



St Paul's Church of England Primary School

Attendance Policy

Adopted by: Children, Families and Communities

On: 25th April 2023

Review: Summer 2026

A. Statement of Purpose

The governors and staff of St Paul's CE Primary School recognise that regular, punctual attendance is central to educational and emotional development of pupils. This policy sets out the structures in place at our school to promote good attendance and reduce absence, including persistent absence.

B. Legal and Statutory Framework

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)

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

Related school policies and other documents:

- Child Protection
- Supporting Pupils with Medical Conditions
- Home/School Agreement
- Guidance on Infection Control in Schools, *Public Health England* 2016
- Early Intervention Service, Education Welfare Procedures, *LBH*, 2015
- Children Missing Education Policy, *LBH*, 2016
- Keeping Children Safe in Education, *DfE Jan 2021*

C. Responsibilities

C.1. Responsibilities of the Governing Body:

- To ensure that the school has an admission register and an attendance register;
- To ensure that all pupils are placed on both registers;

- ❑ In conjunction with the headteacher, to ensure that arrangements are in place to enroll and remove pupils from the admissions and attendance registers when they join or move home or school;
- ❑ To ensure that the recording and storing of amendments to the school's admissions and attendance registers are in accordance with current legislation;
- ❑ To ensure that the school informs the local authority when a pupil's name is to be deleted from the register;
- ❑ To ensure that the school informs the local authority when a notification to home educate is received by the school;
- ❑ To ensure that the school has a robust system for recording admission and attendance, using the nationally prescribed attendance codes so that census data can be accurately collected from the school;
- ❑ To determine, set and publish the school term dates and holidays, meeting the statutory requirement of 190 days during any school year;
- ❑ To determine, set and publish the times of the school day;
- ❑ To receive attendance data from the school and monitor attendance rates and the actions taken by the school to address poor attendance;
- ❑ Making sure staff receive adequate training on attendance
- ❑ In conjunction with the headteacher, to promote good attendance and punctuality across the school

C.2. Responsibilities of the Headteacher:

- ❑ To ensure that the school's admission and attendance registers are compliant with statutory requirements and that they are being operated effectively;
- ❑ To ensure that the school's procedures for enrolling and moving home/school are statutorily compliant and effective;
- ❑ To monitor attendance and act to address poor attendance across the school; monitoring the impact of any implemented attendance strategies
- ❑ To receive and respond to requests for term time leave from families in the school;
- ❑ To promote effective attendance;
- ❑ To liaise with external agencies where attendance is concerning, to protect the education, health and welfare of pupils and their families.

C.3. Responsibilities of School Business Manager (often delegated to attendance officer):

- ❑ To manage the day-to-day operation of the admission and attendance register;
- ❑ To follow up on all absences, recording them appropriately using national attendance codes;
- ❑ To support the headteacher in monitoring and addressing poor attendance in the school;
- ❑ To support the headteacher in promoting good attendance;
- ❑ To work with the LA Education Welfare Officer, LA admissions team and other external professionals to ensure that issues of attendance are addressed effectively;
- ❑ To ensure that records are requested and forwarded in a timely manner for children enrolling at the school or moving house or school;
- ❑ To ensure that attendance data is correctly entered and accessible for statutory census returns;

- To inform teaching staff and other relevant staff of pre-planned absence;
- To support the headteacher in responding to requests for term time leave;
- To provide advice for families in managing sickness and absence periods from school.

The school's attendance officer is Miss Tiffany Wellington, tel: 020 8560 3297, email: office@stpauls.hounslow.sch.uk

C.4. Responsibilities of class and cover teachers:

- To complete the attendance registers for children present in the class at the start of the school day and at the start of the afternoon session, using the school information management system;
- To share any information regarding attendance given by parents/carers with the school administrative team;
- To encourage good attendance.

C.5. Responsibilities of all staff:

- To encourage good attendance

C.6. Responsibilities of parents/carers:

- To encourage good attendance and punctuality, bringing their child to school regularly, on time; making sure that their child attends every school day on time;
- To inform the school promptly (before the start of the school day on the first day of absence and update on each school day of absence thereafter) if their child is ill and cannot attend school, updating the school each day of absence;
- Provide the school with more than 1 emergency contact number for their child;
- To make an application for term time leave, where exceptional circumstances necessitate absence from school during term time. Term time leave applications must be made 21 days in advance of the date of leave.
- Ensure that, where possible, appointments for their child are made outside of the school day. Routine check ups and non-emergency treatments should be made outside the school day. Visa and passport appointments should also be scheduled outside school hours or on working days in the school holidays;
- Attendance at non-routine, exceptional clinic appointments that occur during the school day should be applied for through the school's term time leave form;
- Applications for term time leave for religious observation should be made 21 days in advance.

D. Procedures and Routines

D.1. Admission and Attendance Registers

The school has an admission form, which is completed by all parents/carers as their child starts at the school (appendix 1). The form requests personal details, parent/carer details, health and other information. Where reasonably practicable, for every pupil we seek an emergency contact number for more than one person. Once completed, the data from the admission form is transferred to the school's management information system *Arbor*. The paper form is then stored on the child's personal file.

Once enrolled on *Arbor*, children are allocated to a class. They are then automatically recorded on the attendance register for that class. *Arbor* then assigns an enrolment date to the pupil.

Class or cover teachers are responsible for taking the attendance register at the start of the school day and at the start of the afternoon session. They do this by logging in to *Arbor* and marking all children from their class who are in school present. Children who are not present are recorded as 'N' meaning no reason. *Arbor* is a secure, cloud-based system with individual logins for each member of the school staff. Class teachers or cover teachers do not record absences. Once the teacher has taken the register they submit it and log out of *Arbor*.

There is a paper based back up system should there be an IT failure.

The administrator responsible for attendance receives the completed register from each class and checks each one for pupils marked 'N' no reason.

- Where a message has been left with the office concerning illness of other absence, the administrator will enter the appropriate absence code and any relevant additional information into the attendance register on *Arbor*.
- Where there is no information on absence, the administrator will make a 'First day' call, to establish why the child is absent and to advise the parent/carer on onward steps/return to school;
- Where the reason given for absence causes concern, the administrator will share their concern with the headteacher/Designated Safeguarding Lead.

The school uses the national codes for attendance on the school's attendance register (Appendix 5) and the attendance administrator will determine the correct code when updating the 'N' record that the teacher records in the register. The *Arbor* system keeps electronic records of attendance in a secure space on the cloud.

D.2. School start & finish times

We operate a 'soft' start to the school day. The gates for pupils in Nursery class to year 6 are opened at 8:45 for all pupils to enter the school and settle into their classroom. The school day does not formally start for Reception to Year 6 until 8:55am. The school gates for Year 1 to year 6 are closed at 8:55am and teachers will open and take their registers. Parents/carers arriving with their child after 8:55am need to report to the school office on the St Paul's site. The parents/carers then sign their child in and the pupils are then escorted to class.

The gates for the nursery are closed at 9am and parents/carers bring their children to the nursery door. The register is taken once the nursery gate is closed.

Registers in Year R to Year 6 are closed at 9am and in Nursery at 9:05am. Pupils who arrive after that time are recorded in the attendance register for that session as 'N' (no reason) by the teacher and then amended to use an appropriate absence code by the administration team.

The attendance administrator uses the sign in sheet to update the attendance register once the teacher has submitted their register in the morning.

The school day finishes at 12:00pm for nursery children, at 3:20pm for pupils in Reception and at 3:30pm for pupils in years 1- 6. With the exception of the Nursery, the gates are opened 5 minutes early, to enable parents to enter the playground in readiness for dismissal.

D.3. Register closure

The school's register is closed at 9:15 am in the morning and 1:15pm in the afternoon. Pupils who arrive after that time are recorded in the attendance register for that session as 'U' (late after register closed – this is counted as an absence) by the administration team.

Pupils arriving after the gates have closed, but before the closure of the registers are marked 'L' late.

D.4. Reporting Absence

i) Illness

On induction to the school, the process for informing the school of absence is shared with all parents. We expect pupils to be kept off school when they are ill. Clearly some illnesses and medical conditions are manageable and children can attend school, whereas others may be contagious or very debilitating and pupils should be off school. We follow the guidance to schools set out in the UKHSA Guidance: [Health protection in children and young people settings, including education](#)

Parents can report absence by:

- Telephone 020 8560 3297 (an answering system is in place for calls out of the school's working hours)
- Email to the school office: office@stpauls.hounslow.sch.uk
- Via the school website, following the contact us tab:
http://www.stpauls.hounslow.sch.uk/index.php/contact/report_an_absence
- In person at the school office.
- Via note or message sent in to the office either directly or via the teacher.

We ask all parents to contact us on the first day of absence, before the start of the school day, and on each morning thereafter until the child has returned to school – unless the child is absent for a pre-determined length of time as may be the case for an operation or other medical procedure.

The school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

ii) Medical and other appointments

We ask all parents to arrange routine medical check ups etc. during the school holidays. Where a child may need to attend a specific clinic or other defined appointment, we ask

parents to inform the school in advance and we request documentary evidence of the appointment. The absence will then be recorded as medical.

iii) Exceptional leave during term time

On exceptional occasions parents may need to keep their child away from school during term time. Parents/carers must complete a request for authorised leave during term time, setting out the exceptional circumstances that have led to the request. This request must be submitted 21 days in advance of the date of the leave. This request is considered by the headteacher. The Headteacher follows guidance in *School Attendance, Guidance for maintained schools, academies, independent schools and local authorities, Aug 2020, when considering term time leave requests. The purpose and consideration process is set out on the school's website and in the leave of absence application document.* The outcome of the request is shared with the parents/carers. Requests for authorised term time leave and the outcome of these requests are also shared with the Local Authority. Where a request has been refused the local authority may act to secure effective attendance.

D.5. Unauthorised Absence

Unauthorised absence is recorded for pupils when the reason given for their absence is not satisfactory. There are national codes, which the school uses to record unauthorised absence.

All unexplained absence is followed up by telephone by the school's attendance administrator on the first day of absence.

D.6. Monitoring Absence and lateness

The school monitors pupil absence across the school each half term. The headteacher and administrator responsible for day-to-day attendance call up the absence statistics for all children. Children whose attendance falls below 95% are scrutinized. A number of factors are considered alongside the attendance percentage. These include the time of year that the monitoring is taking place, the past attendance history of the pupil, the age of the pupil, any illness or other relevant exceptional circumstances which may have an impact on attendance, patterns of absence (same day, just before/after weekends etc.) and the reasons given for absence.

The outcomes of the monitoring process are recorded and referred back to as the academic year progresses.

Outcomes range from an initial letter of concern to parents up to a meeting with a member of the SLT. Where appropriate, the school nurse or other external professional may be invited to attend attendance meetings, where they may be able to offer professional advice or to broker support.

Sustained absence in a single block is reported to LBH Education Welfare, where there are concerns as to the reason for absence or a lack of adequate communication between the parent/carer and school. In most cases, the school is kept informed of absence and where illness is sustained the parent/carer updates the school and medical support is sought where necessary. Factors that may result in a report to LBH Education Welfare include:

- Absence for pupils who have already had EWO or significant school attendance intervention.
- Absence for pupil whose attendance pattern is rapidly deteriorating.
- Absence for pupils where there has been no regular communication from the parent/carer to the school, in spite of school's contact procedure for three days of absence.
- Absence for pupils where a request for term time leave has been turned down.
- Absence for pupils where the reason given for absence is not appropriate for authorisation.
- Absence for pupils who have failed to return after an agreed authorised absence.

There is guidance from the local authority on assessing vulnerability when there is unexplained absence (Children Missing Education Guidance, LBH Jan 2016, pg. 16 – Appendix 4). The school uses this assessment to evaluate risk and to guide response to unexplained absence.

The school also monitors lateness. Attendance staff speak directly to parents where there is recurrent lateness. The school also sends letters of concern where there is a pattern of lateness.

Persistent Absenteeism

D.7. Updating the admissions register and retention

Parents are encouraged to update their personal contact details and health information for their children whenever there is a change to them. This can be done through the school office. The administration team also send out an annual data sheet to parents listing the contact and health details currently on the school's database for correction and updating.

Amendments to the admission register are recorded by *Arbor*. The system records the amended entry, the reason for amendment, the date on which the amendment was made and the name and position of the person who made the amendment.

Every entry in the admission register and the attendance register is preserved for a period of three years after the date on which the entry was made. The entries are preserved electronically within *Arbor*.

D.8. Pupils moving house or school

When a parent/carer notifies the school that a pupil will live at another address, we request the following information from the parent/carer: Full name of parent(s)/carer(s) with whom the pupil will live, the new address and the date from then it is expected the pupil will live at this address.

When a parent/carer notifies the school that a pupil is registered at another school or will be attending another school, we request the following information from the parent/carer: The name of the other school, it's postal address and local authority, the date of when the pupil first attended, or is due to start attending, that school.

We collect this information on a proforma (appendix 2).

D.9. Transferring Pupil Records/Removing pupils from the school's roll

When a child moves away from our school to another school in the United Kingdom, the attendance administrator will make contact with the new school to ensure that the pupil has been enrolled. At that point the school will receive a secure request for the child's electronic file from the school's MIS. The admissions administrator will make this transfer through the secure School to School document transfer system and the child will be taken off the school's roll.

When a child leaves our school at the end of Key Stage two, the same transfer process will be followed, forwarding the pupil's electronic file to their receiving high school.

When a child leaves our school and enrolls at a school overseas, the admissions administrator will make contact with the overseas school to determine whether or not the child has started at the new school. The administrator will then liaise with the school's admissions team at the local authority and/or the school's education welfare officer to determine whether the child can be taken off roll or whether a referral needs to be made for further assistance in assuring that the child has enrolled at their new school.

The school's MIS keeps a record of admission details for all pupils, current and historic.

Once the admissions administrator has determined that a pupil has enrolled at a new school, their paper pupil file and any paper SEN records will be forwarded to the new school. Where there are safeguarding concerns the school's designated safeguarding lead (DSL) will contact their counterpart and forward documentation promptly and securely. The DSL will also inform the social worker or other lead professional of a change of schools once confirmed.

D.10. Deletions from the Admissions Register

The school follows the guidance regarding deletion from the admissions register as prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended (appendix 3).

The admissions officer will inform the local authority when a pupil's name is to be deleted from the admissions register as the ground for the removal is met and no later than the time where the pupil's name is removed from the register. The school uses information collected from the parent/carer in the ***New Address or New School*** form (Appendix 2) to provide the local authority with the following details:

- The full name of the pupil;
- The full name and address of any parent with whom the pupil lives;
- At least one telephone number of any parent with whom the pupil lives;
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- The name of the pupil's other or future school and the pupil's start date or expected start date there, if applicable, and
- The ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admissions register.

D.11. Home Education

On occasion parents/carers may decide that they wish to educate their child at home. Parents and carers have a legal right to do this. This should be done in writing. On being informed that a parent/carer wishes to educate their child at home, the school will contact the local authority Education Welfare Officer or Principal Exclusions and Fair Access Officer on 0208 583 2784. A copy of the parent/carer's letter will be forwarded to the LA officer.

The Principal Exclusions and Fair Access Officer will send a Home Education Form to complete, which will then be passed to the Elective Home Education Team. Once the LA has completed this process and is satisfied that the arrangements are in place, the child concerned will be removed from the school roll.

The school doesn't seek to encourage home education, particularly where a child may be at risk of exclusion.

D.12. Children Missing Education and safeguarding

The school plays a key role in supporting the Local Authority to ensure that children in the borough are not missing education. The school follows the guidance from the Local Authority (Children Missing Education Policy, LBH, 2016). Admission and in-year/end of year (Non-Year 6) leavers are the two greatest potential risks. The school works closely with the Education Welfare department to ensure that children at risk of missing education are identified and tracked.

Where an absence from school raises any Child Protection concern, the school's child protection procedures are followed. This may include absence resulting from possible child abuse or where the school believes that a child may not be being adequately supervised whilst absent on a school day.

D.13. Encouraging Effective Attendance

The school is proud of its good attendance record, seeing regular attendance as a fundamental success factor in educational attainment and preparedness for adult life. Attendance is celebrated at the end of each term in the school's celebration assemblies. The children whose attendance has been 100% at the end of the term are awarded a certificate in recognition. At the end of the school year, children whose attendance has been 100% for the entire year receive a full year certificate.

Attendance is also encouraged through a rich and engaging curriculum, with a range of stimulating enrichment activities and trips planned throughout the year.



APPENDIX 1 - St Paul's CE Primary School Admission Form

Please complete the application form carefully and sign & date on the final page. Please return this form to the school office with a copy of your child's birth certificate.

| | | |
|---------------------------|------------------------------|--------------------------|
| Child's legal first name: | Child's legal middle name/s: | Child's legal last name: |
|---------------------------|------------------------------|--------------------------|

| | | |
|-------------------------------------|-----------------------|-----------------|
| Child's home address incl postcode: | Child's Date of Birth | Male or Female: |
| | Country of Birth: | Nationality: |

| | | |
|-----------------------------|------------------------|---------------------|
| Parent name: Mrs/Ms/Miss/Mr | Relationship to child: | |
| Primary guardian: Y or N | Legal guardian: Y or N | Can collect: Y or N |
| Address: | | |
| Postcode: | | |
| Mobile number: | Home tel number: | Work number: |
| Email address: | | |

| | | |
|-----------------------------|------------------------|---------------------|
| Parent name: Mrs/Ms/Miss/Mr | Relationship to child: | |
| Primary guardian: Y or N | Legal guardian: Y or N | Can collect: Y or N |
| Address: | | |
| Postcode: | | |
| Mobile number: | Home tel number: | Work number: |
| Email address: | | |

Previous school & nurseries attended

| | |
|-----------------------|-------------------|
| Name: | Telephone number: |
| Address and postcode: | |

In the pre-school or nursery setting above did your child have any extra support for educational, physical or emotional needs? Y or N

If yes please give details on a separate sheet.

Emergency Contacts In case of an emergency during the school day we will use the parent contact details above first. Please provide the name & telephone numbers of other contacts should we be unable to reach you. Please ensure that your contacts know that we have their details. We may contact them in an emergency or ask them to collect the child on your behalf if your child falls ill during the school day and we haven't been able to contact you.

| | | |
|----------------------|------------------|--------------|
| Name: Mr/Mrs/Ms/Miss | Relationship: | |
| Can collect: Y or N | | |
| Mobile number: | Home tel number: | Work number: |
| Email address: | | |

| | | |
|----------------------|------------------|--------------|
| Name: Mr/Mrs/Ms/Miss | Relationship: | |
| Can collect: Y or N | | |
| Mobile number: | Home tel number: | Work number: |
| Email address: | | |

| | | |
|----------------------|------------------|--------------|
| Name: Mr/Mrs/Ms/Miss | Relationship: | |
| Can collect: Y or N | | |
| Mobile number: | Home tel number: | Work number: |
| Email address: | | |

Medical Information

Doctor's name:

Telephone number:

Practice address:

Please provide information on any medical, physical or other health related condition which may need support or that we should be aware of when your child joins us. Please do so on the 'Medical Information' form attached, and sign below once you have completed this.

Parent signature _____

Should your child need to take any medication during school hours please speak to the School Office and complete a Request to Administer Medication form.

Ethnic Background

The information you supply here will help the school, the London Borough of Hounslow & the Department for Education to identify the needs of all the pupils within the school. It is recognised that the classifications may not be perfect; please use the category that you think best describes your child's ancestry and/or cultural origins.

| | | | |
|-----------------------------|--|----------------------------|--|
| White – British | | Sri Lankan Tamil | |
| White – Cornish | | Sri Lankan Other | |
| White – English | | Other Asian | |
| White – Scottish | | Black Caribbean | |
| White – Welsh | | Black-African | |
| Other White British | | Black – Angolan | |
| White – Irish | | Black – Congolese | |
| Traveller of Irish heritage | | Black – Ghanaian | |
| Any other white background | | Black – Nigerian | |
| Albanian | | Black –Sierra Leonean | |
| Bosnian-Herzegovinian | | Black – Somali | |
| Croatian | | Black – Sudanese | |
| Greek/Greek Cypriot | | Other Black African | |
| Greek | | Any Other Black Background | |
| Greek Cypriot | | Black European | |
| Italian | | Black North American | |
| Kosovan | | Other Black | |
| Portuguese | | Chinese | |
| Serbian | | Hong Kong Chinese | |
| Turkish/Turkish Cypriot | | Malaysian Chinese | |
| Turkish | | Singaporean Chinese | |
| Turkish Cypriot | | Taiwanese | |

| | | | |
|--------------------------------------|--|------------------------------|--|
| White European | | Other Chinese | |
| White Eastern European | | Any Other Ethnic Group | |
| White Western European | | Afghan | |
| White other | | Arab Other | |
| Gypsy/Roma | | Egyptian | |
| White and Black Caribbean | | Filipino | |
| White and Black African | | Iranian | |
| White and Asian | | Iraqi | |
| White and Pakistani | | Japanese | |
| White and Indian | | Korean | |
| White and Any Other Asian Background | | Kurdish | |
| Any Other Mixed Background | | Latin/South/Central American | |
| Asian and Any Other Ethnic Group | | Lebanese | |
| Asian and Black | | Libyan | |
| Asian and Chinese | | Malay | |
| Black and Any Other Ethnic Group | | Moroccan | |
| Black and Chinese | | Polynesian | |
| Chinese and Any Other Ethnic Group | | Thai | |
| White and Any Other Ethnic Group | | Vietnamese | |
| White and Chinese | | Yemeni | |
| Other Mixed Background | | Other Ethnic Group | |
| Indian | | Refused | |
| Pakistani | | | |
| Mirpuri Pakistani | | | |
| Kashmiri Pakistani | | | |
| Other Pakistani | | | |
| Bangladeshi | | | |
| Any Other Asian Background | | | |
| African Asian | | | |
| Kashmiri Other | | | |
| Nepali | | | |
| Sri Lankan Sinhalese | | | |

Language

Has your child grown up hearing and speaking more than one language? For example:

- On the phone to a family member
- At family occasions
- To family members speaking to each other in another language such as mother to grandparent
- Spoken directly to the child

If so please complete the box below:

| | | | |
|-----------------------------------|-------------------------|------------------------------|-----------------|
| Language 1: | | | |
| Native language: Y or N Y or N | Speaks language: Y or N | Understands Language: Y or N | Spoken at home: |
| Language 2: | | | |
| Native language: Y or N Y or N | Speaks language: Y or N | Understands Language: Y or N | Spoken at home: |

Is English the only language your child has been brought up in and hears and speaks at home?

Yes No

Governors

As a church school all building and refurbishment works are funded in part through the Governors’ maintenance scheme. The Governors expect parents who choose this school to be willing to support it financially through the Maintenance scheme. The suggested standard donation is £60 per family per year.

Other confidential information

Please ensure the Headteacher is informed at any time of any special circumstances that may affect the welfare of your child e.g. Court Orders, access arrangements etc. This information will be treated in the strictest confidence. Please note: We use email and mobile phone texts to both parents to share news and information about our school.

| | |
|-----------------------|-----------------------|
| Parent Signature | Parent Signature |
| Name | Name |
| Relationship to child | Relationship to child |
| Date | Date |

Note: Admission to Nursery does not guarantee a place in our Reception Class.

Children admitted to our school can be removed from the roll if attendance is poor.



APPENDIX 2

St Paul's C.E. Primary School

New Address or New School

Thank you for informing us of your child's house move and/or for letting us know that you are moving school. Please complete and return the information below:

| | | | |
|--|--|-------------|--|
| Child's name | | | |
| Class | | | |
| Reason for leaving (for new school) | | | |
| Expected date of move | | | |
| Expected date starting new school | | | |
| Current Address | | | |
| Current Phone number Home Mobile | | | |
| Current email address | | | |
| Parents/carers with whom child will be living | | | |
| New Address | | | |
| New Phone number Home Mobile | | | |
| New school Address Phone Number | | | |
| Borough/local authority of new school | | | |
| Expected start date at new school | | | |
| Signature | | Date | |

APPENDIX 3

Regulation 8 of 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
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(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;

(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.

(2) In a case not covered by paragraph (1)(a), (j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

(3) The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register—

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

(b) 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 agreed by the proprietor;
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is;

(c) that the pupil has died;

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

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

(4) For the purposes of this regulation—

(a) a pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences;

(b) “reception class” means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age whom it is expedient to educate together with pupils of that age;

(c) children are to be regarded as having been admitted to a school to receive nursery education if they were placed on admission in a nursery class;

(d) the permanent exclusion of a pupil from a maintained school does not take effect until the proprietor has discharged its duties under regulations made under section 52 of the Education Act 2002(a), and—

- (i) the relevant person has stated in writing that he does not intend to bring an appeal under those regulations; (a) 2002 c.32. 6
- (ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or
- (iii) an appeal brought within that time has been determined or abandoned;

(e) the permanent exclusion of a pupil from an Academy, a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the Education Act 1996(a) and

- (i) the relevant person has stated in writing that he does not intend to bring an appeal;

- (ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or
- (iii) an appeal brought within that time has been determined or abandoned.

Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt a practitioner should always consult with Managers.

1. Is there a good reason to believe that a crime may have been committed? (For example is this very sudden and unexpected behaviour? Has the child/young person gone missing without their family? Are there health, religious or cultural reasons to believe that the child/young person is at risk? Have there been suspicions in the past concerning this child and family which together with the sudden disappearance are worrying?
 - a. **If yes, then a referral to the police should be made and Hounslow procedures should be followed.**
 - b. **If yes the appropriate LA designated persons Education Officer Child Protection & Safeguarding Partnerships), CME Officer and/or Education Welfare Service should be informed.**
2. Is the child/young person on the Child Protection Register?
3. Is the child/young person a “looked after child” by the LA?
4. Is there current social care involvement?
 - a. **If yes, Social Care should be informed immediately.**
 - b. **If yes, a referral to the police should be made in line with Hounslow procedures.**
 - c. **If yes the appropriate LA designated persons Education Officer (Child Protection & Safeguarding Partnerships), CME Officer and/or Education Welfare Service should be informed.**

The following questions will give an indication that the family may be avoiding contact and therefore the quicker the response, the more likely they will be traced. Delay may well lead to longer periods of interrupted education for the child/young person.

1. Has there been Social Services involvement in the past?
 1. Is there a history of mobility?
 2. Have the parents been subject to proceedings in relation to attendance?
 3. Is there a history of poor attendance?
 4. Is the child/young person in the process of being assessed for special educational needs?
 5. Have there been recent life events within the family, which in light of this sudden disappearance may be significant? (Changes in the household, births or deaths, redundancy, divorce etc.)

The appropriate LA designated persons Education Officer (Child Protection & Safeguarding Partnerships), CME Officer and/or Education Welfare Service should be informed via an EHH Referral for a contact visit in first instance.

APPENDIX 5 – National Absence and Attendance Codes

Section 7 of the Education Act 1996.

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting 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 reasons for, absence. The codes are:

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

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. 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 pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. 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.

Consortia Schools

Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that 10 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.

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. It can also be used when the pupil is known to be registered at another school during the session in question.

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 unexplained and unexpected absence is followed up in a timely manner.

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

This code should be used to record time spent in interviews 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 educational establishment.

Code P: Participating in a supervised sporting activity

This code should 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.

Code V: Educational visit or trip

This code should 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. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and 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 be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise 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 for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

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 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.

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

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

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.

Different Term Dates for Different Pupils

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.