

## 1 GREAT ACADEMIES STATEMENT OF INTENT

GAET recognises that excellent school attendance is a major contributor in enabling children and young people to achieve their potential. Evidence from research demonstrates that missing lessons makes pupils vulnerable to falling behind. The majority of children and young people with poor attendance achieve less well than those with good attendance in both primary and secondary schools. Achieving statistically significantly lower grades in public examinations is shown to impact on post-16 options. Missing school also limits children and young people's opportunities to access a range of enrichment activities. Monitoring school attendance is an important aspect of safeguarding.

## 2 OUR AIMS

- For absence in all GAET academies to be well below those found nationally (national full year figures 2015/16: Primary 4.0%, Secondary 5.2%)
- For persistent absence rates to be well below those found nationally (national full year figures 2015/16: Primary 8.2%, Secondary 13.1%)
- To encourage pupils to attend school every day (190 days per year);
- To ensure that all pupils are able to take full advantage of the educational opportunities available by attending school on time every day;
- To recognise excellent and significantly improved attendance.

## 3 OBJECTIVES

- To promote and reward good and improved attendance;
- To reduce non-essential absence;
- To reduce the number of persistent absentees and the number of pupils at risk of becoming persistent absentees;
- To ensure every pupil has access to full-time education to which they are entitled;
- To act early to address patterns of absence;
- To promote punctuality to school and lessons;
- To support parents with promoting good attendance.

## 4 IMPLEMENTATION GUIDANCE

### 4.1 Developing an attendance culture

GAET recognises that attendance is everyone's responsibility, staff, parents and students. All GAET schools have in place a culture which promotes good attendance. This includes a stimulating environment, a broad and balanced curriculum which engages and motivates pupils and an expectation that all pupils and staff will attend school every possible day. The link between attendance and achievement is actively promoted,

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and each academy has in place a system of rewards for good and improved attendance. Whenever possible, the academies provide appropriate work for absent pupils, and arrange ways for pupils to catch up following absences. Pupils who have been absent are welcomed back into school.

## 4.2 Admissions register and attendance register

### The law

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

### Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

### Deletions from the Admission Register

A pupil can only lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. These are to be found in Appendix 1. All academies should establish and record the onward destination of any pupil who is being deleted from the admission roll.

### Informing the local authority

Academies must inform their local authority of any pupil who is going to be deleted from the admission register where they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

### Attendance register

It is a legal requirement of schools to take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

## 4.3 Vulnerable groups

### Children Missing Education

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Children missing education (CME) are at significant risk of underachieving, being victims of abuse, exploitation, radicalisation, and becoming NEET (not in education, employment or training) later on in life. Academies have safeguarding duties in respect of their pupils, and as part of this should investigate any unexplained absences. GAET academies comply with the local authority in respect of informing the LA of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. It is also important that pupils' irregular attendance is referred to the authority, particularly if the school believes it may be necessary to consider prosecution.

If the academy cannot determine the destination of a pupil, it should note the attendance and admissions register to this effect. Before removing a pupil from the school roll and informing the LA, the Principal must ensure the following steps have been taken:

- All internal school records have been checked to establish the whereabouts of the pupil.
- Emergency contacts have been contacted by phone calls, home visits and letters
- Family/relatives known to the school have been contacted, who may not be on the emergency contact list
- The school staff has been asked if they have any information
- Any other agency with involvement has been contacted

In making the decision about removing a pupil from the school's admission register, schools must refer to the Statutory Instrument 2006 No. 1751 EDUCATION, ENGLAND, The Education (Pupil Registration) (England) Regulations 2006. The LA must be informed of any pupil deleted from the register, other than at the normal time of leaving the school.

### **Fabricated or Induced Illness (FII)**

Absences from school are common and occur for many reasons including legitimate medical and hospital appointments. Concerns that a child's illness may be fabricated or induced are most likely to come from health professionals. However, any agency in contact with a child may become concerned, for example education staff where a child is frequently absent from school on questionable health grounds or nursery staff may not observe fits in a child who is described by a parent to be having frequent fits etc.

If fabricated or induced illness by a carer is suspected, schools should verify the reasons for the child's absences. They should also determine whether reported illness is being used by the child, for example, to avoid unpopular lessons or being bullied. Such concerns should not be dismissed.

The presenting signs and symptoms need careful evaluation for a range of possible causes. Professional must remain open minded to all possible explanations. The following are indicators that should alert any professional to concerns that a child is suffering, or at risk of suffering significant harm as a result of having Illness Fabricated or Induced (FII) by their carer:

- A carer reporting symptoms and observed signs that are not explained by any known medical condition;
- A carer reporting to professionals that a diagnosis has been made by another professional when this is not true, and giving conflicting information to different professionals;
- Missed appointments especially if the appointments are not leading in the desired direction for the carer;
- Physical examination and results of investigations that do not explain symptoms or signs reported by the carer;
- The child having an inexplicably poor response to prescribed medication or other treatment, or intolerance of treatment;
- Acute symptoms that are exclusively observed by/in the presence of the carer;

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- On resolution of the child's presenting problems, the carer reporting new symptoms or reporting symptoms in different children in sequence;
- The child's daily life and activities being limited beyond what is expected due to any disorder from which the child is known to suffer, for example, partial or no school attendance and the use of seemingly unnecessary special aids;
- Objective evidence of fabrication - for example, the history of events given by different observers appearing to be in conflict or being biologically implausible;
- The carer expressing concern that they are under suspicion of FII, or relatives raising concerns about FII;
- The carer seeking multiple opinions inappropriately.

In cases of suspected FII, discussing concerns with parents or carers prior to making a referral may place the child at increased risk. It is in the child's best interest that the parents/carers are not informed of the referral at this stage. A multi-agency decision of when and how parents will be informed of concerns will be made at a strategy meeting. An Individual Health Plan will provide invaluable evidence.

If you are concerned about FII, In Tameside, you should consult with Public Service Hub. In Rochdale consult Children's Social Services.

#### 4.4 Following up absences

GAET academies follow up all absences on the first day.

Absences are followed up to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;
- Identify the correct national code (to be found in School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities, DfE 2014) to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census;
- Support a swift return to school.

Each academy's procedure for registering attendance/absence and following up absence can be found in the appendices.

#### 4.5 Persistent absence (PA)

Pupils categorised as being persistently absent are absent from school for more than 10% of the available sessions for **whatever reason**. A child who is persistently absent will be missing approximately four weeks or more of school a year. In the vast majority of cases, the higher a pupil's absence rate, the greater negative effect on achievement. GAET academies have a range of escalations in place to follow up pupils who are persistently absent, as described in the school appendices.

#### 4.6 Attendance in the early years

GAET recognises that children with poor attendance in the Early Years have little chance of catching up missed learning and socialisation with their peers. It is known that regular school attendance in these early years is crucial for a child to adopt positive attendance and punctuality habits and routines for future

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learning. Procedures in GAET academies for the under 5s are expected to be in line with those for children of statutory school age, with the exception of legal sanctions.

#### 4.7 Present at school, authorised and unauthorised absences

##### Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

##### **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

##### **Code L: Late arrival before the register has closed**

Parents are expected to ensure that their child is punctual for school. If a child arrives late, they miss valuable teaching and often feel embarrassed. Poor punctuality can lead to underachievement, poor self esteem, absence and safeguarding issues.

Government guidelines, adhered to by GAET academies, state that schools should plan to close registers no later than 30 minutes after the register has been taken. Children arriving after that period usually receive an absence mark for the morning they have missed (U). Parents of pupils who are frequently late after the close of the register and incur 'U' codes can be at risk of prosecution from the LA (Penalty notice fines or court proceedings). On arrival after the close of register, pupils should register immediately at the school office in order to meet health and safety regulations.

##### **Code B: Off-site educational activity**

For pupils who are present at a supervised educational activity that is off-site and approved by the school. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

##### **Code D: Dual Registered - at another educational establishment**

The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered temporarily.

The main examples of dual registration are pupils who are attending a Pupil Referral Unit, education on a hospital ward or a special school on a temporary basis. The temporary school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. The base school should record the period as D's.

##### **Code J: At an interview with prospective employers, or another educational establishment**

This code will be used to record time spent in interviews with prospective employers or another educational establishment. School should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

##### **Code P: Participating in a supervised sporting activity**

This code will be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

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**Code V: Educational visit or trip**

This code will be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. School will ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence will be recorded using the relevant code.

**Absent from school****Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant leave of absence. School will consider each request individually taking into account the circumstances.

**Code E: Exclusion**

If the exclusion is less than 5 days the pupil will be marked as authorised absence in the attendance register using Code E. Where alternative provision is in place after 5 days the registers will be marked using the appropriate attendance code (B) which counts as a present mark.

**Code F: Extended family holiday authorised by the school / Code H: Family holiday authorised by the school**

Amendments to the 2006 regulations, which came into force on 01 September 2013, removed references to family holiday and extended leave. Government recommendations are that parents should not take their children on holiday during term time as it is stressed that schools are closed for 13 weeks a year and parents have 175 days in which to take holidays outside of school hours. Therefore, in line with this advice no GAET principal will authorise any holiday unless there are exceptional circumstances, due to the negative impact on learning. Any parent wishing to request authorised family holiday must do so in writing, 10 school days in advance, clearly stating the exceptional circumstances which they wish the school to consider.

**Code G: Family holiday not authorised by the school or in excess of agreed period**

See above (F and H). In line with this advice no GAET principal will authorise any leave of absence for holiday unless there are exceptional circumstances, due to the negative impact on learning.

**Code I: Illness (not medical or dental appointments)**

Parents are requested to advise the school by telephone on the first day of absence and provide an explanation and an expected return date. The procedure for notifying the school can be found in the academy appendix. Parents may be asked to provide medical evidence for the head teacher to consider based on current or previous attendance and/or where there are frequent absences due to reported illness. Medical evidence may sometimes take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M: Medical or dental appointments**

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Parents are requested to make medical and dental appointments outside of the school day in order to cause minimal disruption to learning. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment and either attend before or after the appointment unless there is evidence to state the child is unfit for school. Parents are requested to provide evidence of appointments.

**Code N: Reason for absence not yet provided**

Schools will follow procedures to ascertain reason for absence from parents if the parents have not offered an explanation. When the reason for the pupil’s absence has been established the register will be amended accordingly.

**Code O: Absent from school without authorisation**

When an explanation offered for absence is not accepted by school as satisfactory the school will record the absence as unauthorised. Unauthorised absence could result in legal action being initiated by the Local Authority.

**Code R: Religious observance**

All requests for absence will be considered on an individual basis dependent on the type of religious observation or celebration and the amount of time requested.

**Code S: Study leave**

Study leave should be used very sparingly and only granted to year 11s during examinations. The Trust’s recommended practice is that study leave should not commence until all examinations for an individual pupil are over. Provision should be made available for pupils who want to come into school to revise. Study leave is recorded as an authorised absence.

**Code T: Gypsy, Roma and Traveller absence**

The expectation for the attendance of Traveller children, as with all children, is to attend school regularly and frequently. Children who are not travelling are expected to register at a school and attend school regularly and punctually.

If the Pupil’s family are known to be travelling for a specified period of time and are not attending educational provision (at a school or other provider), the absence can be authorised and recorded using code T.

To help ensure continuity of education for children who are absent from their base school travelling through parental work commitments, dual registration may be considered. If the pupil is known to be dual registered at another school during the period, attendance can be recorded using code D until the child returns.

A school cannot remove a child from the school roll while they are travelling if their whereabouts are known and a return date has been provided. If a child fails to return on their agreed date with no contact the school must notify the LA as soon as possible. Should the school or the LA fail to locate the family after 20 days the child can be removed from the school roll in line with LA CME procedures.

**Code U: Arrived in school after registration closed**

Schools will actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent and when appropriate the child. Frequent lateness of pupils can provide grounds for prosecution of parents.

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**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend school because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a Local Authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

**Other codes****Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

**4.8 Part time timetables**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances GAET recognises that there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

**4.9 Pupils educated off site**

In the case of pupils educated off-site, for example, pupils on college placements or work experience, it is the responsibility of each academy to establish procedures for following up absences. These are detailed in academy appendices.

**4.10 The use of legal sanctions**

When a pupil is absent from school an explanation will be required. School will speak with the parent to ascertain the reason and offer appropriate support and advice where appropriate. Where these interventions fail to bring about an improvement in attendance, the Pupil Welfare Service will be notified

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and legal action in the Magistrates’ Court may be taken after a period of intervention. The school may be required to provide the Local Authority with evidence for a prosecution and may be asked to appear as a prosecution witness.

Section 444 (1) or 1 (A) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if they are a registered pupil at a school and are of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and / or be imprisoned for a period of up to three months.

Alternatives to Section 444 (1) or 1 (A) prosecutions are Penalty Notices or an Education Supervision Order.

**Parenting Contracts (Anti Social Behaviour Act 2003)**

A Parenting contract is a voluntary agreement between school and the parent. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

**Penalty Notices (Anti Social Behaviour Act 2003)**

Penalty Notices will be considered when:

- A pupil is absent from school due to unauthorised leave during term.
- A pupil has accumulated at least 10 sessions of unauthorised absence and further unauthorised absence, taking the pupil up to more than 20 sessions of absence, has occurred following a written warning to improve.

A Penalty Notice Warning issued for unauthorised absence allows the parent the opportunity to improve their child’s attendance. If attendance improves with no unauthorised absences during the specified period, no further action will be taken at that point. However, if attendance fails to improve within that period a Penalty Notice will be issued. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows Local Authorities to act faster on prosecution. Failure to pay the Penalty Notice may result in a prosecution under Section 444 (1) of the Education Act 1996. Penalty Notices will be used in accordance with Tameside’s guidance. Penalty Notice Warning letters can be issued as many times as required in an academic year whereas fines can only be issued twice at which point legal proceedings should be considered.

Penalty notices for holidays in term time will be issued in line with relevant LA guidance.

**Education Supervision Order (ESO)**

Before initiating a prosecution under section 444(1) or (1)(A) of the 1996 Education Act, a Pupil Welfare Officer will consider whether it is appropriate to apply for an ESO under section 36 of the 1989 Children Act to the Family Court. The purpose of an ESO is to place a child/young person who is not being properly educated under the supervision of the Local Authority as opposed to the parent having full responsibility for the choices regarding their child’s education. The ESO is usually granted for a period of up to 12 months at a time. Social Care are consulted through this process and if an ESO fails to bring about a positive change an assessment is generally carried out with the family.

**5. ROLES AND RESPONSIBILITIES**

Ensuring children and young people attend school is **everyone’s** responsibility.

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**GAET**

- Ensures all academies have an admission register and an attendance register;
- Receives overall and persistent absence figures for each academy three times a year.

**Local Governing Body**

- Ensures this policy and the related appendices are implemented and effective;
- Ensures there is a nominated SLT lead for attendance;
- Receives regular absence information and reports;
- Ensures staff are appropriately trained;

**Principal**

- Reports pupil absence information to governors;
- Reports to governors on staff training relating to pupil absence;
- Ensures this policy and the related appendices are implemented by staff.
- Ensures the accurate completion of admission and attendance registers.
- Ensures appropriate follow-up occurs for absent pupils in order that they are safeguarded and return to school as quickly as possible.

**Staff members**

- Complete attendance registers in accordance with legal requirements;
- Encourage pupils to attend regularly and on time;
- Welcome pupils back after an absence;
- Help pupils catch up following periods of absence;
- Provide suitable work for absent pupils on request, where the absence is authorised.

**Nominated staff members**

- Arrange staff training;
- Arrange programmes to promote and improve attendance;
- Develop and implement rewards strategies to recognise good and significantly improved attendance;
- Analyse absence data to identify trends, vulnerable pupil groups and individuals and plan subsequent action;
- Screen registers;
- Meet with parents of pupils for whom there are absence concerns;
- Make home visits;
- Plan appropriate interventions;
- Liaise with other agencies;
- Initiate legal sanctions.

**Pupils**

- Attend school every day;
- Attend punctually;
- When an absence is unavoidable, return to school as soon as possible;
- Catch up on work after absences;
- Have sensible routines at home, for example, bed time, homework.

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**Parents**

- Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly;
- Inform the school as soon as possible of any unavoidable absence;
- Encourage and support their child(ren) to attend school every day and on time;
- Encourage routine at home, for example, bed time, homework;
- Work with the school to improve their children's attendance where this is a cause for concern;
- Ask school for help if they or their child(ren) are experiencing difficulties;
- Arrange non-urgent medical appointments out of school time;
- Do not take holidays in term time.

**6 EQUALITY**

The Great Academies Education Trust ensures that all pupils are safeguarded. We do not discriminate against anyone on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. This is in line with the Equality Act 2010 and covers both direct and indirect discrimination.

**7 MONITORING, EVALUATION AND REVIEW**

This policy should be read in conjunction with;  
Safeguarding and Child Protection policy  
Supporting pupils with medical conditions policy  
Behaviour Policy  
Admissions Policy  
Staff Disciplinary Policy  
Anti-bullying policy  
Staff attendance policy

Date 10<sup>th</sup> July 2017

Date for next review July 2019

**8 SOURCES CONSULTED**

School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities, DfE 2014

Children missing education Statutory guidance for local authorities September 2016

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Tameside CME policy 2016

Rochdale CME guidance

<http://www.rochdale.gov.uk/pdf/Children%20Missing%20Education%20Protocol%20-%202008%202014.pdf>

Anti Social Behaviour Act 2003

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DFE guidance on FI:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277314/Safeguarding\\_Children\\_in\\_whom\\_illness\\_is\\_fabricated\\_or\\_induced.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf)

GM guidance on FI: [http://greatermanchesterscb.proceduresonline.com/chapters/p\\_fab\\_ind\\_illness.html](http://greatermanchesterscb.proceduresonline.com/chapters/p_fab_ind_illness.html)

NICE guidance on child maltreatment: <https://www.nice.org.uk/guidance/cg89>

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**Appendix 1****From Statutory Instrument 2006 No. 1751 EDUCATION, ENGLAND**

The Education (Pupil Registration) (England) Regulations 2006

**Deletions from Admission Register**

**8.**—(1) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

(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 education authority for that named in the order or the order is revoked by the local education 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;

(b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;

(c) where a pupil is registered at more than one school, and in a case not falling within subparagraph (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;

(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;

(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;

(f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), 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) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(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;

**(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) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;**

(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;

(j) that the pupil has died;

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- (k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;
- (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;
- (m) that he has been permanently excluded from the school; or
- (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.

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## Tameside Local Authority Guidance



### Children Missing Education (CME)

Updated January 2016

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# Identifying and Maintaining Contact with Children Missing or At Risk of Going Missing from Education and Removing Pupils from School Roll

## Introduction

Children who are not receiving suitable education are potentially exposed to higher degrees of risk, and this can include engagement in anti-social or criminal behaviour, social disengagement, forced marriage & FGM, radicalisation and/or sexual exploitation.

## Duty to Identify Children Missing from Education

Part 1, section 4 of The Education and Inspection Act 2006 places a duty on local authorities to have in place arrangements that will identify children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age (5-16) who are not on a school roll and are not receiving suitable education.

The LA must put in place arrangements for joint working and appropriate information sharing with other agencies and LAs which come into contact with families and children. The following are the relevant agencies:

- All schools – including Maintained schools, Academies, Independent schools and Pupil Referral Units
- Health
- Police
- Youth Offending Teams
- Housing
- Children’s Safeguarding Teams

## Definitions for Child Missing from Education

The **national definition** of a child missing from education is:

“All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as 15 school days or more)”

## Compulsory School Age

A child becomes ‘Compulsory School Age’ on either 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September following their 5<sup>th</sup> birthday.

A child ceases to be of ‘Compulsory School Age’ on the last Friday of June during the academic year they become 16

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## Identifying children at risk of going missing

Below is a list of children who are likely to go missing from education.

- Children at risk of forced marriage or FGM
- Young people at risk of radicalisation
- Young people who have committed criminal offences
- Children living in women's refuges
- Children in homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation
- Young runaways
- Children with long-term medical or emotional health problems
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families
- Looked after children
- Children from Gypsy/Roma/Traveller background
- Young carers
- Children from transient families, i.e. students who have experienced high levels of mobility between different education providers
- Teenage mothers
- Children excluded from school
- Children in private fostering arrangements
- Children informally excluded from school and those placed on long term part time timetables
- Children taken off roll following a lengthy absence due to an extended family holiday taken in term-time
- Children entering or leaving the independent schools sector
- EC nationals who have the right of abode in the UK – this now includes a significant number of asylum seekers granted status by other EC countries and who have subsequently moved to the UK
- Others who have come from abroad to live and/or work in the Borough
- Children who have particular social and behavioural difficulties and are placed in alternative placements. This means that by arrangement they do not attend their usual school full time
- Children who have low levels of attendance (Persistent absence)

## How and why do Children go missing from education?

Children fall out of the education system and are at risk of 'going missing' due to a wide range of reasons and some examples of which are listed below:

- They fail to start appropriate provision and so never enter the system (e.g. pre school to Reception or they are new to Tameside and no school application is submitted)
- They fail to complete a transition to High school (eg: fail to arrive at allocated school and are therefore not put on a school roll)
- They cease to attend, due to exclusion (e.g. illegal or unofficial exclusions) or withdrawal / removal from roll with no named destination.

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### Elective Home Education

- The law allows parents to arrange for their children to be educated at home rather than at school. The LA has a robust system in place for monitoring the education of children that are educated at home. Further information on this can be found on the Tameside website or via [educationwelfare@tameside.gov.uk](mailto:educationwelfare@tameside.gov.uk).

### Local Authority Duty

#### The LA are committed to ensuring that

- There are secure pathways, procedures and monitoring systems in place to ensure that all children of compulsory school age are known and tracked.
- There are secure arrangements in place to share information when children of compulsory school age move into or out of the borough whether their whereabouts are known or unknown.

The Local Authority (Tameside) has a CME Tracking Officer, which schools, other agencies and organisations can contact regarding CME. Responsibilities include:

- Developing and monitoring a referral system for children out of school, at risk of missing education and those reported missing.
- Maintaining and updating the children missing education database and acting as a link with schools and other agencies.
- Working with schools, settings and other agencies to ensure that procedures and practice are in place to minimise the possibility of children and young people going missing from education
- Maintain procedures to track pupils who have been reported as missing education.

### Duty of Schools (Including Academies, Independent Schools and Pupil Referral Units)

*“Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage”*

*Extract from Keeping Children Safe in education - July 2015*

All schools are required to inform the LA about the details of:

- All pupils admitted or removed from the roll of their school. This data is submitted via migration reports but schools may also need to inform the CME Officer (see Appendix 2)
- Any pupil who has been absent without school’s authorisation for a continuous period of 20 days or more. This data will be collected by the Education Welfare Service periodically via a register audit.
- Where schools have any safeguarding concerns about any pupil, it is vital that they follow their safeguarding procedures, a referral to CME does not replace a referral to Children’s Safeguarding .

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**Duty of Other Agencies**

Staff from other departments of the Local Authority and external agencies who come across any children who they believe may not be accessing educational provision, are requested to contact the allocated school in the first instance. If this is unknown, they can contact the CME Tracking Officer via [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk).

These agencies may involve Housing Officers, Community Safety Officers, Police, Health Professionals, Children’s Safeguarding professionals, etc.

**Referral**

Where schools are required to notify the local authority of a pupil who is CME (see off rolling document - Appendix 2), the CME referral form at Appendix 1 should be completed.

It is imperative that details of any actions taken to locate the pupil are detailed on the form eg: home visits, enquiries with emergency contacts etc. If this information is not provided it may cause a delay in action being taken by the Local Authority.

**Children Missing from Education Procedures**

Below are the procedures to be followed by schools when the whereabouts of a pupil are unknown.

**School Staff:**

- 1) Check with the pupil’s named emergency contacts/telephone numbers/text message/email, carry out a home visit if possible, write letters.
- 2) Check the pupil’s records to see if there are any siblings at another school – if so, contact the school to make further related enquiries
- 3) Ask the friends of missing pupils for any information
- 4) If a voluntary aided school, check with the appropriate local faith leader

**A record of actions 1-4 should be kept and noted on the CME referral form.**

- 5) Where school have been unsuccessful at locating a family and after a period of no less than 10 school days, a CME referral form (*Appendix 1*) should be completed and emailed to [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk).
- 6) Where school have located the family but they are out of borough a CME referral form (*Appendix 1*) should be completed and emailed to [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk).
- 7) Once schools have been advised by the Tracking Officer to remove pupils from their school roll they should upload pupil information onto the DfE s2s (school to school) ‘lost pupil’ database.

**Procedures for Children Who Fail to Attend Allocated Schools (Including Rec/Yr7)**

**The Education (Pupil Registration) (England) Regulations 2006 state the following:**

*“A pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.”*

In the event the pupil fails to arrive the following procedures should be followed.

- 1) Ensure that attempts have been made to contact parents by phone call and letter, these must be evidenced on any future referral.

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- 3) Where parents have been contacted and have stated they are refusing to send the pupil to the allocated school it is the responsibility of the school to address the non-attendance (see *Appendix 2*). Parents should be advised to use the school appeals procedure where applicable.
- 4) If the school does not have a response from their attempts to contact parents after 10 days, a CME referral form (*Appendix 1*) should be completed and emailed to [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk). Pupils should not be removed from roll until advised to do so by the Tracking Officer.
- 5) In the case of Reception pupils that are not statutory school age, school should make every attempt to contact the parent / carer. If there is no response after 10 days a CME referral form (*Appendix 1*) should be completed and emails via [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk).

If there pupil has not been located after 20 school days, school should send a letter advising parents /carers that the pupil will be removed from school roll. This letter should be sent to the last known address.

The Tracking Officer will hold the pupil's details until such time that the pupil reaches statutory school age. At this point, enquiries will commence by the Tracking Officer to establish if the pupil has re-applied for a school place.

*Parents of Summer born pupils are permitted to defer admission of their child until they are compulsory school age. This must be done with prior arrangements and schools will be notified to make special arrangements.*

- 5) The Admissions Team is provided with results of all school appeals. Where an appeal was unsuccessful, checks are made to ensure that pupils attend the original placement.

### **Procedures for other Professionals**

- 1) If an Officer from any other agency becomes aware that a family have moved out of the Borough and a pupil is missing from school, they should contact the school at which the pupil is registered in the first instance. If this is unknown the CME tracking Officer can be contacted on [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk).

### **Procedures for EWS:**

On receipt of CME Referral form the Tracking Officer will:

- 1) Liaise with the School Admissions Team to check if a transfer or appeal application has been received.
- 2) Arrange for a home visit to be carried out by and Education Welfare Officer.
- 3) If the pupil is found to still be at the address, the case will be referred back to school for them to manage non-attendance (see *Appendix 2*).
- 4) If the family have left the property, the Tracking Officer will carry various checks to establish their whereabouts ie: Children's Social Care, Council Tax records, housing, Youth Offending Teams.
- 5) If there is a suggestion that the family have moved to a different authority, even if no actual address is known, the Tracking Officer will notify the CME nominated person in the LA where information suggests the child may have moved to?
- 6) If after a period of no less than 4 weeks, the whereabouts of the pupil are still unknown, the Tracking Officer will contact school and advise they can remove the pupil from roll. The date of leaving may be backdated to the date the pupil last attended. Ensure school have posted child's CTF data to DfE s2s 'Lost Pupil database'.

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- 7) At this point, the pupil will be recorded child as 'CME' on Admissions system and the case is held open until the whereabouts are known.
- 8) The Tracking Officer will:
  - carry out regular follow-up checks in an ongoing effort to try and ascertain the pupil's whereabouts,
  - notify the Police 'Missing Persons Co-ordinator' if pupils have not been traced within a period of 6 months,
  - liaise with other agencies as and when necessary, e.g. other LA's, other area schools, UK Border Agency, Children's Safeguarding professionals
- 9) Once pupil's whereabouts become known, and a school is identified, the Tracking Officer will update schools and School Admissions via CME Case Closure Form.
- 10) Once a pupil's whereabouts are known, the Tracking Officer will inform colleagues in Revenues Team and Childrens Social Care of new address and school (where applicable) and the case will be closed.

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## **CME Policy**

# **REMOVING A PUPIL FROM THE ATTENDANCE AND ADMISSIONS REGISTER**

Dated: January 2016

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This guidance covers all pupils in Reception class to year 11.

## THE REGULATIONS

The Education (Pupil Registration) (England) Regulations 2006 outlines the circumstances when a pupil can be removed from the admissions and attendance register. Regulation 8(1) and relates to compulsory school aged pupils.

This guidance has been produced to assist schools and academies in fulfilling their duties in relation to both removing a pupil from the attendance and admissions register and the actions required when children go missing (CME).

All pupils must be placed on the attendance register as soon as they go on the school admissions roll. Any changes to the attendance register must be clearly marked with the original entry, dated amended entry, reason for the amendment and the name / title of the person making the amendment.

All maintained schools and academies should establish and record the onward destination of any pupil who is being deleted from the admission roll. It is not sufficient to leave a general or vague comment. If the school cannot determine the destination it should note the attendance and admissions register to this effect. All maintained schools and academies must notify the Education Welfare Service by emailing a CME referral to [cme@tameside.gcsx.gov.uk](mailto:cme@tameside.gcsx.gov.uk) in respect of any pupil who has been removed from the school admissions roll with the exception of those cases which fall under Section B. Before removing a pupil from the school roll, schools must be satisfied that they have complied with the Education (Pupil Registration) (England) Regulations 2006 the Head Teacher must ensure the following steps have been taken:

- All internal school records have been checked to establish the whereabouts of the pupil.
- Emergency contacts have been contacted by phone calls, home visits and letters
- Family/relatives have been contacted; these may not be on the emergency contact list.
- The school staff has been asked if they have any information
- Any other agency with involvement has been contacted

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**Table A lists the circumstances when pupils should not be removed from a school roll:**

These pupils must not be removed from the school roll unless confirmation of admission to an alternative school or alternative form of education is received.		
A	Circumstance	Action
1.	The school has been informed that the pupil has moved from their current address but still resides in Tameside and a place at an alternative school has not been allocated.	The pupil must be kept on roll until the pupil has been placed on the roll of another school regardless of travel implications.
2.	The pupil has had 20 days of consecutive unauthorised absence and the whereabouts of the pupil is <b>known</b> to be within Tameside.	School to follow their attendance and safeguarding procedures. The pupil must remain on the school roll whilst the school secures regular attendance.  Parents of such pupils should <b>NOT</b> be advised/instructed to educate at home as an alternative to legal action for poor attendance. This is not good practice and has significant safeguarding concerns.

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**Table B lists the circumstances when pupils may be taken off roll and the associated actions that must be taken:**

<p><b>These pupils may be removed from school roll.</b> Schools are expected to notify the local authority when pupils are removed from the school roll using the monthly migration report. This should be submitted on the last working day of each calendar month. Head Teachers should avoid using “other” as the reason for leaving on the migration report.</p>		
B	Circumstance	Action
1.	The school has been informed that the pupil has been allocated a place at an alternative school.	Remove the pupil from the admissions and attendance register and transfer the pupil’s records using the S2S system.
2.	The pupil was dual registered at another school and has ceased to attend your school. The other school is now the main school and the head teacher has agreed to put the pupil on roll.	Remove the pupil from the admissions and attendance register and transfer the pupil’s records to the new school.
3.	The school has received written notification from the parent / carer that they intend to home educate the pupil.  <b>School should not persuade a parent/carer to EHE to avoid prosecution or exclusion.</b>	Remove the pupil from the school roll on the day of notification from the parent. Email <a href="mailto:educationwelfare@tameside.gov.uk">educationwelfare@tameside.gov.uk</a>
4.	The pupil has been permanently excluded and 15 school days have passed since the parent / carer has been notified by the governing body to uphold the exclusion and no application has been made for an independent review.	Remove the pupil from the admissions and attendance register. Transfer the pupil’s records to the next provision.  The date of exit may be backdated to the 5 <sup>th</sup> day of exclusion.
5.	A medical officer has certified that the pupil is unlikely to be in a fit state of health to attend school before the pupil ceases to be of compulsory school age.	Schools are asked to consider offering an alternative method of learning in the first instance (eg: online learning package)  In the event that a pupil is to be removed from roll, schools should notify the parent / carer in writing that the pupil is being removed from the school roll as certified by a medical officer.
6.	The pupil has been detained by a court order for a period of 4 months or more.	Pupil may be removed from roll. School should notify the supervising officer from YOT.

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## Table C lists circumstances which pupils may be classified as Children Missing Education (CME)

These children should remain on school roll until the local authority Tracking Officer has received a CME referral form and completed initial investigations.			
C	Circumstance	Action	
1.	The school has been informed that the pupil has moved out of Tameside and it is no longer a reasonable distance for the pupil to travel to the allocated school.	<p>The school must follow their attendance and safeguarding procedures and fully satisfy themselves that the pupil no longer resides at their current address.</p> <p>A CME referral form should be completed and forwarded to <a href="mailto:cme@tameside.gcsx.gov.uk">cme@tameside.gcsx.gov.uk</a></p> <p>Once the school has had notification from the receiving authority that the pupil has moved into their area and been allocated a new school, the original school can remove the pupil from the admissions and attendance register and transfer the pupil's records using the S2S system.</p> <p>The date of leaving may be backdated to the date the pupil last attended.</p>	
2	<p>The school has authorised leave of absence and determined the length of absence including the date of return.</p> <p>(i) The parent/carer has contacted the school explaining the delay and informed the school that they will not be able to return within a total of 20 days of absence from the 1st day of absence.</p> <p>ii) The pupil does not return to school on the agreed date and the school has made reasonable enquiries to ascertain the whereabouts of the pupil. The school has not received any contact from the parent explaining the delay.</p> <p>For example; 10 days of authorised absence plus 10 days of unauthorised absence = 20 days of unauthorised absence</p>	<p>Prior to the absence school should agree in writing the timescale for the authorised leave of absence including the agreed date of return. In addition to this, school should warn parent / carer that if they did not return on the agreed date all the absence will be recorded as unauthorised.</p> <p>If school is notified of a delay in returning, they should write to the parent / carer informing them that the pupil will be removed from the school roll on the 21<sup>st</sup> day from the 1<sup>st</sup> day of absence.</p> <p>A CME referral form should be completed and forwarded to <a href="mailto:cme@tameside.gcsx.gov.uk">cme@tameside.gcsx.gov.uk</a></p> <p>School should advise the parent / carer of the requirement to enrol their child in a school where they are residing as they are not within a reasonable distance to travel to the school at which they are currently registered.</p> <p>Where possible the parent / carer should also be advised of the requirement to apply for a school place as soon as they return to Tameside via the Admissions Team.</p> <p><b>School should follow their safeguarding procedures if they have any concerns regarding the pupil's</b></p>	
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		<b>whereabouts or safety.</b>
<b>3</b>	The pupil has had 20 days of unauthorised absence and the whereabouts of the pupil is <b>unknown.</b>	<p>School must follow their attendance and safeguarding procedures to determine the whereabouts of the pupil.</p> <p>If the pupil cannot be located after 10 school days, a CME referral form should be emailed to the local authority via <a href="mailto:cme@tameside.gcsx.gov.uk">cme@tameside.gcsx.gov.uk</a> .</p> <p>The pupil should not be removed from roll until the CME tracking officer has provided feedback and this will not be before 20 consecutive days of absence</p>
<b>4</b>	<p>The pupil has been allocated a place in Reception or year 7 but fails to arrive.</p> <p>The pupil is compulsory school age.</p>	<p>School should make every attempt to contact the parent /carer by telephone, letter and if possible a home visit.</p> <p>If there is no response after 10 school days a CME referral form should be emailed to the local authority via <a href="mailto:cme@tameside.gcsx.gov.uk">cme@tameside.gcsx.gov.uk</a> . Pupils should not be removed from roll until advised to do so by the Tracking Officer.</p>
<b>5</b>	<p>The pupil has been allocated a place in Reception but fails to arrive.</p> <p>The pupil is not compulsory school age.</p>	<p>School should make every attempt to contact the parent /carer by telephone, letter and if possible a home visit.</p> <p>If there is no response after 10 school days a CME referral form should be emailed to the local authority via <a href="mailto:cme@tameside.gcsx.gov.uk">cme@tameside.gcsx.gov.uk</a>.</p> <p>If the pupil has not been located after 20 days, school should send a letter advising parents /carers that the pupil will be removed from school roll. This letter should be sent to the last known address.</p> <p>The local authority Tracking Officer will hold details of the pupil until they reach compulsory school age whereupon enquiries regarding a school placement will commence.</p>

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## Appendix 3

### Middleton Technology School

#### Staff roles

All the following staff can be contacted on the school number 0161 643 5116

- Mr A Smith - SLT School Lead for the strategic development of all operational procedures and policies for the school's Attendance and Punctuality. ( mtsasmith@midddtech.com)
- Mrs J Foster - Inclusion Secretary who leads on all Attendance and punctuality administration. She is the parents' main point of contact regarding said administration. (mtsdfoster@midddtech.com)
- Mrs A Hulton - SLT school lead for all safeguarding and child protection matters. (mtsahulton@midddtech.com)
- Mrs E Taylor - School EWO who comes into school for 1 day every two weeks and is our LA contact. She is our lead for all legal support and procedures. (mtsetaylor@midddtech.com)
- Key Stage 3 & 4 Managers - Mrs A Hulton and Mr N Coe - they oversee the LPC to ensure all attendance procedures are been followed and students are been monitored especially PA students
- Learning progress Mentors - J Westbury Y7, Z Thomson Y8, D O'Neill Y9, J Kilroy Y10 and D Boardman Y11 are the year group mentors who track and monitor attendance day to day and will liaise with both J Foster and our EWO for all intervention and correspondence to parents.
- Learning Progress Coordinators - M Carson Y7, D O'Boateng Y8, S Cullerton & S Morrisey Y9, N Jones Y10 and R Street Y11 will oversee the attendance of their year group and will work with their LPM to secure excellent attendance by intervening where necessary with students and parents, such as attending attendance panels and undertaking home visits. They oversee P Point corrections for lates.

#### Where parents can find info on school term dates

These are published on the school website

#### School day timings and close of register timings

Staff must be on site for the supervision of students 10 minutes before the start of the morning session, and for 10 minutes after the end of the afternoon session.

Registration:	8.30am - 8.40am
Lesson 1:	8.40am - 9.30am
Lesson 2:	9.30am - 10.20am
Break:	10.20am - 10.35am
Lesson 3:	10.35am - 11.25am
Lesson 4:	11.25am - 12.15pm
Lunchtime:	12.15pm - 12.55pm
Lesson 5:	12.55pm - 1.50pm
Lesson 6:	1.50pm - 2.40pm

The school register opens in the morning at 8.30am and closes at 9.00am.

During the afternoon the register opens at 12.55pm and closes at 1.25pm. This register is part of the lesson 5 register.

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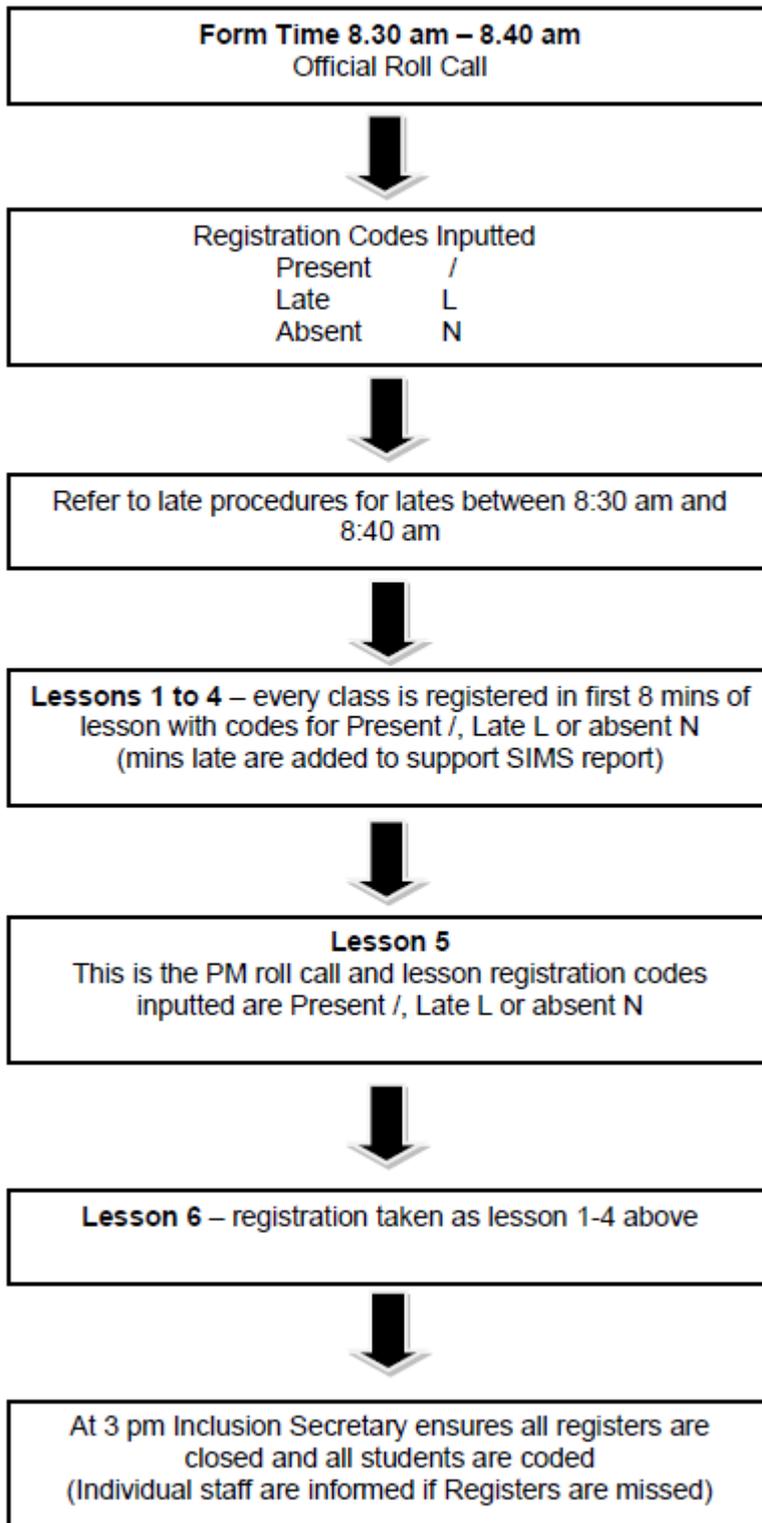
**Promoting good and improved attendance**

- No authorised holidays in term time (truly exceptional circumstances)
- Attendance expectations in student journals and staff handbooks
- New parents packs for Year 6 and In Year Transfer packs have attendance expectations
- Year 6 SLT interviews – excellent attendance promoted
- Weekly attendance report given to all Form Tutors for students to write in journals
- Termly Attendance Assembly
- Attend to Achieve Poster in all Forms / classes (see attached copy)
- Letters home for 100% each half term
- Certificates to students for 96%+ and 100% each half term
- 100% Blackpool Trip
- Prizes each half term for 96%+ or 100% attendance
- Reward DREAM points (Determination) for 96%+ and 100% given each half term
- To improve attendance for SEN our SENCo team mentor low attenders with short term prizes.

**Registration procedures**

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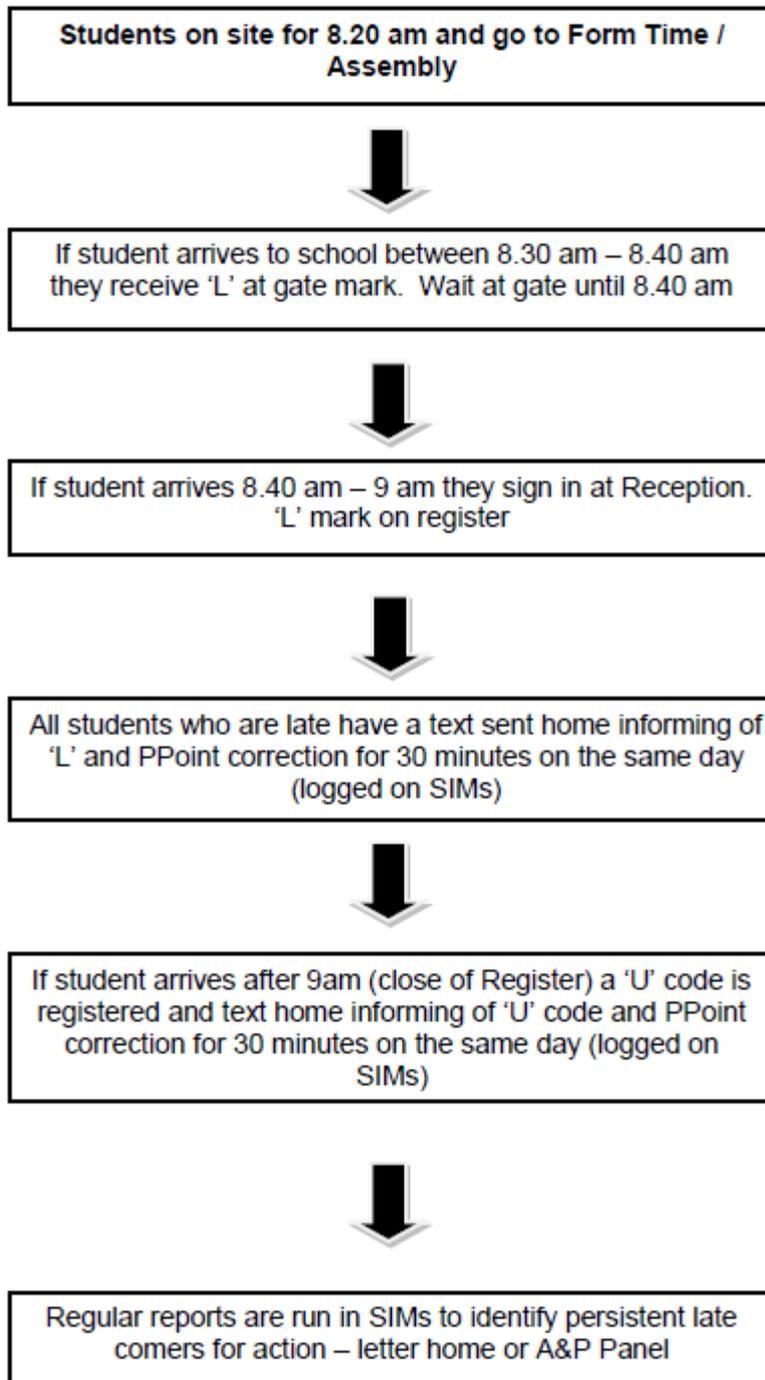
## MTS Procedures for Registration of Students



### Late procedures

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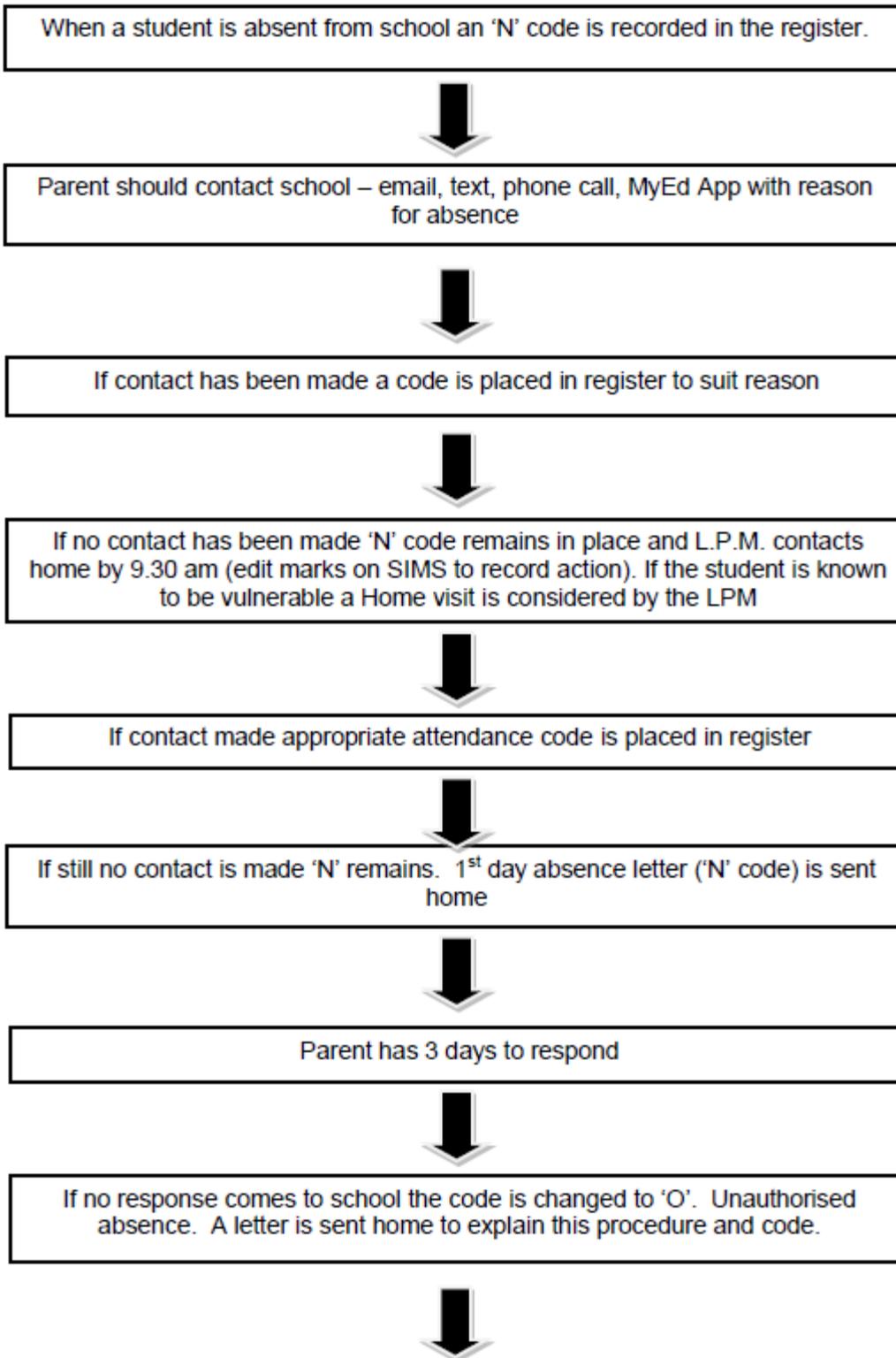
## MTS Procedures for Late to School



### First day absence procedures

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## MTS Procedures for First Day of Absence



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If student still absent after 3 days then phone calls are made by LPC/LPM to other family members and/ or home visit (HV) is undertaken



All P.A. students need to provide medical evidence to authorise any absence they incur. If no evidence provided an 'O' is recorded

**Follow up procedures (including escalation and multi agency involvement)**

- First warning letter goes out at the 3rd absence
- Second warning letter goes out on the 5<sup>th</sup> /6<sup>th</sup> absence
- The third warning letter identifies that there have been 15 sessions with a 'U' code and the student/family are at risk of a Penalty notice fine.
- EWO works 1 day every two weeks on our PA students or those below 90%
- EWO / school attendance Panels are held each half term for parents to raise awareness / support
- SIMs report for L.P.M. to monitor each year group - updated weekly
- There is a formal fortnightly meeting between the Inclusion Secretary / EWO and each LPM to discuss students with for attendance concerns . Actions /interventions are agreed and initiated.
- Tracking sheets to identify student groups such as SEN / PP who are in need of interventions
- L.P.M.s mentor and support our PA students with praise cards and short term prizes
- Attendance figures are placed on interim and full academic reports

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