



At St Mary's we champion every child to be the **best that they can be**. Our knowledge-led curriculum therefore endeavours to develop our children's **character**, **core skills**, **creativity** and sense of **community**.

Supported by our school's vision, ethos and position as a junior school, we believe that our specialist knowledge of the Key Stage 2 age range ensures **improving outcomes, opportunities and experiences for all our children**. To achieve this, we are aspirational for our pupils, instilling high expectations, the passion, perseverance and stamina to succeed.



At Spring Meadow Infant and Nursery School, we have the following core values: **Kind, Independent, Inclusive, Resilient, Creative and Knowledgeable**. Our children know and understand what each word means and every child at Spring Meadow works hard to achieve each value at all times.

**Kind**- For everyone to show kindness as they work, play, and learn. Everyone is treated with mutual respect.

**Independent**- To be independent learners who take responsibility for themselves. The school provides an environment that enables them to make decisions and choices to reach their full potential.

**Inclusive**- To include everyone in our school and wider community and to embrace and celebrate everyone's individual special qualities.

**Resilient**- Everyone is resilient to take risks, try new things, and learn from their mistakes.

**Creative**- As a school, we nurture an environment where there is the freedom to express individual ideas, use our imagination, and be inspired to be creative across the curriculum.

**Knowledgeable**- To be knowledgeable about the community and the world around us. The children build on their previous knowledge. The curriculum is delivered using approaches that enable the children to know more and remember more.

# Attendance Policy

Ely St Mary's CofE Junior School and Spring Meadow Infant and Nursery School

Last reviewed on:

27.06.23 by Rachel Clarke (Headteacher) & Hannah Vitacolonna (Office Coordinator)

Key Updates:

Changed to include Spring Meadow Infants and Nursery School

Modifications reviewed and approved by  
LGB on:

Reviewed and changed wording regarding penalty notice and prosecution for term  
time absence. Appendix D (term time leave form) also updated.

Added Appendix H: Attendance Codes which includes guidance for absences relating  
to Traveller families

Next review due by:

This attendance policy will be reviewed in July 2024 or following any further updates  
from the Local Authority.

## **STATEMENT OF PRINCIPLES**

We continue to focus our attention on attendance. We are keen to ensure that we promote the highest attendance possible for all our young people as this is a fundamental life skill that will ensure young people's future success. Not only is it vital that our young people establish the very best habits and routines to ensure their success as future employees but there is also very clear national data that clearly shows the impact that poor attendance has on young people achieving the best possible outcomes and educational achievements. In short, if young people are not at school, we cannot teach them and this will affect their academic achievement at all levels.

As a result of this, both St. Mary's and Spring Meadow continue to take a very firm and consistent view when parents seek permission for an absence from school for their child due to circumstances other than genuine illness. All parents can expect requests seeking permission for leave of absence for their child will be refused and therefore unauthorised. As you will be aware permission may be sought where there are exceptional circumstances such as attending the funeral of a close family relative.

## **ATTENDANCE POLICY**

**St. Mary's and Spring Meadow school policies reflect our vision of working in collaboration to facilitate participation and learning for all. Our aim is to provide a consistent approach to all aspects of learning whilst recognising the diversity of needs of the families within our community.**

### **1. STATEMENT OF INTENT**

Both St. Mary's (ESM) and Spring Meadow (SM) aim to work together with Parents/Carers to:

- Ensure that all children registered at the school attend both every day and punctually.
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence

### **2. LEGISLATION AND GUIDANCE**

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#) and the [Cambridgeshire County Council Penalty Code of Conduct](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy refers to the DfE Research and analysis document: 'Securing good attendance and tackling persistent absence' <https://www.gov.uk/government/publications/securing-good-attendance-and-tackling-persistent-absence/securing-good-attendance-and-tackling-persistent-absence>

*"Schools that improve attendance from a low baseline, maintain high levels of attendance and minimise persistent absence all have different starting points and take slightly different approaches. However, these approaches tend to have a number of features in common. They can best be summarised as 'Listen, understand, empathise and support – but do not tolerate'."*

## ROLES AND RESPONSIBILITIES

### 3. PARENTS/CARERS

- 3.1 As parents/carers it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered regularly and punctually.
- 3.2 Parents/Carers should ensure that if their child is to be absent from school for any unavoidable reasons such as sickness, they should telephone or email the school as soon as possible, but by 9:15am, on each day of the absence.
- 3.3 Parents/Carers should ensure that their child arrives at school in time for the start of registration (gates open at 8:40am at St. Mary's and 08:45am at Spring Meadow). If a child is late, please sign them in at the school office. Registers close at 8:50am at St. Mary's and 08:55am at Spring Meadow (and again in the afternoon) and parents need to accompany their child to reception to sign in to safeguard their child. Junior School children arriving themselves, if late, must also sign in at the office. The parent may be informed to check whether they are aware of the lateness. If a child arrives 30 minutes after the register is closed they will be marked as 'U' rather than 'L'. U is an unauthorised absence.  
**Lateness is monitored and may be recorded as unauthorised if a child arrives late more than 3 times in a half term.**
- 3.4 Parents/carers can request permission for an authorised absence where there are exceptional circumstances only (requests for other reasons will be declined and unauthorised) such as attending the funeral of a close family relative or to renew a pupil's foreign passport or Identity Document at an Embassy where the only appointments available are in school time (inserted in order not to compromise expiry dates of ID and documents). Parents should view and complete the **absence request information and form shown in Appendix D.**

### 4. SCHOOL RESPONSIBILITIES

#### **4.1 The headteachers**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

#### **4.2 The attendance officers**

- Monitor attendance data across the school and at an individual pupil level
- Report concerns about attendance to the headteacher
- Work with education welfare officers to tackle persistent absence
- Arrange calls and meetings with parents to discuss attendance issues
- Advise the headteacher when to issue fixed-penalty notices

#### **4.3 Class teachers**

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

#### **4.4 Administration and Pastoral Staff**

- Are expected to take calls from parents about absence and record it on the school system.
- Sign post relevant sources of support.

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

#### 4.5 Senior Leadership Team

- Support the headteacher in his/her duties as required.
- Lead Parent Contract Meetings
- Sign post relevant sources of support.

- 4.6 The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress. We expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.
- 4.7 Registers will be called twice daily at 08:50am in St. Mary's and 08:55 at Spring Meadow and again in the afternoon. Any child arriving after the closing of the register will be recorded as 'late' for that session.
- 4.8 Teachers and office staff will complete registers in accordance with the guidance contained in the register. Registers may be reviewed with the LAAOs (Local Authority Attendance Officers) and LA Safeguarding and Welfare Officers. Additionally St Mary's may review registers with DEMAT Safeguarding and Welfare Officers, whose responsibility is attendance.
- 4.9 Should a class teacher have particular concerns about an individual child's attendance or punctuality, their concerns should be brought to the Headteacher or DSL.
- 4.10 If a child is absent and communication has been received regarding the nature of the absence, the office staff will enter the appropriate code in the register. If no explanation has been received by 9:15am from the child's Parents/Carers then, on safeguarding grounds, the school will endeavour to make contact with the parent (initially by phone and then by text and email), after which an appropriate judgement regarding authorisation will be made.
- 4.11 If parents do not respond to the call, text and email by 10:00am, the school will then ring all the given emergency numbers that the parent/carer has provided.
- 4.12 If the child cannot be located by 10:30am, the school will visit the home (please see **Appendix E: Conducting a Home Visit – safe & well checks**). If the child cannot be located, a phone call may be made to neighbouring schools (to see if siblings are in attendance) and will be made to the police, (or social worker if one is working with the family). This is called 'An Alive and Well' procedure and is part of our safeguarding duties.
- 4.11 The Headteacher will regularly collect attendance data (a minimum fortnightly) and will use this data during meetings. Targets may be set where attendance falls below 90% and data may be shared with the school's LAAOs (Local Authority Attendance Officers). Meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and family. The Department for Education (DfE) deem absence of 90% or less over a given period, as persistent absenteeism. Where absence falls below acceptable levels, the school may require evidence, medical or otherwise, for any illness or other absence from school.
- 4.12 Both schools will employ a number of strategies to promote regular, punctual attendance:
- the Headteacher and class teachers will communicate regularly with parents/carers on attendance matters;
  - the school will use the Cambridgeshire Local Authority Three Letter System with discretion (please refer to **Appendix A**)
  - appropriate personal encouragement or congratulation will be offered to individual children and classes. Discretion will be used, where a child's time off is for unavoidable medical appointments which could not be arranged outside the school day or in the holidays;
  - clear attendance information will be entered on the school website
  - Local Authority Parents/Carers leaflets will be sent to all new Parents/Carers. (**Appendix C**)
  - Clear attendance information is available here in the Attendance Policy which is available on the school websites and from the school offices.
  - Availability of a supportive senior leadership team; pastoral and inclusion team; office administration team to meet and greet and signpost support.
  - Provision of a safe school environment where pupils really want to be, a supportive ethos, and a broad and balanced curriculum children enjoy studying.
  - Robust safeguarding policy and procedures, including those protocols relating to attendance – see **Appendix E (Home Visit Protocol – safe & well checks)** and **Appendices F and G (Handover**

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

Protocol - pick up and drop off) – **PLEASE NOTE SEPARATE HANDOVER PROTOCOLS ARE IN PLACE FOR ST. MARY'S and SPRING MEADOW.**

#### 4:13 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

## 5.0 DEFINITIONS

### 5.1 Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate, acceptable reason and the school has received an appropriate notification from the parent/carer. For example, should a child be unwell and the parent/carer writes / emails a note of explanation and/or telephones the school to explain the reason for absence. (Please notify the school on the first day and every subsequent day of absence).
- Only the Headteacher or a properly designated member of staff may authorise any absence. Parents do not have the authority to do so. Consequently, not all absence supported by parents will be classified as authorised.

### 5.2 Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and the parent/carer or if the child is away from school without good reason even with the support of a parent/carer (eg shopping or a birthday).

### 5.3 Circumstances in which Penalty Notices may be issued

**The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**.**

*Headteachers may only authorise TTL in exceptional circumstances: factors of authorising TTL will also take into consideration school attendance records.*

- A. As the Government changed the PA (Persistent Absence) threshold to 90% (in effect from Sept. 2015), the Local Authority may issue a Penalty Notice in relation to a child whose attendance at school is less than 90% over a given period. To allow time and opportunity for early intervention work with the family, attendance will be monitored by school and Local Authority before enforcement actions are considered. (Please see Appendix A)
- B. Holidays taken within the school term (except in exceptional circumstances agreed by the Head teacher) will be deemed as unauthorised absence. The expectation of the Local Authority is that term time holidays should not be planned or booked as they are likely to lead to the issuing of a penalty notice.

**Unauthorised Term Time leave MAY result in the Parent/Carer receiving a Penalty Notice issued to each Parent /Carer in line DfE Guidance and Cambridgeshire County Council Penalty Code of Conduct. The amount of the penalty is £60 if paid within 21 days or £120 if paid within 22 to 28 days. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.**

**Any parent who takes a child out of school for term time leave for 6 consecutive sessions (3 days) not authorised by the school (under exceptional circumstances rule), will receive a Penalty Notice.** Therefore Penalty Notices will be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. The absences must be recorded with a 'G' code in the attendance register. Such cases will have to be supported by evidence of parents being warned about a potential Penalty Notice. **The head teacher's decision not to authorise a holiday at the bottom of the**

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

**special leave of absence form, will serve as the penalty warning. It also states it on the front of the leave of absence form.**

Exceptional circumstances for absence will be considered by the headteacher on an individual basis and against the fundamental principles of being rare, significant, unavoidable and short in duration.

Examples of situations that will not be deemed as exceptional:

- cheaper holidays in England or abroad
- visiting family/friends who have different half term holiday dates
- visits to see family abroad
- weddings (unless immediate family and then only for the wedding itself)
- relatives coming to visit

Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered by the Local Authority.

**If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.**



## Appendix A – Cambridgeshire 3 Letter System Thresholds

Ely St Mary's Junior School and Spring Meadow Infant School

*The table below applies, particularly where attendance is unauthorised and where patterns are forming, or the number of days off for illness is concerning. It does not apply to term time leave/holiday (see 3.8.3 B).*

Descriptor	Threshold attendance	Actual attendance	Whole days absent	
<b>Excellent</b>	100%	190 days	0	<b>PREVENTATIVE</b>
	99%	188 days	2	
	98%	186 days	4	
<b>Good</b>	97%	184 days	6	
	96%	182.5 days	7.5	
<b>Satisfactory</b>	95%	180.5 days	9.5 <i>(3 days in a six week period)</i>	
	94%	177 days	13	
<b>Becoming unsatisfactory</b>	<b>93%</b> Identify pupils of concern and send <b>LETTER 1</b>	176.7 days	13.3 <i>(4 days in a six week period)</i>	
	92%	174.8	15.2	
Identify pupils of concern – reminder or meeting	91%	172.9	17.1	
<b>Cause for concern – 90% or below with majority unauthorised</b> Identify pupils of concern.	<b>90%</b> <b>LETTER 2.</b> Meet with parents to discuss concerns and identify support – set targets. Likely target - 90% over an 8 week period (spans academic years) – a penalty notice can be issued if absence hits 4 or more days in this monitoring period. <b>LETTER 3,</b> as required.	171 days	19 <i>(6 days in a six week period)</i>	<b>PENALTY NOTICE</b>
<b>Serious cause for concern</b>	85% or lower	161.5 days	28.5	<b>COURT</b>

- 15 days ill – follow **medical protocol Appendix B**

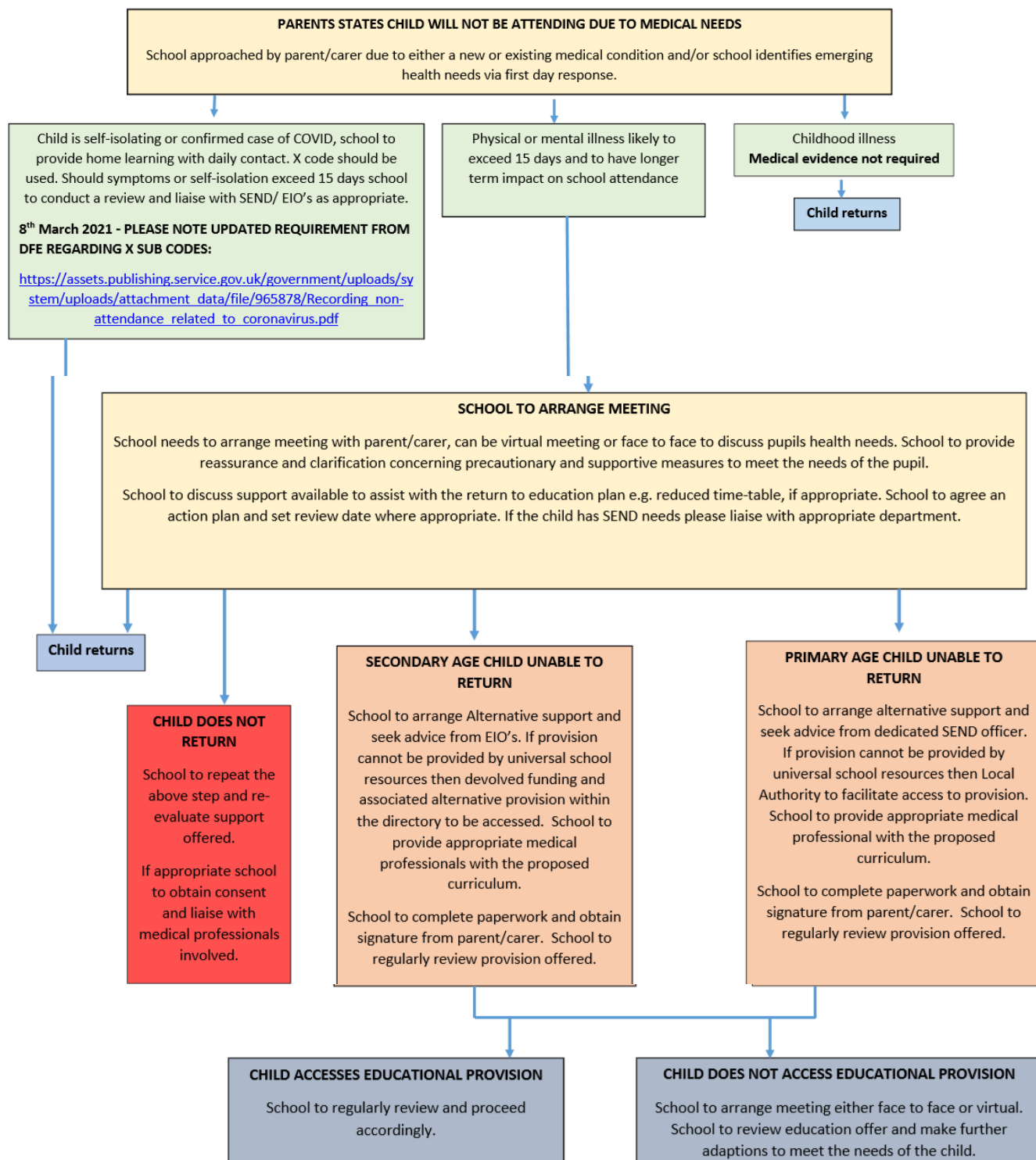
*“Championing every child to be the best that they can be”*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

# Appendix B – Cambridgeshire Medical Protocol

## CHILD NOT ATTENDING DUE TO MEDICAL NEEDS – Updated 8<sup>th</sup> March 2021

following flow chart provides an over view of the requirement on schools and the Local Authority to meet the needs of pupils with medical needs. It is incumbent on schools notify the Local Authority on every occasion that a child is ill for 15 days or more and the illness will have a long term impact on attendance. The majority of medical needs cases will have their needs met through the schools adjusting the mainstream curriculum and offering school support.



Only when all attempts to engage parent with the provision offered should the school attendance process be considered. Due to the need to ensure that they are no mitigating circumstances



## The Law

Parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. Most parents fulfill this obligation by registering their child in a school.

Should it be considered that as a parent you are unwilling or unable to ensure your child attends school regularly without good reason you could be:

- subject to a Penalty Notice fine;
- prosecuted in a Magistrates Court and fined up to £2,500 and/or imprisoned for up to 3 months;
- made the subject of a Parenting Order;

Your child may be made the subject of an Education Supervision Order in the Family Court.

## Compulsory school age:

From: 1 September, 1 January, 1 April following the child's fifth birthday

To: the last Friday in June in the school year in which the child is sixteen (1 September to 31 August)

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## Introduction

Receiving a good full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if children are to make the most of the opportunities available to them.

Government research suggests that 17 missed school days a year = 1 GCSE grade DROP in achievement.

## What you can do to help

- Make sure your child arrives at school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption. If your child arrives after the register has closed without a good reason, this will be recorded as an 'unauthorised' absence for that session.
- If your child has to miss school it is vital that you let the school know why, preferably on the first morning of the absence. (Your child's school will have an attendance policy explaining how this should be done).
- If you know or think that your child is having difficulties attending school you should contact the school. It is better to do this sooner rather than later, as most problems can be dealt with very quickly.

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

If you would like a copy of this leaflet on audio cassette or in Braille or other languages please contact us

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## Authorised and Unauthorised Absence

If your child is absent and school either does not receive an explanation from you, or considers the explanation unsatisfactory, it will record your child's absence as 'unauthorised'.

Most absences for acceptable reasons will be authorised by your child's school:

- Sickness;
- Unavoidable medical or dental appointments (if possible, arrange these for after school or during school holidays);
- Days of religious observance;
- COVID related absence – where child is either suffering from the virus/ shielding/ is in Enforced Quarantine.

## Leave of Absence

The Government has removed the discretion on head teachers agreeing to term time leave requests. Due to the disruptive effect on a child's education, you are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time leave / holiday.

Any leave of absence requests will be considered by the school in **exceptional circumstances** and will look at each request individually.

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## Is Your Child at School Today?



## School Attendance

## Information for Parents/Carers

September 2020

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

What constitutes as exceptional circumstances has not been dictated by the Government. Individual head teachers will be making the final decision on whether to authorise the leave of absence or not.

Any unauthorised leave of absence could result in a Penalty Notice fine being issued. As an alternative to prosecution, parents may be subject to a Penalty fine of £120 (reducing to £60 if paid within 21 days). Non-payment of this fine will result in case being listed for prosecution in the Magistrates Courts, without further warning being issued.

## Education Attendance Service

Please note that it is the responsibility of the school to have their own arrangements in place to manage poor attendance by offering appropriate support to parents and child.

If your child's attendance is unsatisfactory and not improving despite support from the school, the school will make a referral to the Local Authority. You may be invited to attend a PACE meeting (Police and Criminal Evidence Act 1984) or may proceed straight to Penalty Notice fine or prosecution.

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

# Appendix D – Ely St Mary’s and Spring Meadow Pupil Absence Request Form

**BEFORE READING AND COMPLETING THIS PAGE, PLEASE MAKE SURE YOU HAVE READ PAGE 1.**



## TERM TIME LEAVE - ABSENCE REQUEST FORM

To: *The Headteacher*

*I wish to apply for Term Time Leave Absence from School*

Child's name ..... Class .....

Child's name ..... Class .....

Date from ..... Date to .....(inclusive)

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

Address: .....  
.....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.**

**I understand that I may be required to attend a meeting with the Headteacher.**

Signature of Parent(s)/Carer(s)

✂-----

**To: ..... and ..... (Names of Parents/Carers)**

(This portion to be copied and returned by post to parents/carers)

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable.

Pupil(s) name(s).....

Class.....

Absence authorised from .....to ..... (Inclusive)

Absence unauthorised current attendance ..... % as of ...../...../20.....

Signed .....(Headteacher) Date.....

### NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**.

*Headteachers may only authorise TTL in exceptional circumstances: factors of authorising TTL will also take into consideration school attendance records.*

*Unauthorised Term Time leave MAY result in the Parent/Carer receiving a Penalty Notice issued to each Parent /Carer in line DfE Guidance and Cambridgeshire County Council Penalty Code of Conduct. The amount of the penalty is £60 if paid within 21 days or £120 if paid within 22 to 28 days. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.*

**If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.**

Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered by the Local Authority.



# AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below before completing the form.

**WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before a school can authorise any such requests, it must satisfy itself that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><b>Unavoidable absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical/dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ Attending the funeral of immediate family</li> <li>▪ When Traveller children go on the road with their parents</li> </ul>	<p><b>Other examples of absence from school that <u>will not</u> be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ Family holiday, of any type</li> <li>▪ Family day trips</li> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> <li>▪ Not wanting your child to take part in a visit/trip during the school day.</li> </ul>
---	---

Please contact your child's headteacher if you wish to discuss this issue.

**The law requires parents to ensure that their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.

## Appendix E – Ely St Mary’s and Spring Meadow Home Visit Protocol (Safe & Well Checks)

### 1. Purpose

- Visits to families in their homes are necessary in order to provide relevant support and/or advice regarding attendance, school and welfare issues.
- Home visits should normally be pre-arranged, however for the purposes of promoting attendance and ensuring pupil safety, unannounced “**safe and well**” visits will also be necessary at times – see attendance policy.

### 2. Conducting the visit

When conducting a home visit staff should:

- a) Notify a member of SLT first, signing out/in at the office.
- b) Home visits should be conducted in pairs unless agreed with a Senior Leadership member of staff prior to visiting (e.g. an exceptional circumstance may be delivering an item to the door step)
- c) Before setting out for the home visit, consider any risks to be discussed and addressed in advance (e.g. parental aggression, dogs/animals, known criminal activity, police have advised extra caution etc). If in doubt, do not enter the house when making a safe and well check.
- d) Be mindful of where their vehicle is parked i.e. park in a manner that allows ease of escape with the car facing in the direction of exit.
- e) Carry a mobile phone in order to be contacted or make contact in the event of an emergency;
- f) Carry their identification card and ensure this is shown prior to entering the house;
- g) If the parent/carer is not present and the child is alone, do not enter the house. If the child being alone is a concern (e.g. due to age or circumstances), this should be recorded and followed up in line with safeguarding procedures, taking immediate action if required e.g contacting police.
- h) Avoid visiting out of hours (after the close of school reception desk).
- i) Ensure they are aware of exit route from the property i.e. make a mental note of house layout.
- j) Be aware of surroundings to identify any potential safety threats or issues that will need to be addressed with parent/carer e.g. child protection ‘red flags’.
- k) Do not put yourself in a position where you are isolated (e.g. go upstairs to see child alone without parent or without second member of staff or be in a room with door shut with child alone).
- l) If any safeguarding concerns arise from/or during the home visit these must be reported via normal safeguarding channels (e.g. my concern / CPOMS, report to DSL).

### 3. Managing an unexpected concern

If concern is noted prior to entering the property:

- Risk assess whether it is safe to continue with the visit
- Arrange for Receptionist/SLT to call on arrival to ‘check in’
- If the concern arises during the visit:
  - If you feel intimidated/threatened or uncomfortable – terminate the home visit in a courteous way, making up an excuse to leave if necessary.
  - If you feel you are in immediate danger – do not excuse, leave the property immediately.

### 4. Returning from a visit

It is the responsibility of the staff members conducting the home visit(s) to sign back in at school and confirm completion of the visit(s).

Staff at St Mary’s to record the Home Visit on the Home Visit form which is scanned and logged on the pupil(s)’ CPOMS file. Staff at Spring Meadow should record the Home Visit straight onto CPOMS.

Any safeguarding concerns are reported to a DSL on return as a cause for concern, outlined in the school’s safeguarding policy.



## Appendix F – Ely St Mary’s End of Day Hand Over Procedures to Parent/Carer/Adult

### 1. Purpose

Ely St Mary’s recognises the importance of keeping pupils safe and aims to provide a safe and secure environment and the objective of this protocol is to ensure a smooth drop off and collection process to always be in place.

### 2. For All Pupils

- 2.1 To aid with continuity for the children, it is the parents’ responsibility to arrive on time for pupil drop off or pick up. Late arrivals and early departures are acceptable but to be avoided if possible.
- 2.2 The school will be ready to receive all pupils from 8:40am (registration closes at 9am) and will ensure the pupils are ready to go home at their official departure time of 3:20pm.
- 2.3 To support safeguarding procedures at drop off and pick up, there will always be at least one member of staff on duty at each entrance point (member of SLT; member of Pastoral Team; Site Supervisor). The presence of these staff provide an early opportunity to note the absence of students or familiar parents/carers; to note the addition of unfamiliar adults on collection; to note an unsupervised child; to be a point of communication or source of help for adults and pupils alike.
- 2.4 As a junior school, we recognise our pupils are of an age where they begin to prepare for college and increasing independence. We therefore request parent permissions regarding:
  - Whether a child is able to walk home
  - Emergency contacts, including those with permission to collect the child(ren)
  - Any adults who do not have permission to collect children and, where applicable, any supporting documentation such as court orders.We request this information as part of our admissions process and then annually thereafter (typically at the autumn parent consultations). Likewise, we ask to be notified of any changes to these permissions mid-year via the school office so these can be recorded on Pupil Asset and in-class lists can be updated immediately.
- 2.5 With supply or new staff, the school will endeavour to ensure a familiar, existing member of staff supports during end-of-day handover initially. Where this is not possible, the school provides a discreet file in each classroom containing a list of :
  - children with permission to walk home;
  - pupils who have specific restrictions around the adults allowed to collect (further information can be obtained from a DSL as necessary) \*1;
  - pupils due to attend a club.
- 2.6 We permit older siblings to collect a KS2 pupil from school but this is only with the parents’ consent and their due regard for the needs and abilities, including risk awareness, of both the pupil and collecting sibling. Should staff be concerned at pick up/drop off, this will be raised with the safeguarding team who will discuss with parents the best way forward to plan for safety and success.

\*1

*In the case of marital or custody disputes, unless there is a Court Order in place and school have had sight of this, the school do not have the right to prevent a pupil leaving with either parent who has parental rights.*

*In the event of a Court Order, the school will only release the pupil to the parent stated at that time in the Court Order, unless prior written permission is granted by this parent.*

*If a parent/carers, who is not named as having access/current responsibility for the pupil attempts to collect the pupil, the school will not release the pupil and will contact the parent/carers named on the Court Order as having current responsibility.*

*If the attendance at the school results in risk to adults or pupils, the school will contact the police for support.*

*Should a parent/carers come to collect a pupil and the school suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will detain the pupil and attempt to contact another carer (e.g., the other parent or emergency contact) to ask them to come and escort the adult and child home. We may also contact the Social Services Duty Desk and/or the police for advice and support.*

**“Championing every child to be the best that they can be”**

**Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance**

### 3. Handover Arrangements for Lower Key Stage 2 (Y3/4)

- Adults collect children from the classrooms where staff can release children one at a time to ensure a secure handover.
- Staff must 'give' the pupil to a known adult at the end of each day. We take an 'eyes on' approach to this process.
- Parents have a responsibility to inform the school if a pupil is going home with a different pupil or is being collected by a different adult.
- Only children with expressed written permission to walk home will be released independently.

### 4. Upper Key Stage Two

- As above
- We recognise that pupils in Y5 and 6 are more likely to go home without an adult. Pupils are reminded what to do in the event of a problem such as no one being home (pupils should return to the school office immediately)

### 5. Late Collection or Non collection

It is the responsibility of all parents/carers to arrive in good time to collect their child. If a parent/carer/representative has not arrived after 10 minutes (by 3:30pm) they are deemed late, and the following procedure takes place:

- The pupil will continue to be cared for as usual by the offices and every effort will be made to make sure the pupil is not upset by the situation.
- Attempts will be made to contact the parent on all the given telephone numbers. If this produces no result, the pupil's designated emergency numbers, including work contacts (if known), will be used to contact a responsible adult. The school may seek to contact education and/or care settings of siblings to establish if they have been collected or have had contact from parents/carers.
- If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and/or the police and take their advice.

### 6. After School Clubs

- As a junior school, pupils are permitted to walk themselves to their club – hall/ classroom/art studio. Lower Key Stage 2 pupils are supported in this process by being escorted by their class teacher, TA or club leader.
- Club leaders will take a register at the beginning of each session and notify the office coordinator of any missing pupils.
- The office coordinator will check for missing pupils who do not already have a known absence.
- Staff will check for these children in school e.g. have they been delayed at their classroom? Are they changing in a different room?
- Office Coordinator will then call the child's parent/carers to confirm the child's whereabouts and safety and, once confirmed, reasons for non-attendance.
- Any changes to club attendance e.g. last minute cancellation will be communicated via text and email also to ensure quick delivery of communication.
- At the end of a club, leaders will sign pupils out as they are collected by a parent/carer.
- Club leaders will retain a list of emergency contacts to call in the event of non collection. External club leaders will be able to contact the Headteacher & DSL via mobile phone in the event of a concern beyond 4:30pm where a DSL may not still be on site (This only applies to Active Play as all other clubs are scheduled to end by 4:30pm).

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance



## 7. Use of school premises for non-school activities

As Keeping Children Safe in Education 2021 para. 155-56 sets out:

*Where proprietors hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.*

*When services or activities are provided by the proprietor, under the direct supervision or management of their school staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.*

Therefore, the school will seek assurances that such lettings/providers/persons have appropriate safeguarding policies, procedures, and checks. The school will require the co-operation and understanding of these bodies to ensure children are appropriately protected.

# Appendix G – Spring Meadow Infant and Nursery School End of Day Hand Over Procedures to Parent/Carer/Adult

## 1. Purpose

Spring Meadow recognises the importance of keeping pupils safe and aims to provide a safe and secure environment and the objective of this protocol is to ensure a smooth drop off and collection process to always be in place.

## 2. For All Pupils

- 2.1 To aid with continuity for the children, it is the parents' responsibility to arrive on time for pupil drop off or pick up. Late arrivals and early departures are acceptable but to be avoided if possible.
- 2.2 The school will be ready to receive all pupils from 8:45am (registration closes at 8:55am) and will ensure the pupils are ready to go home at their official departure time of 3:15pm.
- 2.3 To support safeguarding procedures at drop off and pick up, there will always be at least one member of staff on duty at each entrance point (member of SLT; member of Pastoral Team; Site Supervisor). The presence of these staff provide an early opportunity to note the absence of students or familiar parents/carers; to note the addition of unfamiliar adults on collection; to note an unsupervised child; to be a point of communication or source of help for adults and pupils alike.
- 2.4 As an infant school, we recognise our pupils are of an age where a responsible adult must be available for collection. We therefore require the following information from parents/carers:
  - Emergency contacts, including those with permission to collect the child(ren)
  - Any adults who do not have permission to collect children and, where applicable, any supporting documentation such as court orders.
  - We request this information as part of our admissions process and then annually thereafter (typically at the autumn parent consultations). Likewise, we ask to be notified of any changes to these permissions mid-year via the school office so these can be recorded on our systems
- 2.5 With supply or new staff, the school will ensure a familiar, existing member of staff supports during end-of-day handover
- 2.6 We permit older siblings to collect a pupil from school but this is only with the parents' consent and their due regard for the needs and abilities, including risk awareness, of both the pupil and collecting sibling. Should staff be concerned at pick up/drop off, this will be raised with the safeguarding team who will discuss with parents the best way forward to plan for safety and success.

\*1

*In the case of marital or custody disputes, unless there is a Court Order in place and school have had sight of this, the school do not have the right to prevent a pupil leaving with either parent who has parental rights.*

*In the event of a Court Order, the school will only release the pupil to the parent stated at that time in the Court Order, unless prior written permission is granted by this parent.*

*If a parent/carers, who is not named as having access/current responsibility for the pupil attempts to collect the pupil, the school will not release the pupil and will contact the parent/carers named on the Court Order as having current responsibility.*

*If the attendance at the school results in risk to adults or pupils, the school will contact the police for support.*

*Should a parent/carers come to collect a pupil and the school suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will detain the pupil and attempt to contact another carers (e.g., the other parent or emergency contact) to ask them to come and escort the adult and child home. We may also contact the Social Services Duty Desk and/or the police for advice and support.*

## 3. Handover Arrangements

- Adults collect children from the classrooms where staff can release children one at a time to ensure a secure handover.
- Staff must 'give' the pupil to a known adult at the end of each day. We take an 'eyes on' approach to this process.

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

- Parents have a responsibility to inform the school if a pupil is going home with a different pupil or is being collected by a different adult.

#### 4. Late Collection or Non collection

It is the responsibility of all parents/carers to arrive in good time to collect their child. If a parent/carer/representative has not arrived after 10 minutes (by 3:25pm) they are deemed late, and the following procedure takes place:

- The pupil will continue to be cared for as usual by the offices and every effort will be made to make sure the pupil is not upset by the situation.
- Attempts will be made to contact the parent on all the given telephone numbers. If this produces no result, the pupil's designated emergency numbers, including work contacts (if known), will be used to contact a responsible adult. The school may seek to contact education and/or care settings of siblings to establish if they have been collected or have had contact from parents/carers.
- If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and/or the police and take their advice.

#### 5. After School Clubs

- As an infant school, pupils will be accompanied to after school clubs either by a member of staff running the after school club or a member of Spring Meadow staff
- Club leaders will take a register at the beginning of each session and notify the office coordinator of any missing pupils.
- The office coordinator will check for missing pupils who do not already have a known absence.
- Staff will check for these children in school e.g. have they been delayed at their classroom? Are they changing in a different room?
- Office Coordinator will then call the child's parent/carers to confirm the child's whereabouts and safety and, once confirmed, reasons for non-attendance.
- Any changes to club attendance e.g. last minute cancellation will be communicated via text and email also to ensure quick delivery of communication.
- At the end of a club, leaders will sign pupils out as they are collected by a parent/carer.
- Club leaders will retain a list of emergency contacts to call in the event of non-collection. External club leaders will be able to contact the Headteacher & DSL via mobile phone in the event of a concern beyond 4:30pm where a DSL may not still be on site (This only applies to Active Play as all other clubs are scheduled to end by 4:30pm).

#### 6. Use of school premises for non-school activities

As Keeping Children Safe in Education 2021 para. 155-56 sets out:

*Where proprietors hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.*

*When services or activities are provided by the proprietor, under the direct supervision or management of their school staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.*

**"Championing every child to be the best that they can be"**

**R**esponsibility **E**xcellence **S**pirituality **P**erseverance **E**nergy **C**aring **T**olerance

Therefore, the school will seek assurances that such lettings/providers/persons have appropriate safeguarding policies, procedures, and checks. The school will require the co-operation and understanding of these bodies to ensure children are appropriately protected.

## **Appendix H – Attendance Codes (abbreviated) as cited in Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities Published: May 2022 Applies from: September 2022**

### Attendance and Absence Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

#### **Present**

Relevant regulation: 6(1)(a)(i)

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

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

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

**A pupil arriving after the register has closed**

**should be recorded as absent using code U, or another absence code that it is more appropriate.**

#### **Absent**

Authorised Absence from School

Relevant regulation: 6(1)(ii), 6(1)(b), 6(2), 7(1) and 7(2)

Authorised absence means that one of a specific set of circumstances applies, as set out below:

#### **Code C: Leave of absence granted by the school**

Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their 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 should not be used to manage a pupil's behaviour. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. 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 treat absence as authorised.

#### **Code H: leave of absence for the purpose of a family holiday granted by the school**

Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

#### **Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register.

#### **Code I: Illness (not medical or dental appointment)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related).

*“Championing every child to be the best that they can be”*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Pupils with long term illness or other health needs may need additional support to continue education, such as alternative provision arranged by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school they attend. The education must be full-time or as close to full-time as the child's health allows. DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

#### **Code M: Medical or dental appointment**

Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment. If a pupil is present at registration but has a medical appointment during the session in question, no absence needs be recorded for that session.

#### **Code R: Religious observance**

Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents).

As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C.

#### **Code S: Study leave**

#### **Code T: Traveller absence**

A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school. Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

#### **Unauthorised Absence from School**

Relevant regulation: 6(1)(ii) and 6(3)

Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a pupil's absence has not been provided and cannot be established.

#### **Code G: Holiday not granted by the school or in excess of the period determined by the school**

Where the school has not granted a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away longer than the period of leave granted. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not (and from certain types of school cannot) be granted.

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

Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has been established the school should record the pupil's absence using the relevant code.

Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance



pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

### **Code O: Absent without authorisation**

Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence. Code U: Arrived in school after registration closed. Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

### **Attending an approved educational activity**

Relevant regulation: 6(1)(a)(iii), 6(1)(c), and 6(4)

An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision.

Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, schools are responsible for the safeguarding and welfare of pupils taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity.

The activity must take place during the session for which it is recorded and for pupils of compulsory school age the school must record the nature of the activity.

### **Attending another school at which the pupil is registered**

Relevant regulation: 6(1)(a)(iii) and 6(4)(b)

#### **Code D: Dual registered at another school**

The law allows for a pupil to be registered at more than one school. This code is used to indicate that the pupil was not expected to attend the school in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

### **Attending an educational activity that takes place outside the school**

Relevant regulation: 6(1)(iii), 6(1)(c) and 6(4)(a)

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

Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school. For pupils of compulsory school age, schools must also record the nature of the activity, examples are:

- attending taster days at other schools;
- attending courses at college;
- attending unregistered alternative provision arranged or agreed by the school.

The educational activity must take place during the session for which it is recorded. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school should record the pupil's absence using the relevant absence code.

This code must not be used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork.

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

Attending an interview with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another school. This must take place during the session for which it is recorded.

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

Taking part in a sporting activity that has been approved by the school. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and they should take the effect on the pupil's general education into account. The sporting activity must take place during the session for which it is recorded. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

### **Code V: Educational visit or trip**

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance

Attendance at an organised visit or trip, 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. The educational visit or trip must take place during the session for which it is recorded.

Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

### **Code W: Work experience**

Work experience is for pupils in the final 2 years of compulsory school age.

The work experience must take place during the session for which it is recorded.

Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

### **Unable to attend due to exceptional circumstances**

Relevant regulation: 6(1)(iv), 6(1)(d), 6(5), 6(7) and 6(2)(b)(i)

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

Where a pupil is unable to attend school because:

- the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or
- the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Schools must also record the nature of the circumstances in which a pupil is unable to attend school.

### **Walking distance**

In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.

### **Pupil in custody**

**Code Y** is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.

### **Administrative codes**

**Code X:** Non-compulsory school age pupil not required to be in school

Where a pupil not of compulsory school age is attending school part-time.

For example, where parents have chosen for their 4 year-old child to attend parttime until later in the school year but not beyond the point at which the child reaches compulsory school age.

### **Code Z: Prospective pupil not on admission register**

To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Schools must enter a pupil's name on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school. In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the pupil will attend school. This can also be the case where the local authority co-ordinates in-year applications for school places.

If a pupil fails to attend on the agreed starting day, the school must establish the reason and record the pupil's absence using the relevant absence code.

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

Whole school closures that are known and planned in advance such as:

- days between terms;
- half terms;
- occasional days (for example, bank holidays);
- weekends (where it is required by the management information system);
- up to 5 non-educational days; and
- use of school as a polling station.

Partial school closures that are known and planned in advance such as:

- 'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and
- Use of part of the school as a polling station.

*"Championing every child to be the best that they can be"*

Responsibility Excellence Spirituality Perseverance Energy Caring Tolerance