





# Attendance and Punctuality Policy

<b>Policy Date:</b>	25 <sup>th</sup> September, 2023	<b>Version: 1.2</b>		
<b>Policy Review Date:</b>	September 2024	Headteacher Nitash Odedra		25/09/2023
<b>Ratified by Governing Body:</b>				
Sue Welford (Chair of Governors)			25/09/2023	

Rushey Mead Primary School is committed to providing an education of the highest quality for all its pupils and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children at Rushey Mead Primary School be able to broaden their horizons and take full advantage of the educational opportunities provided to them.

It is recognised that:

- Parents/carers have a legal responsibility to ensure children receive the education they are entitled to.
- All pupils of statutory school age have an equal right to access to an education in accordance with the National Curriculum regulations.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.
- No pupil must be deprived of their opportunity to receive an education that meets their needs and personal development.
- Many pupils and their parents/carers may need to be supported to enable them to meet their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents/carers may impact on attendance. We will, with the agreement and support of parents/carers, work in partnership with external agencies to resolve these.

We expect the following from all our pupils:

- To understand the school's ethos and vision, and the need to attend school regularly and arrive on time, appropriately prepared for the day.
- To tell a member of staff about any problem or reason that may prevent them from attending school.
- To respect themselves and others in accordance with the school's promises.
- To inform a trusted adult if they feel that they are being bullied.
- To encourage friendship, happiness and a sense of belonging.

We expect the following from parents/carers in order to support their child and recognise their successes and achievements:

- To ensure their children attend school regularly and punctually.
- To ensure that they contact the school prior to the start of the school day whenever their child is unable to attend.
- To provide appropriate medical proof of their child's illness when requested.
- To ensure that their children arrive in school well prepared for the school day.
- To contact the school in confidence whenever any problem occurs that may affect their child's attendance in school. Avoid absence that is not necessary.
- To work closely with the school and Education Welfare Officer (EWO) to resolve any problems that may impede a child's attendance.
- **To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused.**

Parents/carers and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance, along with effective monitoring and intervention of poor attendance.
- Procedures that enable the school to identify, follow up and record all forms of absence and identify patterns which may lead to high rates of absence.
- Early contact with parents/carers when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- Recognition for good attendance.
- Child's attendance to be shared with parents / carers through at the end of the academic year and where attendance is deemed to be below school expectations.
- A high-quality education that will give our pupils an ambition to succeed.
- Procedures leading to a formal referral to the EWO.
- Provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.
- Provide a daily breakfast club for a nominal fee which is open to pupils.

#### Recording

- Pupils must be in school by 8.50am. After 9.00am, they are late for school.
- Pupils must enter the school through the entrances identified for their year group, unless they are late. Late arrivals must enter via the main entrance.
- Pupils arriving late will be signed into the late book by administration staff, which records the name, class, time and reason for lateness. Pupils will be given a late card to be taken to the class so that the teacher is aware that a late mark has been given. This will later be recorded in the school's Management Information System (MIS).
- All staff need to be aware that any pupil arriving late MUST register at the office for the purpose of fire regulations.
- The register officially closes at 9.00am and any pupil arriving after this will be marked late for the session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence.
- Pupils who arrive on time will have their attendance recorded by the class teacher onto the school's Management Information System (SIMS).

#### **Roles and Responsibilities**

The Head Teacher will:

- Oversee and demonstrate ownership of the whole policy.
- Regularly report progress on attendance to governors, pupils and parents/carers.
- Set challenging, but achievable, targets to reduce levels of absence.
- Liaise with the EWO.
- Oversee the efficient operation of the attendance system, as well as the collation and analysis of attendance data.
- Oversee the work of administration staff, the attendance officer and pastoral staff who support families.

Class Teachers will:

- Complete registers accurately and on time.
- Follow-up immediately any unexplained absence through daily face-to-face contact with parents/carers (as well as notify the office) and enter comments on the school's safeguarding system.
- Challenge suspicious or inappropriate reasons for absence and inform senior staff in a timely manner.

Governors will:

- Monitor attendance and policies.
- Request regular attendance progress reports for Governors' Meetings.

The Education Welfare Service (EWS) will:

- Liaise with identified school staff termly
- Where a referral is accepted, undertake home visits, either pre-arranged or without notice, as considered necessary.
- Initiate group work with identified groups of parents/carers or pupils.
- Where necessary, instigate legal proceedings on behalf of the LA, including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.
- Accept referrals that meet the EWS referral criteria, initiate contact with parents or carers and undertake assessments.
- Plan and review casework.
- Provide feedback to the school.
- Offer strategic/policy advice and support in relation to matters of attendance.
- Support the school in the establishment and management of school attendance panels.
- Support the school in the use of penalty notices and parenting contracts within the provisions of the Anti-Social Behaviour Act 2003.

Attendance/Welfare Officer will:

- Record all reasons for absence in the register
- Produce updates from weekly registers, absence code sheets and weekly percentage information.
- Provide a dedicated absence line for parents/carers to notify of their child's absence
- Maintain and monitor a late book and signing out book.
- Implement first day phone calling via telephone (Appendix A).
- Monitor electronic records to identify and analyse responses for reasons of absence.
- Report concerns/ patterns of behaviour to the Headteacher.
- Facilitate meetings with parents/carers to discuss concerns relating to reasons why a pupil is not attending.
- Monitor lateness — provide parents/carers with a letter after a fortnightly review of patterns of lateness.
- Maintain an attendance noticeboard, which displays class attendance and whole-school punctuality, focusing on weekly percentages and targets to be achieved.

- Collate weekly class attendance and lateness figures to be displayed in reception and outside classrooms.
- Work alongside the Headteacher to create individual pupil profiles (Appendix C) for children at risk of persistent absence.
- Attend regular meetings with EWO to analyse pupil data
- Liaise with the Inclusion Manager and visit families of pupils who have not been seen or where contact has not been made with school for more than 10 days, where appropriate.

### **Authorised or Unauthorised Absence**

Authorised absence is where the school has either given approval in advance for a pupil to be absent from school or has accepted an explanation offered afterwards as a satisfactory reason for absence. All other absence must be regarded as unauthorised. The following may be reasons for authorising absences:

- Illness — with appropriate medical evidence, when requested
- Family bereavements
- Exceptional circumstances where leave may be granted
- Medical and dental appointments, where proof is available (only for the duration of the appointment and reasonable travel time) and unavoidable during the school day
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from the school roll or re-instated

Examples of unauthorised absence would be if a pupil does not attend because of:

- Going on holiday or travelling abroad
- Taking days off for birthdays, shopping trips, etc.
- Feeling tired
- Inclement weather
- Attending a non-urgent appointment
- A parent/carer being too unwell to bring their child to school

A reason for a period of absence is always required. A parent/carer must inform the school each day of the child's absence, unless medical proof has been provided for a sustained period of absence. The school will contact parents/carers who have not offered a reason. The school will mark the absence as unauthorised if no reason for absence is given

## Unauthorised Absence

The law states that parents/carers must ensure that their child regularly attends the school where they are registered. If a child fails to attend school regularly, legal action may be taken against each parent/carer.

It is a parent's/carer's legal responsibility to ensure that their child, when of statutory school age, accesses education appropriate to age, needs and ability.

Under the terms of the education related provisions of the Anti-Social Behaviour Act, each parent/carer may be issued with a Penalty Notice of £120 per parent/carer per child if paid in full within 28 days (reduced to £60 if paid within 21 days) if:

- A child has 20 or more unauthorised absences in a 12-week period
- Parents/carers allow their child to take leave of absence in term time without a school's authorisation
- Parents/carers fail to return their child to school on an agreed date after a leave of absence
- A child persistently arrives late for school after the register is closed

If a Penalty Notice is not fully paid within 28 days and there is no reason to withdraw the Notice, the Local Authority has no option but to prosecute a parent in the Magistrates' Court for failing to ensure regular school attendance.

In court, if a parent pleads guilty, or is found guilty, they will then have a criminal record. A fine of up to £2,500, up to 3 months' imprisonment or a community penalty could be imposed, together with a parenting order.

When a pupil does not attend, the school will respond effectively by:

- Contacting parents/carers on the first day of absence by telephone/text message where no reason has been given. Continuous absence will be followed up.
- Sending a letter after the second day of unexplained absence, a visit from a member of the school staff or the Education Welfare Officer (EWO) where the Education Welfare Service is already involved
- Discussing further action with the school's Education Welfare Officer, which will take place where non-attendance continues.
- Inviting parents/carers to attend a meeting in school after 10 days of continued unauthorised absence, unless other action is planned with the EWO. This meeting will include the appropriate staff, EWO, parent/carer and pupil, and will aim to identify and solve the problems that are preventing the pupil from attending school. No improvement in attendance will result in the case being discussed again with the Education Welfare Officer, with a view to a formal referral being made to the Education Welfare Service (if one has not already been made at an earlier stage). If a referral has already been made, then the case will be reviewed and further action planned.
- Initiating a 'Safe and Well' check where no contact has been made by parents/carers or there are concerns in relation to a child's safety and wellbeing. Pupils who are identified as persistently absent will have additional strategies put into place and an agreement will be put into place between the parent/carer, school and the EWO.

#### Requests for Leave of Absence

There is no entitlement to time off in term time. Holidays will not be authorised. If a parent/carer wishes to request a day or a period of leave, they are required to write to the Headteacher by completing the appropriate leave of absence form, which is available from the school office. Regardless of whether the request is agreed or refused, the school will inform the parent/carer of the reason and the request will be noted in the electronic register.

When leave of absence/holiday requests are being submitted by parents/carers, the intention for going abroad or extended leave needs to be written.

In accordance with the school's Safeguarding and Child Protection Policy, whilst recognising that FGM (Female Genital Mutilation) is unlikely to be shared, any actual reports or suspicion of FGM whilst overseas will be reported immediately to the Designated Safeguarding Lead.

**If a child has unauthorised leave of absence, parents/carers may either be issued with a Penalty Notice of £120 per parent/carer, per child (discounted to £60 if paid within 21 days) or the case could be referred by the Local Authority directly to the Magistrates' Court.**

**If a Penalty Notice is not fully paid within 28 days and there is no reason to withdraw the Notice, the Local Authority has no option but to prosecute a parent/carer in the Magistrates' Court for failing to ensure regular school attendance. In court, if a parent/carer pleads guilty, or is found guilty, they will then have a criminal record. A fine of up to £2,500, up to 3 months' imprisonment or a community penalty could be imposed, together with a parenting order.**

The school is required to submit the paperwork for a full penalty notice as soon as the pupil returns to school via the EWO. **Penalty Notices will be issued where there are 4 or more days of unauthorised leave of absence.** Requests may also be made by the school where there are fewer than 4 days, as a decision will be made on each case's individual merits. In these cases, the history and/or the impact of the current absence will be considered prior to a Penalty Notice being issued.

## Headteacher's Decision Regarding Exceptional Circumstances

It remains the Headteacher's decision whether or not to agree to these requests. The Headteacher will not authorise leave of absence unless there is a request made in advance and unless the reason for the leave is deemed to be classed as exceptional circumstances.

Where it is suspected that a child is on holiday and the school have not been informed, the following procedure will be implemented:

- First day telephone contact to parent/carers and other authorised designated contacts.
- School, Family Support Worker or EWO to make unannounced home visit to confirm absence.
- A letter requesting a parent/carers to contact the school will be posted.
- Written documentation kept of all attempts to make contact.
- A letter from school stating belief of holiday and a request to provide medical evidence. If no evidence is provided, which would authorise the absence, then a penalty notice will be issued.
- On return to school, if no contact has been made or there is still a belief that a child has been on holiday, following a request from the EWO, a parent/carers will be asked to show their passport if it is a belief that the family have been abroad.
- A parent/carers will be asked to complete a post-leave of absence form and a penalty notice will be issued.

## Children Missing Education (CME)

Leicester is a diverse city with high levels of mobility. This has an impact on pupils who are attending our school as, each year, high numbers of children leave at points other than the usual transfer times, and many of these pupils go to countries outside the UK. It is important to fully consider any known or suspected risk to all pupils who leave our school and that appropriate action is taken to safeguard them when necessary.

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1st September 2016. The school adheres to the Leicester City Council protocol, which relates to pupils on school rolls (of all ages) where removal from roll is being considered, other than as part of a routine transition at a usual transfer point. It will also be followed, however, if it comes to the school's attention that, due to a house move, a pupil is unlikely to attend the school they are due to transfer to.

The protocol includes details of:

1. Relevant legislation
2. The school's responsibilities (listed by scenario)
3. General advice — concerns about the pupil's whereabouts or destination.
4. LA responsibilities and actions.

In addition to the safe transfer of all pupils in the city, a further priority is to identify as quickly as possible when pupils can safely be removed from the school roll in order that the place can be allocated to another pupil.



If a parent/carer informs the school that they are opting to take responsibility for their child's education and withdrawing them from school, the school must have this in writing from the parent/carer and a referral made to the EWS, giving them a copy of the letter as the referral. The protocol also covers the duty all schools have to share information with the LA about pupils who do not attend school regularly and/or those who have 10 or more consecutive days of unauthorised absence. Also, the expectation Ofsted has with regard to the sharing of details of children on part-time timetables is covered.

Full details of the protocol can be found in the Appendices.

### Monitoring

- The Headteacher and the EWO will review the attendance of all the school's pupils on a monthly basis and provide a written report.
- Any pupils identified as cause for concern, or having less than 92% attendance, will be monitored every two weeks. Pupils whose attendance falls below 96% will be monitored monthly.
- A letter will be sent to the parents/carers of any pupil identified as having attendance problems, informing them of the school's concerns and offering support to resolve any problems that may be preventing a pupil from attending. The pupil's attendance will be closely monitored and, if after a two-week period there appears to be no improvement, the parents/carers of the pupil will be invited to a meeting with the headteacher to discuss the issue and, hopefully, resolve any issues preventing the pupil from attending.
- Parents/carers who do not attend the meeting, or after such meeting the attendance of the pupil does not improve, a formal referral to the EWO will be made.
- The electronic registration system provides many reports and information that assist the school to monitor attendance monthly. These reports will be accessed when relevant and provide information to assist the school to strategically manage attendance issues. The EWO will also have access to this information and will use the reports to support their role.

### Official Registers

A copy of the electronic registers will be printed monthly, providing a paper version of the electronically-stored information for the previous term. The register will also have an audit trail of changes printed with it to provide a 'history of change' for the registration period printed. The monthly print-outs will be bound together to form a year's record and stored for a period of 3 years in a secure location.

### **Strategies used to promote good attendance and punctuality:**

- Class teachers will ensure that the curriculum is engaging, relevant and delivered in such a way that pupils feel that they can succeed.
- The school will publish pupil attendance within annual academic reports.
- Positive verbal reinforcement is given to pupils who have been absent from school.
- Weekly attendance and punctuality percentages for each class is announced and attendance statistics are display outside each classroom and on the attendance notice board.
- At the end of each term, pupils with 100% attendance will have their names put into a prize draw to win a gift.
- There are weekly and half-termly awards for classes with the best attendance and punctuality.
- Annual certificates are awarded for 100% attendance.



## LEICESTER CITY COUNCIL

### LA and Maintained Schools Protocol on the Management of Children Missing Education December 2016

#### Background

Leicester is a diverse city with high levels of mobility. This has an impact on children who are attending our schools, as each year high numbers of children leave at points other than the usual transfer times and many of these children go to countries outside the UK. It is important to fully consider any known or suspected risk to all children who leave our schools and that appropriate action is taken to safeguard them when necessary. It is imperative that schools and the LA work in partnership to ensure children's safeguarding requirements are met.

In July 2015, Ofsted wrote to the Education Secretary to highlight concerns identified in Birmingham and Tower Hamlets, where schools did not appear to have sufficient information about children's destinations, and they noted the risk children may be subject to including forced marriage, FGM, radicalisation and CSE. They also noted that the legislation underpinning schools' responsibilities was lacking and recommended that action be taken urgently at a government level. This resulted in a consultation process and in The Education (Pupil Registration) (England) (Amendment) Regulations 2016. The changes came into force on 1<sup>st</sup> September 2016 and are intended to improve information in identifying children missing in education. A copy of the LA briefing on the changes is available on the [Schools' Extranet](#).

This protocol relates to children on school rolls (of all ages) where removal from roll is being considered, other than as part of routine transition at usual transfer points; it must also be followed, however, if it comes to the school's attention that, due to a house move, the child is unlikely to attend the school they are due to transfer to.

The protocol includes details of:

5. Relevant legislation.
6. Schools' responsibilities (listed by scenario).
7. General advice — concerns about the child's whereabouts or destination.
8. LA responsibilities and actions.

In addition to the safe transfer of all children in the city, a further priority is to identify as quickly as possible where children can safely be removed from school rolls in order that the place can be allocated to another child. This protocol aims to address all these priorities.

NB If a parent informs you that they are opting to take responsibility for their child's education and withdrawing them from school, you must have this in writing from the parent and you must refer them to the EWS, giving them a copy of the letter as the referral. In the case of statemented pupils on roll at special schools, please also discuss with the Special Education Service prior to removal from roll. (It is never appropriate for a school to suggest home education to a parent.)

The protocol also covers the duty all schools have to share information with the LA about children who do not attend school regularly and/or those who have 10 or more consecutive days of unauthorised absence. Also, the expectation Ofsted have with regard to the sharing of details of children on part-time time-tables is covered.

## 1. Legislation

Removal from school roll of both pre-statutory and statutory school age children is governed by section 8 of the Education (Pupil Registration) (England) Regulations 2006. The criteria that are relevant to children on school rolls are listed in this document in Annex A; the list incorporates the amendments as per the legislation enacted on 1<sup>st</sup> September 2016.

From 2007, there has been a statutory duty on all Local Authorities in England and Wales to have systems and procedures in place to monitor Children Missing Education (DCSF Statutory Guidance for Local Authorities in England to Identify Children Not Receiving Education — February 2007). Since this point, the Local Authority has maintained records of the education provision of all children in the city known to Education Services. Work has been undertaken by schools, the Education Welfare Service and CME Information Officers with the aim of ensuring that all children who leave our schools safely enter the education system in their new location. This protocol provides details of the working arrangements for all maintained schools.

The duty to share information with the LA on children with irregular attendance is stated in section 12 of the 2006 Regulations. With regards to children on part-time timetables, Ofsted takes the view that there is an obligation for all schools to notify the local authority of any such arrangements for their pupils. This obligation was detailed for the first time in the Ofsted report Pupils Missing Out on Education in November 2013. This includes all schools including both maintained and independent schools.

## 2. Schools' Responsibilities for Removal from Roll

There are a number of different scenarios that can apply, which may lead to removal of a child from the school roll; these scenarios are listed below with guidance.

Schools must ensure that parents are aware of the importance of keeping the school fully updated regarding changes to their address, plans to move out of the area, etc. and prior to any actual move. At the point a forthcoming planned move comes to light, or following an apparent unexpected move, the school will seek to identify all relevant information and record this on the form in Annex B. The form in Annex C is designed to assist schools in decision making regarding removal from roll when a child has moved, but is still living locally. Both forms are designed to assist schools to establish and store as much relevant information as possible. The forms can also be used to refer to the EWS where necessary.

NB Where a child has moved but is still attending, other than ensuring the school records are updated, no action needs to be taken.

a.) New school has child on roll – confirmed with school directly:

- There is no need to complete either form in Annex B or C as the child is on roll at another school — complete destination field in the school's management information system.
- Enter details in destination field in SIMS or your school's MIS system using following format:
  - **[LA Number and Establishment Number [Start Date as DD/MM/YY],[Name of Person Spoke to]**
- Remove from roll.

b.) Child is understood to be moving – new address is in city or nearby in county (i.e. possibly within travelling distance) and parent states child will no longer attend:

- Use the form in Annex B to capture the relevant information as far as possible with the parent/carer
- Ensure they are aware that their child must continue to attend until they leave the current address — explore with them how the child could travel and continue to attend.
- Ensure they are aware that if they are remaining in the city, or nearby in the county (within travelling distance), they must continue to send the child to the school, unless they secure a place in another school.
- Whilst the parent may wish to apply for a place in another school closer to the address, unless there are safeguarding concerns or SEN needs preventing travel, all secondary age children will be expected to travel. Transport may be available if a place is applied for, but unavailable at a school within walking distance.
- For primary pupils, parents must continue to ensure their child's regular attendance as far as possible until a place at a school closer to the address is available, and in the meantime, transport may be available if they apply but no school within walking distance has an available place
- Where a school is considering removal from roll in these circumstances, the **Child No Longer Ordinarily Resident and Stopped Attending form (see Annex C)** must be completed by the school and submitted securely via AnyComms+ to the EWS. This enables legal advice to be sought if this is deemed necessary and ensures the decision to remove complies with the legislation. (The form must be completed in Word and shared securely with the EWS.)

c.) Child has moved and stopped attending - confirmed child in admissions process in new LA (or known to a service in new LA which has responsibility to ensure child receives an education e.g. social worker):

- Enter the details of the LA spoke to, their role in destination field
- Remove from roll NB Follow b.) where the child still lives locally in the county.

d.) Child is understood to be moving/has moved – distant county location or elsewhere in UK, or left address but no information on whereabouts Safe transfer to school or professionals in new LA unconfirmed:

- Complete Form in Annex B.
- Discuss the case with the EWS and refer if this is deemed to be appropriate using Annex B form.
- If referral agreed, EWS will undertake casework, seek guidance from EWS management as necessary and provide guidance to school on removal from roll.
- Remove from roll in line with advice from EWS (see Annex A (1 h)).
- Enter in destination field — "referred to EWS" and date referred.

e.) Child is understood to be moving out of UK / is reported to have moved out of UK already:

- Complete the form in Annex B as far as possible.
- If the child has a Social Worker, as soon as the information about the move comes to light, contact the Social Worker.
- If the child has any other professional working with the family in a supportive capacity, contact them if there are concerns about the move.
- Refer to EWS (using form in Annex B) for further investigation - only if there are any current or previous concerns.
- EWS will undertake casework, seek guidance from EWS management as necessary and provide guidance to school on removal from roll.
- Remove from roll in line with advice from EWS or, if no referral has been deemed to be necessary (as there are no current or previous concerns), remove from roll.
- Destination field: emigrated referred/not referred to EWS.

#### Transferring information to the Local Authority

For schools that use Capita SIMS with electronic transfer (B2B) with the LA, this is done automatically when you have updated SIMS. Maintained schools that use other MIS must ensure that they have updated their system prior to sending the usual weekly extract for the LA and uploading to AnyComms+.

#### General advice – concerns about the child's whereabouts or destination

Where i) a child is understood to be moving address or ii.) the move has subsequently come to the school's attention, where there are concerns due to the school being unable to confirm safe transfer, in particular where a move abroad is known or suspected, schools must seek to ascertain as much of the information in Annex B as possible. Where the school is aware of another agency or professional being involved with the family, they must alert them to the

**concerns as a matter of urgency and both seek information and support from them to confirm the child's wellbeing. It may be appropriate to seek information from a named emergency contact on the child's school records.**

Key principle is that independent confirmation of the details is always ideally required prior to removing a child from roll when a parent has advised of a move to another area or country outside of the UK. Where the only available information is from the parent, the child will be referred to the EWS and they will provide guidance on removal from roll.

All available information must be triangulated to identify potential concerns. Where there are concerns about the child's wellbeing, the concerns will be carefully considered with the aim of either taking action to confirm the child's safe transfer to another school or LA or, to involving services as appropriate.

Confirmation from an independent source could come from another LA, a school in another area or the parent/carer may have some documentation relating to the new address which can be confirmed independently. Schools abroad will usually be willing and able to confirm a child is on roll with them via e-mail; the address must match the one on their website.

Where concerns exist due to a lack of clarity, a lack of willingness to share information on the parent's part, or due to the destination (e.g. a conflict zone), or due to further information that has come to light from the child or their friends, or from a sibling's school, an assessment will be undertaken with a view to:

- Following safeguarding procedures where significant risk is believed to exist — referral to DAS or contact Social Worker if already involved.
- Referring to EWS to make relevant enquiries.

When a parent has been transparent and cooperative in their sharing of information, this will usually indicate that the child is not at risk, but there could be individual cases where this is not the case hence all cases will be carefully considered with information available being triangulated to identify concern.

Leavers joining a Witness Protection Scheme or Fleeing Violence/abuse

Occasionally when a child leaves, there are special circumstances which make it necessary to keep their new location highly confidential. Typically, this is because they are fleeing violence or some other threat or in a very few cases they are joining a witness protection scheme.

It is important that you confirm with the new school that the child is on roll, but do not record the new address or the new school in SIMS. Please select the Other/Unknown option in the reason for leaving field. For these cases it is also important for you to contact the CME Information Officers ([CME@leicester.gov.uk](mailto:CME@leicester.gov.uk)) (0116 454 37 1129 or 1132) so that the centrally

held record can be updated in a way which protects the child's new location and prevents a CME investigation from being triggered. Please do not email child's personal details.

Where children have left due to domestic violence, witness protection or some other known threat; if you are unable to locate them at a new school, you must refer them to the EWS. The EWS will then take appropriate steps and ensure that the child is in education and ensure that the centrally held record is updated in a way that protects the child's new location.

#### Schools in the UK

To find the contact details of schools in England or Wales, you can look them up on Edu Base which is the DfE's index of schools in England and Wales.

If a pupil has relocated to Scotland or Northern Ireland, you must attempt to have contact with the new school to confirm that the child is either in their admissions system or has started there. It is never sufficient to accept the word of a parent/guardian.

#### Policy & Practice Guide for Schools on Absent Pupils – Safe & Well Checks

This policy applies where children have not been seen as expected in school and there are concerns about their whereabouts. The policy could apply to cases where a move is suspected but not confirmed and cases will be considered on

a case by case basis. New

starters

Schools have a duty to share the details of all new starters with the LA.

Common Transfer Files or SIMS queries must be addressed to your MIS (SIMS) support provider.

### 3. Children with irregular attendance and/or 10 or more days of unauthorised absence

Existing requirements set out in the Regulations require all schools to share information with the local authority regarding pupils who have irregular attendance and those who have 10 or more consecutive days of unauthorised absence. These requirements have been met historically via the Education Welfare Service (EWS) systems of routine work with maintained schools and the monitoring of attendance information received through the electronic transfer of data. Maintained schools that do not use SIMS and therefore cannot use B2B electronic transfer are required to complete the information on Annex D and send it to the LA via Anycomms+

### 4. Children on part-time timetables

Ofsted takes the view that there is an obligation for all schools to notify the local authority of any part-time education arrangements for their pupils. This obligation was detailed for the first time in the Ofsted report Pupils Missing Out on Education in November 2013. This includes all schools and relates to children who are not attending a registered school or alternative

provision for a part of the school week. Schools must inform the local authority of children who are on part-time timetables through the completion of an "Irregular Attenders" form. See Annex D. This requires schools to identify how the arrangements will be reviewed. The irregular attenders form must be completed and submitted when the part-time timetable arrangement is agreed and half-termly from then on.

## 5. LA responsibilities and actions

The LA must ensure that where safe transfer to another school or admissions system in the UK has not been established, that all possible relevant actions have been undertaken to ensure the child's safe transfer. Where the child is understood to be moving abroad, or where they have not returned as expected, it will usually be appropriate to refer to the EWS for further investigation. In order to decide the extent of the actions deemed appropriate, the details in the form in Annex B will be fully considered.

The CME Information Officers and the EWOs have access to the information submitted electronically by schools via B2B in the ONE Pupil database. Where safe transfer is not evident in destination field via B2B, if an EWO is not involved, the CME Information Officers will follow up and confirm information with schools as deemed appropriate and they will check the latest available housing information. When EWS intervention is required, the standard actions the EWO will undertake are:

- Home visits, checks with neighbours
- Check of council databases
- Check with health re GP registration
- Emigration checks where there is a perceived risk
- Follow up all other possible sources of information identified during the investigation

\*Schools who do not have an LA EWO are responsible for undertaking home visits, checks with neighbours, with the child's friends, etc. prior to referral to the LA. The CME Information Officers will undertake a monitoring function of the system whereby cases where there has been no EWS involvement will be sampled to identify any issues. This will result, where appropriate, in training being offered and/or the amendment of the protocol.

An Attendance and CME Strategy Group will regularly review performance management information and processes and ensure that this protocol is being followed. They will also ensure that information from sampling is considered, issues addressed and risks are swiftly highlighted.

Nothing in this protocol affects the duty to refer to social care when thresholds are met. The LSCB guidance is available on the LSCB website



Children of statutory school age:

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
1 .) 8(1)(a)	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2. 8(1)(b)	except where it has been agreed by the proprietor that the pupil will be registered at more than one school, in a case not falling within subparagraph (a) or regulation 9, that he has been registered as a pupil at another school.
3. 8(1)(c)	where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4. 8(1)(d)	in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5. 8(1)(e)	except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6. 8(1)(f)	in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7.) 8(1)(g)	that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age
8.) 8(1)(h)	that he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and  (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9.) 8(1)(i)	That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10.) 8(1)(j)	that the pupil has died.
11.) 8(1)(k)	that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12.) 8(1)(l)	in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13. 8(1)(m)	that he has been permanently excluded from the school.
14. 8(1)(n)	where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15. 8(1)(o)	Where- (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and  (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

**Children not of statutory school age** (taken directly from legislation)

8(3a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school

(3b) that he has been continuously absent from the school for a period of not less than twenty school days and — .

(i) that no time was his absence during that period agreed by the proprietor; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and.

(iii) proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is.

(c) that the pupil has died;

(d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school; or

(e) that he has been permanently excluded from the school.

# ANNEX B

**SAFE REMOVAL FROM ROLL FORM / REFERRAL TO LA** Completion of this form will assist schools to determine if referral to the EWS is appropriate. (For use with reference to the case scenarios.)

Save form electronically in child's record in SIMS. Use form to refer to [EWO. LA](#) may request form.

Leicester City School:	
Children's name(s): 1. 2. 3.	Child's dob & UPN: 1. 2. 3.
Person providing information: 1. Name: 2. Mobile no: 3. E-mail addresses: 4. Relationship to child	1 2. 3. 4.
Parent/s carers if different to the above:	Enter 1 — 4 as above in this box
New Address:	
Date family moving if still in city:	
Last date child will attend the school:	
If child has stopped attending, last date:	
Is child in the Admissions process in the new LA, if yes, give details of a. LA and b. schools a child for:	Yes/No a. b.
If destination is outside of UK, how will the family be travelling	
Flight details: a. Airline: b. Date of travel: c. Flight number: d. Destination Airport: e. If there is a connecting flight, record same details as above:	a. b. c d. e.
Place in school for children in new location? Yes / No (State name of school/s with tel no if known):	1 . 2. 3.
Any other information including concerns from friends, information from siblings' schools:	
Is social care involved? Y/N — if Y, inform social worker: date informed	
if Y, send form to EWO	
If children not referred to the EWO, how do you know the family has left the address? Provide details:	
Is the school view that CP thresholds have been met? Yes / No If Yes, confirm that CP processes have been followed — Yes / No	

Date form completed:

Dates of subsequent updates: If form to be sent to

LA, use 'Removal From Roll — Annex B' in Anycomms

Purpose - to determine if removal from roll due to distance is appropriate

**DATE FORM SENT TO EWS Pass form to EWS management:**

<b>EDUCATION WELFARE / SCHOOL ADMISSIONS</b> <b>CHILD NO LONGER ORDINARILY RESIDENT AND STOPPED ATTENDING-</b> <b>FOR USE WHEN CHILD HAS MOVED BUT IS STILL LIVING IN CITY OR NEARBY IN COUNTY</b>
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Name of child:		Dob:		School Yr:	
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School:	Date last attended:
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1. Previous address when attending:			
Distance from school (shortest walking):			
2. Date moved to new address:			
3. New address from which no longer attending:			
Distance from school (shortest walking):			
4. Siblings			
Names	Schools	Attending?	
		Y	N
		Y	N
		Y	N
		Y	N
5. Parent's view:			
6. Head teacher's view:			
7. Is child in admissions process for place at another school? Yes / No			
Decision re removal from roll and rationale:			
Name of EWS manager:		Date:	
Admissions manager:		Date:	

DATE FORM RETURNED TO EWO:

DATE FORM RETURNED TO

SCHOOL:

If form to be sent to LA, use 'Removal From Roll– Annex C' in Anycomms plus

## ANNEX D

Informing the LA about children with irregular attendance and/or 10 or more days of unauthorised absence and those who are on Part time timetables.

Please complete the orange "irregular attenders" spreadsheet which can be found on the extranet: <https://schools.leicester.gov.uk>

The sheet must be completed whenever irregular attendance, or more than 10 days of absence is noted or when a child begins to attend part-time. If there is a child on a part-time timetable the sheet needs to be submitted half-termly updating any change to this arrangement.

The sheet asks for the following information

Student Details	Surname
	Forename
	Middle Names
	UPN
	Date of Birth
	Gender
	Number
	Street
	City
	County
	Post Code
Children who fail to attend regularly	Date last attended
	Absence reason
(only complete for those who are irregular attenders)	Action undertaken to date
	School responsible person (name)

	Contact details for responsible person email/telephone number
Children on part-time timetables  (only complete for those that are on part-time timetables)	Start Date
	Review date
	Number of sessions out of school (out of 10)
	Review date
	Number of sessions out of school (out of 10)
	School responsible person (name)

Please use 'Irregular Attenders – Annex D' in Anycomms plus.



## LEAVE OF ABSENCE REQUEST FORM

There is no entitlement to time off in term time.

Holidays will not be authorised unless it is deemed to be exceptional.

Examples of unauthorised absence will be if a child does not attend because of:

- Going on holiday or travelling abroad
- Days off for birthdays, shopping trips, etc.
- Feeling tired
- Inclement weather
- Non-urgent appointments

If you need to request leave of absence for your child(ren), then please complete the form and return to school accompanied with a written letter from the parent as to why you are requesting to take your child(ren) out of school during term time.

Name of pupil ..... Class ..... DOB .....

Address .....

Leave of absence from date ..... to date .....

Number of school days ..... Place of visit .....

Reason for request .....

Signature .....

Name of Parent('s)/Carer ..... Date: .....

I will notify the school if there are any changes to my travel arrangements which may affect my return date.

I understand that if no contact has been made or you have a safeguarding concern about information that is provided, then the school will implement their Safeguarding and Children Missing in Education procedures. The school will contact the EWO, police or social care if it is deemed to be an appropriate action to determine the safety of my child.

I will be contactable by the following phone number during the period of absence:

Phone Number .....



I have read the following information:

Term time leave of absence cannot be authorised due to changes in government legislation unless there are exceptional circumstances.

If the Headteacher does not authorise the leave of absence, this is called unauthorised absence.

If a child has unauthorised leave of absence, parents may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or the case could be referred by the Local Authority directly to the Magistrates' Court.

If a Penalty Notice is not fully paid within 28 days and there is no reason to withdraw the Notice, the Local Authority has no option but to prosecute a parent in the Magistrates' Court for failing to ensure regular school attendance.

In court, if a parent pleads guilty, or is found guilty, they will then have a criminal record. A fine of up to £2,500, up to 3 months imprisonment or a community penalty could be imposed, together with a parenting order.

A child's name may be removed from the school roll if they do not return to school by the date stated on the request for leave absence form. The school will notify a parent if their child's name is to be removed from the roll. The parent will then have to apply for a place through the Local Authority Admissions and will only be allocated a space if one is available.



Dear Parent / Carer

Re: \_\_\_\_\_ Year \_\_\_\_\_ Class \_\_\_\_\_

Place of Visit \_\_\_\_\_

Thank you for your recent request for leave of absence from school.



Leave of absence on this occasion has been granted. Please ensure that your child returns to school promptly following your holiday as failure to do so can result in their removal from the school roll and a penalty may be issued.

Granted from \_\_\_\_\_ to \_\_\_\_\_ total days



Leave of absence on this occasion has **not** been granted. Any absence from school will be unauthorised and referred to the Education Welfare Service and a penalty of £60 per parent, per child, may be issued. If the penalty is not paid, the penalty then rises to £120.

Non-payment can result in parents/carers being summoned to appear in court regarding the unauthorised attendance.

Not granted from \_\_\_\_\_ to \_\_\_\_\_ total days

The school office needs a copy of your travel documents before you travel

If you wish to discuss this matter further, please make an appointment to see me

Yours sincerely,

Nitash Odedra

**Headteacher**

