



## Attendance and Children Missing from Education Policy

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2		

## **Contents**

Rationale.....	3
Aims.....	3
Rights, Roles and Responsibilities.....	3
Working together to improve attendance .....	4
Leave of Absence .....	5
Religious Absence .....	5
Use of Penalty Notices.....	5
Partnership Working.....	5
Monitoring, Analysis, Action Planning.....	5
Expectations and Raising Attendance Plans .....	5
Persistent Absence .....	6
Children Missing from Education.....	6
Monitoring and Review.....	7
APPENDIX 1: Attendance and Children Missing from Education Policy: Procedural Framework .....	8
Rights, Roles and Responsibilities.....	8
Procedures .....	9
Authorised and Unauthorised Absence.....	10
Signing Out.....	11
Additional Factors for Consideration .....	11
Use of Penalty Notices.....	12
Monitoring, Analysis and Action Planning .....	12
Monitoring the Attendance of Pupils Who Are Educated Off Site.....	13
Criteria and systems for referral to and working with the School Attendance Consultant and the Pupil Attendance Support Team.....	13
School System for Dealing with Concerns about Lateness and Absence .....	14
Alternative Provision and Use of Directions .....	14
Pupils Who Are Unable to Attend School for Medical Reasons.....	15
School System for Reintegrating Pupils Who Have Had Long Term Absence.....	15
Systems and Processes to Safeguard Children Missing Education.....	15
Safeguarding.....	16
Removing a pupil from the admissions register.....	16
Transfer of pupils .....	17
Communication of Attendance Policy and Procedural Framework .....	18
APPENDIX 2: School Attendance Codes.....	19
APPENDIX 3: Letter from Lancashire County Council – September 2024.....	20

## Parbold Douglas CE Academy

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

### Rationale

At Parbold Douglas Church of England we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Government data shows that, nationally, the pupils with the highest attainment at the end of Key Stage 2 have higher rates of attendance over the key stage compared to those with the lowest attainment.

**We expect excellent attendance from all pupils.** We encourage this by offering an environment in which pupils feel valued and part of the school community. 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.

Department for Education (DfE) guidance states that 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 a child's regular attendance at school is a parent/guardian/ carer's legal responsibility and permitting absence from school without good reason creates an offence in law which may result in prosecution. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The school is familiar with, and seeks to follow, the Department for Education's 'Working together to improve school attendance' (2024) guidance.

### Aims

Parbold Douglas Church of England Academy will:

- Expect excellence attendance from all pupils.
- 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.
- Work in partnership with families to find supportive routes to improve individual, vulnerable group and whole school attendance levels.

### Rights, Roles and Responsibilities

Parbold Douglas Church of England Academy has a procedural framework which defines agreed roles and responsibilities for: Parents and carers, Pupils, School staff and Governors

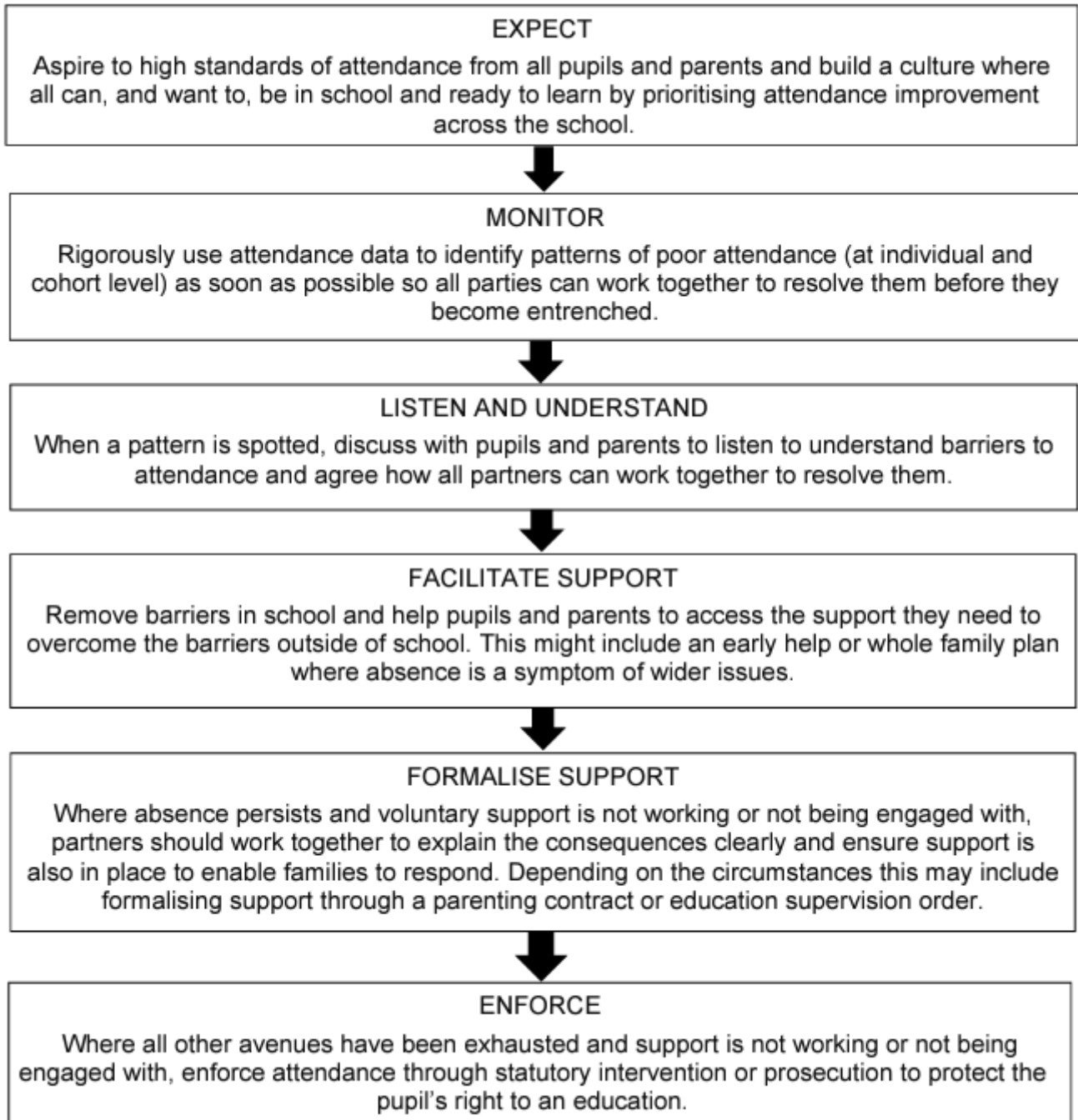
This procedural framework will include guidance on:

- 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
- Children Missing from Education
- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

**Working together to improve attendance**

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.

We believe that all partners should work together to:



## Parbold Douglas CE Academy

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

### 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. At Parbold Douglas C of E Academy the headteacher is the person authorised by the 'proprietor' (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 Headteacher 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/ child 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').

### Use of Penalty Notices

In accordance with the current Lancashire code of conduct Parbold Douglas C of E Academy must consider 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. Parbold Douglas C of E Academy 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.

### Partnership Working

Parbold Douglas C of E Academy 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.

### Monitoring, Analysis, Action Planning

Parbold Douglas C of E Academy 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.

### Expectations and Raising Attendance Plans

**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 'Raising Attendance Plan' for their child. These are supportive plans and set out the actions to be taken 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 Persistent Absence. This support may involve the need for parents, and children of an appropriate age, to agree to an attendance agreement. Due to the seriousness of Persistent Absence status, it is highly likely that such cases will be referred to the Pupil Attendance Support Team. 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 are entitled 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. Parbold Douglas Church of England Academy will help the Local Authority with its duty.

A child missing from 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.

### **Why children miss 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.

## **Parbold Douglas CE Academy**

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

**The following list indicates pupils who are most at risk of missing education:**

**Pupils at risk of harm or neglect** – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children's social care (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](mailto: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 and Review**

Parbold Douglas Church of England Academy will review this policy and the associated procedural framework **every two years**. It will be approved by **the Education and Welfare Committee**.

## **APPENDIX 1: Attendance and Children Missing from Education Policy: Procedural Framework**

This document forms part of Parbold Douglas C of E Academy'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.

### **Rights, Roles and Responsibilities**

Parbold Douglas C of E Academy 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 before 9:00am through call, email or the absence reporting on the app
- 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 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 Headteacher 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 Headteacher is also responsible for liaison with individual families, the School Attendance Consultant and the Pupil Attendance Support Team 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, Parbold Douglas C of E Academy 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 and offer help and support through early help where needed.

## Parbold Douglas CE Academy

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

- 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 headteacher
- 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 headteacher

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 Parbold Douglas C of E Academy
- Ensure that they receive reports from the headteacher 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 headteacher (or other designated person) to consider and make decisions regarding leave of absence requests
- Work with the headteacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

### Procedures

#### Registration

Morning Registration is between 08.45am and 9.05am.

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 using the online register - Arbor. The registers must be completed promptly to avoid discrepancies between classes. The class teacher must ensure that the marked register, plus any notes received regarding absence, is returned to the school office by 9.10am/1.10pm.

The school office is responsible for checking/ amending absence codes daily and will also alert any concerns to the headteacher and/or DSL.

#### 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 to sign their children into school.

The school office is responsible for maintaining the signing in/out inventory. 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 9.05am/1.05pm an entry **MUST** be logged on the signing in/out system before a pupil is admitted or released. The school office will then amend the online register – Arbor – as appropriate.

## **Parbold Douglas CE Academy**

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

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 (8.45 to 9.05am/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 Arbor 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. Fixed Penalty Notices can be employed in situations such as this.

### **Authorised and Unauthorised Absence**

In every instance it is the headteacher 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 headteacher 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. This can be done via phone, email or via ParentApp
- Where information is provided to the class teacher they are responsible for passing this information to the school office and recording this on Arbor
- 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
- 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. If no contact is possible, the headteacher must be informed and, in the

## **Parbold Douglas CE Academy**

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

case of prolonged or repeated absence without justification being given, the headteacher will determine whether a home visit / referral to the Pupil Attendance Support Team should be made.

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 headteacher 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 headteacher

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 headteacher.

Office staff will check whole school attendance registers weekly to ensure clarity of information and that there are no (N) codes present (where a follow-up has not taken place). Office staff may also use the comments facility within Arbor 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) use the electronic signing in and out system. 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 electronic in/out record should be referred to during an evacuation situation to ensure all pupils can be accounted for.

### **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 they miss any national tests or examinations?
- Is their attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?

## Parbold Douglas CE Academy

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

- Have they already had leave during term time this year?
- Did they have leave of absence during term time in the previous school year(s)?
- Do they 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 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/ on the ParentApp 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 headteacher will consider the request and advise in writing within 5 days whether the absence will be authorised or not. The headteacher may request a meeting with parents before any period of leave is authorised.

### Use of Penalty Notices

The school takes unauthorised absence seriously and, particularly in the case of repeated unauthorised absences, will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate. Furthermore, Parbold Douglas C of E Academy must consider that the local authority issue penalty notices in respect of unauthorised absence. This includes leave 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. Penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by the headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.

Parbold Douglas C of E Academy must consider 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 readmission cannot be guaranteed.

The school office is responsible for recording leave requests in the electronic register and will retain copies of correspondence regarding requested leave of absence for 3 years. They will also be responsible for highlighting to the Headteacher if absence continues after the notified period. In this instance the Headteacher will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate and a Penalty Notice must be considered.

All schools are required to consider a fine when a child has missed a total **10 or more sessions (5 days)** for unauthorised reasons. From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days, or £160 if paid within 28 days**. This fine is **per parent**. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

### Monitoring, Analysis and Action Planning

The governors have determined that the headteacher has overall responsibility for the monitoring, analysis and action planning of school attendance. The headteacher 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.

## Parbold Douglas CE Academy

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

The headteacher 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 headteacher will address specific concerns as they arise.

The headteacher 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 headteacher 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.

Parbold Douglas C of E Academy may also use whole school incentive and reward schemes in order to raise the profile of, and promote good levels of attendance. If used, these schemes will be designed to be as fair as possible, and will be reviewed regularly to ensure that children remain interested and motivated.

### 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 Parbold Douglas C of E Academy 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 Educational 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 headteacher 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 arrangements are in place

### Criteria and systems for referral to and working with the School Attendance Consultant and Support Team

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

## **Parbold Douglas CE Academy**

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

A request for support will be made to the local authority attendance team (School 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 (e.g. the establishment of a 'Raising Attendance Plan')
- 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 headteacher 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

### **School System for Dealing with Concerns about Lateness and Absence**

Class Teachers and the school office are responsible for advising the headteacher of pupils who are persistently late or absent as issues arise.

In addition, the headteacher will use electronic systems to monitor the attendance of individual pupils on a regular basis.

Once concerns have been raised:

- The headteacher will discuss the matter informally with the family (including the pupil) and consideration will be given for Early Help.
- Parents and children, if appropriate, will be asked to agree to a 'Raising Attendance Plan', 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 headteacher will contact the Pupil Attendance Support Team who will attend meetings with the family and headteacher, 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.

### **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 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 1<sup>st</sup> 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.

### **School System for Reintegrating Pupils Who Have Had Long Term Absence**

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

### **Systems and Processes to Safeguard Children Missing Education**

Parbold Douglas Church of England Academy 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**

- 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, Parbold Douglas C of E Academy will confirm attendance making contact with the new school on the students 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**

- 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 schools 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 duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved.

The DSL/ Headteacher will record that they have completed these procedures and, if there is reason to believe a child is in immediate danger or at risk of harm, make a referral to the children’s social care (and the police if appropriate).

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.

## Parbold Douglas CE Academy

Attendance and Children Missing from Education Policy [Updated: Nov 2024] [Review: Sept 2026]

- 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.

### Transfer of pupils

The Department provides a secure internet system – [school2school](#) – to allow schools to transfer pupil information to another school when the child moves. The Common Transfer File (CTF) guidance makes clear that all schools maintained by a local authority in England are required when a pupil ceases to be registered at their school, and becomes a registered pupil at another school in England or Wales, to send a CTF to the new school. Academies (including free schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school.

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 Procedural Framework**

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 headteacher will ensure that staff receive training regarding their responsibilities in relation to the attendance policy and procedures
- The headteacher 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 which will include a certificate of attendance, where applicable

**APPENDIX 2: School Attendance Codes**

<b>Present Codes</b>	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
<b>Absent Codes</b>	
<b>Authorised Absences</b>	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
<b>Unauthorised Absence</b>	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)

### APPENDIX 3: Letter from Lancashire County Council – September 2024



## Important Update – Changes to Education-related Penalty Notices

### Information for Parents

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes will come into effect on 19 August 2024.

#### The changes to be aware of are:

Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.

Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.

The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10 school week period<sup>1</sup>. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.

A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).

Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

### Absences can have alasting effect on learning

Missing a week of school means your child will miss around 25 hours of learning

This creates gaps in their knowledge and could mean they will not meet their full potential

<sup>1</sup> A school week is any week in which a school meets at least once.