

Balderstone St Leonard's Church of England Primary School



Attendance & Missing from Education Policy

[Last updated: August 2023]

BALDERSTONE ST LEONARD'S CHURCH OF ENGLAND PRIMARY SCHOOL

WHOLE SCHOOL ATTENDANCE POLICY

Rationale

At Balderstone Primary School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. **The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.** We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

Department for Education (DfE) guidance “Working Together to Improve School attendance May 2022) states that,

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.

All schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

Ensuring your child's regular attendance at school is parent/carers’ legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution. At Balderstone, **we expect excellent attendance from all of our pupils.** We encourage this by offering an environment in which pupils feel valued and part of the school family. Where there are concerns around attendance, the school will intervene and offer early support and help, recognising that pupils may be vulnerable due to their lack of attendance.

The school is familiar with, and seeks to follow, the Department for Education’s ‘Working together to improve attendance’ (2022) guidance.

Aims

We will

- Have an expectation of excellence in terms of attendance for all
- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.

- Set targets to improve individual, vulnerable group and whole school attendance levels.

Rights, Roles and Responsibilities

Balderstone St Leonard's has a procedural framework which defines agreed roles and responsibilities for:

- Parents and carers
- Pupils
- School staff
- Governors

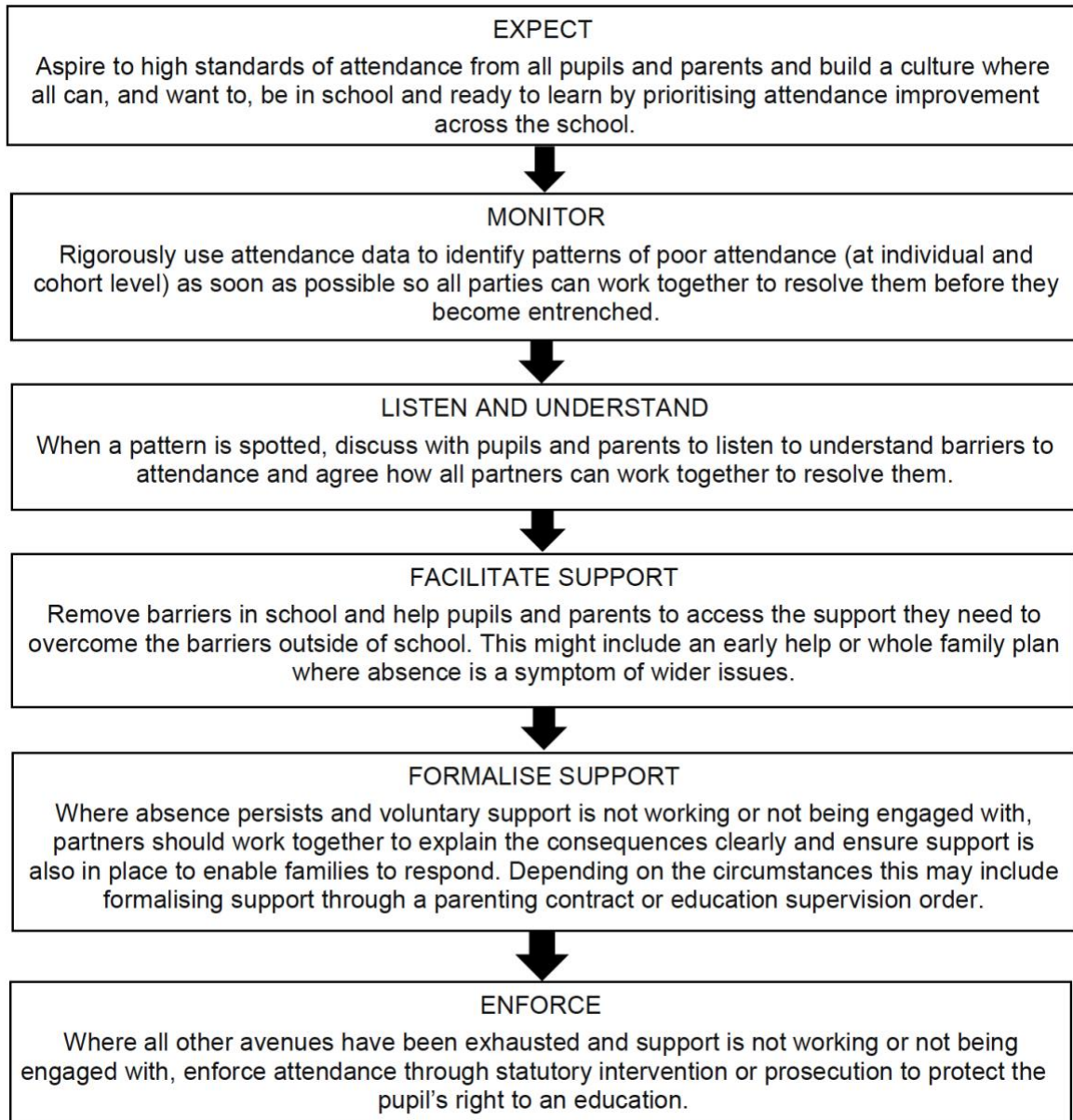
to complement this policy, and identify how we will deliver our aims in respect of regular and punctual attendance.

This procedural framework will include guidance on

- Registration
- Punctuality
- What constitutes unauthorised absence
- Leave of absence
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with the Pupil Attendance Support Team and School Attendance Consultant
- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

Working together for flourishing attendance

As part of our commitment to the whole school family, we recognise that successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against, families. All partners will work together to:



Leave of Absence

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In 2021, the Headteacher is the person authorised by the 'proprietor' (i.e. the governing body), to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings.

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the head teacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

Additional information regarding leave of absence is included with the procedural framework.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member) and this will be marked as 'R' in the register.

Parents must request any additional leave **in advance** and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Partnership Working

Balderstone Primary School will work with the Pupil Attendance Support Team, the School Attendance Consultant and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework.

The Use of Penalty Notices

In accordance with the current Lancashire code of conduct Balderstone St Leonard's C of E Primary **may** request that the Local Authority issue penalty notices in respect of unauthorised absence. This includes leave of absence which is taken without a prior request being made; and leave taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised but the leave is taken regardless of this advice. Balderstone St Leonard's C of E Primary may also request that the Local Authority issue a penalty notice for days taken in excess of the agreed period of leave; without good reason. Parents also risk losing their child's school place if they do not return from leave, as agreed, and re-admission cannot be guaranteed.

Balderstone St Leonard's C of E Primary will work with the Pupil Attendance Support Team, the School Attendance Consultants and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework.

Monitoring, Analysis, Action Planning

Balderstone Primary School will use electronic systems for monitoring attendance at both individual pupil, groups of pupils and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

Attendance expectations at Balderstone

The minimum attendance level which is expected at our school is 96%. Excellent attendance at school is vital to securing the greatest possible personal development and

academic progress for each child. **We expect all families to be committed to excellent attendance.**

When attendance falls below this level (96%), the school will consider whether it is appropriate to offer support to improve the situation. This may include arranging a meeting with parents to agree a 'Attendance Improvement Plan' for their child. These are supportive plans and set out the actions and support available to improve attendance.

Persistent Absence

Both local and central government pay particular attention to reducing the number of pupils who fall into the persistent absence category (PA). A pupil is on track to becoming a persistent absentee when their attendance falls to 90% or below at any point during the school year; whether the absences are authorised or unauthorised. When attendance nears this level children miss significant amounts of schooling; meaning that their educational progress is put at risk. We need parents' full support in ensuring that attendance does not reach this level. However, if for any reason a child's attendance does fall into this category parents will be asked to do all they can improve the situation.

Families will be supported in this via school's robust systems for managing PA. This support may involve the need for parents, and children of an appropriate age, to agree to a parenting contract. Due to the seriousness of PA status it is highly likely that such cases will be referred to a local authority attendance team (Pupil Attendance Support Team). We will also consider involving external agencies to assist us in finding resolutions to any issues which may be behind an attendance concern

Furthermore, absence data for individual pupils who are classed as persistent absentees are reported to the Department for Education; along with whole school absence figures.

Children Missing from Education

All children have an entitlement to a full-time education, regardless of their circumstances. Unfortunately, Children Missing Education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life. The Local Authority has a legal duty to identify when there are CME and help them back into education. Balderstone St Leonard's Church of England Primary will help the Local Authority with its duty.

A child missing education is defined as a child of compulsory school age who is not on a school roll and not receiving an education via other means, for example, via Elective Home Education or an alternative provider such as a college.

Reasons why children miss/go 'missing' in education

There are a number of reasons as to why children miss school, including the following:

- A child has been removed from roll after being permanently excluded and no alternative provision is in place
- A child has not been attending school and a home visit reveals that the family may have moved away
- A child has moved into the area but no arrangements have been made to access a new school
- A child has moved out of the area (this includes moving outside of the UK) or is about to move out of the area but no arrangements have been made to access a new school
- A child who has been offered a school place, but parents have refused the place offered and the authority is not aware of alternative arrangements for the child/young person's education

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

- Abuse and neglect – including sexual abuse or exploitation and criminal exploitation
- Mental health issues – such as risk of substance abuse, risk of travelling to conflict zones, risk of FGM or risk of forced marriage

Pupils who are most vulnerable in terms 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 (and the police if appropriate).

Children of Gypsy, Roma and Traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the Local Authority. If necessary, the school will consult the Local Authority Gypsy, Roma Traveller Achievement Service (ema.support@lancashire.gov.uk) for advice on the best strategies to ensure minimal disruption to the GRT 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 children.

Missing children/runaways – should the school suspect a child has gone missing/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 – in this case, Local Authority youth offending teams 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 child who has stopped attending a school is not known, the Local Authority will investigate the situation.

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

Monitoring the Attendance of Pupils Who Are Educated Off Site

The attendance of all pupils who are educated off site, or those who are dual registered, will be monitored in accordance with the procedures outlined within the procedural framework.

Review of Whole School Attendance Policy

Balderstone Primary School will review this policy and the associated procedural framework annually.

Last review date: August 2023

Next review date: August 2024

WHOLE SCHOOL ATTENDANCE POLICY PROCEDURAL FRAMEWORK

This document forms part of Balderstone Primary School's whole school attendance policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the school will deliver its aims in respect of regular and punctual attendance. It will be reviewed annually.

Rights, Roles and Responsibilities

Balderstone Primary School believes that it is important that parents and carers, pupils, school staff and governors all work in partnership to encourage good attendance for all pupils. The following is a summary of the rights, roles and responsibilities for individual groups of stakeholders.

Parents and Carers

- Ensure the child(ren) in their care attend school regularly and punctually
- If the child(ren) is/are absent to inform the school office or class teacher on the first day of absence and provide a reason for the absence
- If the child(ren) is/are absent for more than one day, to inform the school office of the continued absence and update as to the reason for the absence regularly
- Ensure that school have up to date contact details and at least two emergency contacts who can be contacted in the event that parents are unavailable
- To avoid leave in term time wherever possible. Where this is not thought possible, contact the school as soon as possible prior to the first proposed day of absence to request authorisation and prior to making any financial commitment
- To advise the school, by contacting the school office, immediately if they become aware of problems with attendance
- To co-operate with the school in promoting and improving attendance e.g. attending meetings, participation in parenting contracts and supporting the school in agreed intervention/action plans
- Adhere to systems for late registration, signing out and signing in

Pupils

- Attend school regularly and punctually
- Adhere to systems for late registration, signing out and signing in
- Acknowledge behaviour needed out of school to ensure good attendance e.g. early bedtimes and getting uniforms ready the night before

School Staff

The head teacher has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate. The head teacher is also responsible for liaison with individual families, the School Attendance Consultant and the

Pupil Attendance Support Team (PAST) to ensure appropriate support is given where attendance concerns are identified and for liaison with the local authority and DfE to ensure that the school conforms to all statutory requirements in respect of attendance.

However, Balderstone Primary School believes that all staff have responsibilities and a role to play in promoting good attendance by:

- Providing a welcoming atmosphere for children
- Providing a safe learning environment
- Ensuring an appropriate and responsive curriculum
- Providing a sympathetic response to any pupil's concerns
- Being aware of factors that can contribute to non-attendance
- Being aware of the role all staff can play in ensuring attendance is seen as important for all pupils and parents
- Adherence to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the head teacher
- Participation in training regarding school systems and procedures
- Willingness to communicate with children and parents about attendance
- Completion of the attendance registers in accordance with the legislation and under the direction of the head teacher

Some staff will have specific individual responsibilities to support the attendance policy and these are outlined in the procedures section of this framework.

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
- Adopt an attendance policy and review it annually
- Agree targets for attendance at Balderstone Primary School
- Ensure that they receive reports from the head teacher regarding school attendance and persistent absence as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively
- Authorise the head teacher (or other designated person) to consider and make decisions regarding leave of absence requests
- Work with the head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

Procedures

Registration

Door to school open at 8.40am

Morning Registration is between 08.50am and 8.55am

Afternoon Registration is between 1.00pm and 1.05pm

Each class teacher or their nominated representative is responsible for marking children present or absent in the register at morning and afternoon registration. The registers must be completed promptly to avoid discrepancies between classes. The class teacher must ensure that the marked register/on SIMS ID, plus any notes received regarding absence, is returned to the school office by 9.05am/1.10pm.

The school office is responsible for entering attendance on the electronic register and for inputting absence codes on a daily/weekly basis.

Late Registration

Pupils requiring admittance to school following registration periods must go to the main entrance and request entry via the school office. For health and safety reasons parents **MUST** accompany late arriving pupils into the building in order to sign their children into school.

The school office is responsible for maintaining the signing in/out slip book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and name of supervising adult. For health and safety reasons, after 9.00am/1.05pm an entry **MUST** be placed in the signing in book before a pupil is admitted or released.

In accordance with current guidance, the attendance registers are closed at 9.30am/1.15pm. This means that any pupil who arrives after the registration period (8.55 to 9.00am/1.00 to 1.05pm) but before the registers are closed (9.30am/1.15pm) will be given a late mark (L) in the register. This code is classed as a present mark, but displays that the pupil arrived late for school. Any pupil who arrives after the registers have closed (9.30am/1.15pm) but before the end of the session will be given a "late after registers closed" mark (U) in the register. This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session.

In addition to using the L and U codes, office staff may also use the facility within the SIMS attendance module to record the number of minutes late for each pupil, on each occasion. This facility will allow school staff to monitor and manage developing patterns of lateness more effectively and make a clear link between lateness and missed curriculum; and share such information with parents.

The fact that the U code is classed as an unauthorised absence means that when it is used pupils are likely to be missing significant amounts of schooling, putting their educational progress at risk. For this reason the use of this code will be considered as serious as any other unauthorised absence and will attract the interest of external agencies, including

referral to the local authority attendance team and consideration of the use of legal measures, in just the same way.

Authorised and Unauthorised Absence

As a school, we will always work with parents (and external agencies as appropriate) to aim to understand the reasons behind absence – we believe that this is an important stage in resolving attendance issues.

In every instance it is the head teacher who determines whether an absence is recorded as authorised or unauthorised. This decision is made based on information provided by parents/carers. However, because the register is a legal document, the head teacher has responsibility to ensure that it is completed accurately and in accordance with the legislation. For this reason it is not sufficient for an absence to be recorded as authorised based entirely on information provided by parents/carers. Therefore, there may be occasions when it will be necessary for parents to provide evidence of reasons for absence before authorisation is granted. For example, in the case of absence due to illness or medical appointment, evidence may be requested in the form of: sight of a prescription, prescribed medication, a medical appointment card or similar.

The school office is responsible for maintaining records of reason and length of absence.

- Parents/Carers are required to contact the school office or class teacher on the first day of absence, advising of the reason for the absence and expected return date; if known
- Where information is provided to the class teacher they are responsible for passing this information to the school office
- Where a verbal message is taken by school office staff this should be noted in the register and the class teacher informed
- Where a written note is received by the class teacher this should be returned to the school office with the register
- Where the absence is for several days, the parent/carer is responsible for informing the school of the continued absence and updating them as to the reason for the absence on a regular basis
- Where no explanation for absence is provided, or the reason provided is unsatisfactory, the absence will be recorded as unauthorised and will be addressed with parents promptly
- Schools have a responsibility to report such absence to the local authority after a period of 10 school days, or sooner if appropriate
- The reason for absence should be linked directly to the pupil (e.g. illness or medical appointment of/for the child). Reasons for absence relating to parents or siblings may not be authorised

If a child is absent and no contact has been made by the family, the school office will contact the family on the first day of absence, as the registers close at 9.30am. If contact cannot be made, school will try to contact the people named as emergency contacts. Where reasonably practicable, for every pupil, schools should hold an emergency contact number

for more than one person. Our school will request emergency contact numbers from the parent with whom the pupil normally resides. If no contact is possible with any of the emergency contacts, the head teacher should be informed and consideration made whether to request/undertake a welfare/home visit. In the case of prolonged or repeated absence without justification being given, the head teacher will determine whether a referral to the Pupil Attendance Support Team should be made.

The head teacher is responsible for determining what is classed as authorised and what is classed as unauthorised absence.

Examples of authorised absence:

- Medical or dental appointments, which relate directly to the pupil and unavoidably fall during the school day (evidence may be required prior to authorisation)
- Illness of the pupil (evidence may be required prior to authorisation)
- Leave which has been authorised by the head teacher due to exceptional circumstances

Examples of unauthorised absence:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and leave in term time which have not been agreed
- Days that exceed the amount of leave agreed by the head teacher

The school office is responsible for inputting the appropriate absence code on the electronic register. Where they are not certain whether an absence is authorised or not they should seek advice from the head teacher.

Office staff may also use the comments facility within SIMS in order to log specific reasons for absence. This facility will allow school staff to monitor and manage developing patterns of absence more effectively and share such information with parents.

Signing Out

The school office is responsible for overseeing the procedure for releasing children where parents/carers have requested and been granted leave during the school day.

The child(ren) can only be released to a parent or authorised carer/family member. When an authorised adult is picking up a child within school time the school office is responsible for ensuring that they (the authorised adult) complete and sign the school signing out book (see above for details of requirements). The school office is responsible for inputting the appropriate absence code on the electronic register, where appropriate.

When a child leaves the school site after the morning or afternoon register has been taken, the original mark must remain in the register and the signing in/out book should be referred to during an evacuation situation to ensure all pupils can be accounted for.

Leave of Absence

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In Balderstone School the head teacher is the person authorised by the 'proprietor' i.e. the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings.

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the head teacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

Additional Factors for Consideration

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The local authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

If work commitments are stated as supporting evidence towards an exceptional reason for requesting leave, parents will/may be asked to provide employer details and any additional evidence which shows why leave cannot be taken during the school holidays

Parents/Carers who need to request leave during term time should complete an application form, available from the school office as soon as possible prior to the first proposed date of absence. Parents are asked to provide any relevant information regarding this request on the form if they believe the circumstances are exceptional. Information provided after a decision has been made may not be considered. The head teacher will consider the request

and advise in writing within 5 days whether the absence will be authorised or not. The head teacher may request a meeting with parents before any period of leave is authorised.

Monitoring, Analysis and Action Planning

The governors have determined that the head teacher has overall responsibility for the monitoring, analysis and action planning of school attendance. The head teacher is also responsible for ensuring that data is returned promptly to the local authority and DfE within deadlines. However, it is expected that the day to day implementation of this will largely rest with the class teachers who take the register and highlight causes of concern and the school office who are responsible for maintaining the school records on attendance and for highlighting causes for concern.

The head teacher will review the attendance records at least once every half term to check that there are no outstanding causes for concern and that codes are being used consistently. In addition, the head teacher / attendance lead will address specific concerns as they arise.

The head teacher is required to review this whole school attendance policy and procedural framework annually and to report on attendance matters to the governors termly. The governors will also review the attendance policy at least annually to ensure that it continues to meet the needs of the school.

If there is a trend of worsening attendance in a particular group of pupils, including pupils who belong to any vulnerable group, discussions should be held between the head teacher and appropriate staff to agree action plans to reverse the trend. It should also be reported to the governors at the next full governor's meeting.

Monitoring the Attendance of Pupils Who Are Educated Off Site

When pupils are **dual registered**, their registration status will acknowledge this. For sessions when a dual registered pupil is expected to attend ? Primary School the usual attendance procedures will be followed. When this pupil is expected to attend the other establishment our registers will display the D code (Dual Registration). As the **Main School** we retain responsibility for dual registered pupils. Therefore, the other establishment will be contacted regularly in order to ensure that this placement continues to be successful. When this is not the case, appropriate action will be taken. In cases where we are the **Subsidiary School** our normal first day absence procedures will be used and any concerns regarding attendance will be reported to the **Main School**. In addition, we will provide other information regarding attendance to the **Main School** on request.

When pupils are **Present at an Approved Off-Site Educationally Activity** school will decide which of the following codes is most suitable:

Code B – Educated off site

Code P – Supervised sporting activity

Code V – Educational visit or trip

The head teacher is responsible for the pupil's education and wellbeing during these sessions. Therefore, before any of these codes are used school must ensure that the following criteria are met:

- ✓ The activity is broadly educational in nature
- ✓ it is suitable for the pupil's age and ability
- ✓ it will complement the pupil's curriculum
- ✓ it is taking place during the session for which the approved off-site educational activity code is being used and
- ✓ suitable supervision and safeguarding arrangements are in place

Criteria and Systems for Referral to and Working with the School Attendance Consultant and the Pupil Attendance Support Team

The head teacher is responsible for ensuring consistent referral of regular or unjustified absence. The criteria for referral are outlined in the systems below:

A request for support will be made to the local authority attendance team (Pupil Attendance Support Team) when:

- School have informed parents of their concerns regarding attendance
- School have attempted to employ appropriate strategies in order to improve attendance
- School strategies have failed to prompt the required amount of improvement in attendance OR parents refuse to engage with school support

In addition to the above, the head teacher (or designated person) can discuss general attendance or case specific matters with the School Attendance Consultant. The purpose of such discussions would be to:

- Monitor progress towards targets, highlighting any concerns and identifying any action required
- To receive guidance on latest best practice
- To receive information about local and national trends and benchmarking
- To discuss whether current attendance policy and procedures are effective
- To discuss case-specific actions and receive advice on future actions

In some instances, school may consider involving external agencies to support children and parents as appropriate with the aim of understanding the underlying issues which may be causing attendance concerns.

School System for Dealing with Concerns about Lateness and Absence

The school office is responsible for advising the head teacher of pupils who are persistently late or absent as issues arise.

The class teacher is also responsible for raising concerns about lateness or absence of class members to the head teacher as issues arise.

In addition, the head teacher will use electronic systems to monitor the attendance of individual pupils at least once per half term.

School will send "Traffic Light Letters or phone calls" to parents on a termly/half termly basis in order to keep parents informed about attendance levels. These letters will indicate the following:

- Green Letter/phone call/report = Good Attendance, Well done (100 to 96%)
- Amber Letter/phone call = Attendance Below Target, Improvement Required (95.9 to 92%) immediate phone call on day of absence
- Red Letter = Red Alert, Pupil Progress at Risk (below 92%) Headteacher contact daily for absence

Once concerns have been raised:

- The head teacher (or designated person) will discuss the matter informally with the family (including the pupil)
- Parents and children, if appropriate, will be asked to agree to a parenting contract, or take part in attendance panels, which will include the setting of targets and will be reviewed regularly
- When persistent lateness is an issue and/or parents fail to follow procedures by not accompanying late arriving pupils into school to sign them in, this will be communicated to parents via letter or a meeting in school as appropriate
- If lateness/absence persists, and school procedures fail to promote the required level of improvement, the head teacher will contact the Pupil Attendance Support Team who will attend meetings with the family and head teacher as appropriate and help school determine whether any further interventions are required. These interventions will include consideration of the use of legal measures (penalty notices and prosecution)
- Incentive and reward schemes will be used for individual pupils, as appropriate.

Notifications to the Local Authority

Admissions

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to

the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (Lancashire currently does not).

Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire does not currently).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information as laid out in regulation.

Notifications of Pupils who Fail to Attend

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will 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 days or more. In Lancashire primary schools, this can be done via referral to the Pupil Attendance Support Team or a request for a Penalty Notice. Any other notifications not so covered can be submitted on an individual basis to the local authority.

Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting a pupil's name from the register if the whereabouts of the child are unknown. In these cases, school will undertake a home visit themselves, or request a home visit from PAST prior to a referral being made to the local authority Children Missing Education team.

Alternative Provision and Use of Directions

There are a range of reasons why pupils might be required to access educational provision at a venue other than their main school. The main reasons are listed below:

- Pupils who have been excluded, either for a fixed period (for more than 5 days) or permanently

- When a pupil is unable to access provision at their main school for medical reasons
- When a pupil is required to attend another venue for the purpose of improving behaviour; either on a temporary basis or with a view to making a permanent move to the alternative provision (managed move)

When a pupil is required to attend alternative provision, the governors of the main school must issue a written 'direction' or 'notice' informing all parents of the alternative provision which their child is required to attend.

Pupils Who Are Unable To Attend School for Medical Reasons

The introduction of statutory guidance on 1st September 2014 places much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school or by sourcing more appropriate provision at another establishment. When education is to be provided at an alternative location, this will always be done via the use of a direction or notice (please see the relevant section of this policy).

School System for Reintegrating Pupils Who Have Had Long Term Absence

When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

Pupils who are refusing to attend school

At **Balderstone Primary School**, we believe that every child has a right to a full time education and we will not accept 'school refusal' as a reason for nonattendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We will make referrals to external partners such as Children and Family Wellbeing Service, Early Help, Primary Mental Health Practitioners etc. as appropriate in a bid to ensure the correct support is secured for the child and their family.

Balderstone St Leonard's Church of England Primary wants to ensure all those in its care have access to the education they deserve. It will work closely with the Local Authority in circumstances where it suspects a Child Missing in Education.

The School's policy for reintegrating pupils/monitoring attendance to avoid pupils missing education

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

- In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity.
- Where a pupil is leaving school, and a new school has been given, Balderstone St Leonard's C of E Primary will confirm attendance making contact with the new school on the student's first day. In event of a 'no show' the schools will communicate to find a resolution.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for 20 consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- The school will notify the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).
- Pupils who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.
- The school will arrange with the Local Authority full-time education for excluded pupils from the sixth school day of a fixed-period exclusion.
- Once a pupil has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.

Staff Members will:

All staff will be alert to the potential need to implement early help for a pupil who is frequently missing/goes missing from care or home.

All staff will be aware of the school's unauthorised absence and children missing from education procedures. Where staff have concerns about pupils relating to CME, staff will use their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL or their deputy.

Parents

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

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

Parents will notify the school regarding any absences or changes to the pupils education arrangements. Parents are responsible for providing the school with more than one emergency contact number where possible.

Parents are able to 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, the pupil will be deleted from the school's admission register and inform the LA.

The Local Authority will adhere to the [statutory guidance](#) and its [own policies and procedures](#).

Safeguarding

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

In line with the Children Act 2004, 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.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or 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/carer, relatives and neighbours using known contact details Check local databases
- 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 making enquiries with neighbours or relatives, if appropriate

NB. 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.

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 parents and are being educated outside the school system, e.g. home-schooled.
- Have ceased to attend school and no longer live within a reasonable distance of the school.
- 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.
- Have died.
- 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 not less than 20 school days, and:
 - The absence was not authorised.
 - There is reason to believe the pupil is not unable to attend school.
 - The LA and school is unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Will cease to be of compulsory school age before the school next meets, and the relevant person has indicated the pupil will not attend the school, or, the pupil does not meet the academic entry requirements for sixth form.

The school will notify the LA that a pupil 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.

If a pupil's name is to be removed from the admissions register, the school will provide the LA with the following information:

- The full name of the pupil
- The full name and address of any parent/carer with whom the pupil lives
- At least one telephone number of the parent/carer with whom the pupil lives
- The full name and address of the parent/carer 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 this policy.

Communication of Attendance Policy and Procedure

It is important that the school's policy on attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The governors have determined that:

- The attendance policy will be placed on the school website
- Details of the policy and the procedure for requesting absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents
- Reference to the school attendance policy regarding leave during term time is to be made clear when the school calendar of dates is sent out each year
- Summary of responsibilities under the attendance policy will be contained in the home/school agreement
- Staff responsibilities will be contained in the staff handbook
- The head teacher will ensure that staff receive training regarding their responsibilities in relation to the attendance policy and procedures
- The head teacher will provide a summary of attendance and causes for concern to the governors during termly meetings
- Details of the absence record of the school will be communicated as part of the school profile/prospectus
- Attendance and punctuality will be included in newsletters on a regular basis
- Attendance will be reported to parents termly via attendance traffic light letters and annually via the end of year report.

Approved by The Governing Body 2023 Autumn meeting