pupils and those responsible for teaching them;
- the number, frequency or extent of incidents of poor behaviour in school;
- the rate of reintegration into mainstream education of pupils who have been out of school;
- the number of reports of bullying;
- any pertinent feedback from pupils;

7.4 Outside Agencies and LA

- the instigation of effective links with LAs' behaviour support plans;
- the effectiveness of a partnership approach, making full and appropriate use of the experience and expertise of all agencies with relevant skills, e.g. the Education Welfare and Educational Psychology Services, voluntary organisations and the private sector wherever appropriate.
- Attendance data is shared via WONDE to the Department for Education (DfE)
- Attendance data is shared with the Attendance Consultant (VIP Education)

7.5 Planning:

- the consideration of attendance issues in development planning. Planning should have a clear implementation strategy and statement of objectives and targets, together with performance indicators against which the effectiveness of provision can be measured;
- time allocated to planning for pupils with special needs related to attendance;
- the effects on school ethos/atmosphere related to attendance and related policies;

7.6 Staff/INSET:

- involvement by all staff in INSET courses relating to attendance issues as required;
- school management involvement in attendance issues;
- any improvements in the support infrastructure for disruptive and disaffected pupils and those responsible for teaching them;

7.7 Independent review.

Analysis and publication of OFSTED/School Data Dashboard/ LA reports.

8. REVIEW OF POLICY

The school will review this policy annually and assess its implementation and effectiveness. This policy will be reviewed by the Head Teacher.

Appendix 1

Further information in relation to the Education Attendance Service (EAS) Legal process



Education Attendance Service (EAS) Legal Process

Step 1

Following further absences after the NCAPSA issued School to refer into EAS for Legal action to be considered



Step 2

EAS Officer to arrange a case consultation with Attendance Lead to discuss the file



Step 3

EAS Officer agrees a summons period and passes this to the School



Step 4

EAS Officer prepares the Head Teacher Certificate and sends this to school for completion



Step 5

School to complete S9 and summary with relevant evidence within summons period



Step 6

EAS Officer prepares file for court



Step 7

Court date received from Legal and given to school



Step 8

Court results received and passed onto school