



Attendance Policy

2023-2024

Policy Tracker - Responsibility for monitoring this policy: Executive Headteacher / Headteacher			
Date	Reviewed by	Role	Date approved by Curriculum and Standards Committee
September 2020	J Mackinney	CEO	Autumn 2020
January 2021	J Mackinney	CEO	Spring 2021
March 2021	J Mackinney	CEO	Spring 2021
September 2021	J Mackinney	CEO	Autumn 2021
September 2022	K Hall	DOE	Autumn 2022
September 2023	HVT HTs	HT/ EHT	Autumn 2023

Contents

- 1.0 Introduction
- 2.0 Roles and Responsibilities
- 3.0 Barriers to attendance
- 4.0 Procedures
- 5.0 Dudley Council, Education Support Service (ESS)
- 6.0 Suspensions and Permanent Exclusion
- 7.0 Deletion from the school roll
- 8.0 Recording information in the school's admission register
- 9.0 Alternative Provision
- 10.0 Safeguarding
- 11.0 Data Protection Law
- 12.0 Legislation

1.0 Introduction

Hales Valley Trust strongly believes that attendance and punctuality are vital for a child to maximise their personal and academic potential, and create a feeling of belonging within their class and school community. We ensure that our policy and procedures actively promote attendance and punctuality amongst children and this forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education (Article 28).

In promoting the belief that attendance and punctuality are important, we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers. We believe that:

- Prolonged and consistent absence, in any year group, affects access to the curriculum, ultimately impacting on academic achievement and progress as well as personal, social and emotional development.
- Repeated and consistent lateness is an unsettling start to the school day for both the child and school.

1.1 Key principles

- High levels of attendance and punctuality are promoted and recognised.
- It is the responsibility of everybody in the school community to ensure attendance and punctuality maintain a high profile.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this, support will be offered, and sanctions may be applied.
- School staff will work with children, Parents/Carers and other local partners to identify and address any barriers to attendance and punctuality
- Subject to the terms of this policy, any day-to-day attendance issues that Parents/Carers or children have should be discussed with the school. Where more detailed support around attendance is required, Parents/Carers and children should contact the school office to speak to a leader.

We expect children to maintain a high attendance figure throughout the academic year.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence above 7 days throughout an academic year;
- Regular attenders make better progress, both socially and academically;
- Regular attenders find school routines, school work and friendships easier to cope with;
- Regular attenders find learning more satisfying;
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

To support high levels of attendance, and safeguarding, at HVT we:

- Ensure our schools are welcoming and every child feels a sense of belonging and connectedness.
- Ensure the regular, efficient, and accurate recording of attendance is complete by every class teacher each day. This further supports our approach to safeguarding within the school.
- Take safeguarding seriously and we will always contact you on the first day that your child is absent from school, this includes before and after-school clubs. If your child arrives late after the close of registration, we will record their arrival at reception and transition the child to class.

2.0 Roles and Responsibilities

2.1 Parents/Carers

1. Parents/Carers are legally responsible for ensuring their children attend the school regularly and may risk prosecution if they fail in this responsibility.
2. Parents/Carers should ensure that their children arrive at school on time (between 8.40am and 8.50am), with the correct equipment and in full school uniform.
3. It is the parents/carers' responsibility to inform the school of the reason for a child's absence and provide appropriate evidence where required. The parent must notify the school **every day** of absence by **9.30am** via phone (01384 818200) or email (info@lapal.dudley.sch.uk). All absences will be recorded as 'O' unauthorised until an explanation or evidence is provided.
4. Parents/Carers should provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility. The school should be provided with **at least two** emergency contact numbers. If contact details change then we must be informed of new details within 24 hours.
5. Parents/Carers should keep school fully informed on all matters that might affect attendance of their child in school.
6. Parents/Carers will be kept informed about any attendance concerns relating to their own child. Parents/Carers are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns.
7. If a 'Leave of Absence' is required for exceptional circumstances, it should be made in writing (using the application form – Appendix 1 available from the school office) to the Head of School at least 15 days in advance of the proposed start date of the absence. The circumstances you consider 'exceptional' must be detailed.
8. Parents/Carers to ensure that children are brought to the school office and signed in, using Inentry, for the day if they are late.
9. Parents/Carers to collect their children on time to avoid incurring a fine?
10. Parents/Carers should avoid, if possible, non-emergency medical/dental appointments for their child during school time.
11. Parents/Carers to ensure they will not collect their children until the end of the school day.

2.2 Children:

1. All children should aim to have an excellent attendance and punctuality record.
2. Children to go straight into class once they have entered the building.
3. Children to attend morning and afternoon registration promptly.
4. Children must not leave the school site without permission. This will be seen as a safeguarding concern as well as a health and safety concern.

2.3 Teachers and support staff:

All adults have key roles in promoting regular punctual attendance. Staff will:

1. Provide a good role model by always being punctual to registration and meeting children at the door – providing a welcoming environment;
2. Ensure that registers are taken at the appropriate times and are accurate and up to date;
3. Have an awareness of class and individual attendance patterns and report concerns to the appropriate member of staff;
4. Inform SLT/DSLs of any concerns about attendance or where attendance is impacting on a

- child's achievements;
- 5. Ensure that children are aware of the importance of high attendance;
- 6. Discuss individual child attendance at parent-teacher consultations;
- 7. Praise and recognise children for good punctuality and good attendance (for example, extra 5-minutes at breaktime for class with the highest attendance from the previous week);
- 8. Build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.

2.4 Administrative staff/pastoral team/attendance officer (please link the following roles to the relevant staff within your school setting)

Administrative Staff: Mrs Evans & Miss Leech

Attendance Officer: Mrs Atkinson

1. Contact Parents/Carers when school has not been provided with a reason for absence by implementing first day calling procedures
 - From 9.30am, call numbers on the contact list in order until an answer is received
 - Leave a voice message, if there is a voicemail option
 - Send a text message
 - If there is an overseas ring tone, and no leave of absence has been requested, school will unauthorise this absence; this may result in ESS being contacted in line with Local Authority Children Missing in Education policy and procedures (as directed by the Designated Attendance Lead)
 - Call the contact list at least twice
 - To issue additional first day contact methods i.e. letter/e-mail, child absence form, visit, if no other response and record on CPOMS.
 - If contact with parents/carers cannot be made, a home visit will be conducted on the same day
2. To monitor late entrants into school and adjust Integris accordingly along with the time of arrival
3. To communicate messages to class teachers regarding absences
4. To monitor individual and class attendance
5. Record reasons for absence on Integris
6. Record medical appointments on Integris and state whether medical evidence has been seen
7. To monitor register coding and alert staff of inconsistencies
8. To produce reports as requested by ESS
9. To produce attendance figures for end of term/year reports
10. Where a child is dual registered at an alternative provision, school and the provider have arrangements in place when a child is absent.
11. Monitor and track the attendance of vulnerable groups;
12. Monitor the attendance of individual tutor groups and class groups, following up with irregular patterns of absenteeism that are not being effectively addressed;
13. Liaise effectively with the relevant staff and work together on ensuring that appropriate action is taken in the management of absenteeism and poor punctuality;
14. Have attendance as a regular item during pastoral meetings;
15. Ensure contact is made with Parents/Carers of poor attendees – always placing support before sanction.
16. Respond to any parent seeking support on attendance concerns;
17. Provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
18. Be responsible for disseminating important attendance information including informing the Attendance Officer/pastoral staff of which children are of concern; in-line with the agreed

procedures and timescales;

19. Be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to Parents/Carers;
20. Be responsible for liaising closely with the Local Authority's Education Support Service to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up;
21. Be responsible for managing and maintaining attendance records and systems.
22. Where attendance becomes a concern, arrange and conduct attendance meetings with Parents/Carers and agree attendance plans (to be recorded on CPOMS).

2.5 Attendance Lead and Senior Leadership Team

The Attendance Leader at the school is Mrs Atkinson. She is responsible for the strategic approach to attendance at the school and, in conjunction with senior leaders will:

1. Develop and maintain a whole school culture that promotes the benefit of high attendance/
2. Offer a clear vision for attendance improvement.
3. Evaluate and monitor attendance expectations and processes.
4. Oversee attendance and absence data analysis.
5. Ensure that key attendance messages are communicated to staff, parents/carers and children via e-mail communication, staff meetings, newsletters, assemblies, and social media.
6. Provide data and reports to support the work of the Board of Trustees.
7. Set clear and challenging attendance targets as part of school self-review.
8. Ensure that all school staff, children and parents/carers are aware of and comply with this policy including adhering to the attendance flow chart.
9. Monitor trends and arrange for letters to be sent when triggers are hit.
10. Target intervention and support to those children that have been highlighted as poor attendees, including the offer of Early Help.
11. Utilise the support of available specialists in relation to the attendance agenda.
12. Ensure a system in place for parents/carers to report a child's absence.
13. Report to the Governing body the attendance figures and progress to achieving the set targets.
14. Schedule home visits from a representative of the school if no contact has been received.
15. Share information and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance.

2.6 Local Governing Body

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and students under the age of 18.

The Local Governing Body will:

1. Have an attendance link governor, who will support the school to drive improvement. The attendance link governor at Lapal Primary School is Mrs A Mander.
2. Take an active role in attendance improvement, recognise the importance of school attendance, and promote it across the Trust's ethos and policies.
3. Ensure the Trust leaders fulfil expectations and statutory duties.
4. Regularly review attendance data, discuss and challenge trends and help Trust leaders focus improvement efforts on the individual child or cohorts who need it most.
5. Ensure Trust staff receive adequate training on attendance, including dedicated training for staff

with specific attendance responsibilities and any additional training that would help support children or cohorts overcome common barriers to attendance.

6. Require the school to report to the Local Governing Body on the school's attendance at regular intervals via a Governors' Report.

2. 7 The Board of Trustees

The Board of Trustees will:

1. Recognise the importance of school attendance, and promote it across the Trust's ethos and policies.
2. Ensure that all legislation, both statutory and guidance, are complied with and reflected in our policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, Working together to improve school attendance (2022).
3. Regularly review attendance data, discuss and challenge trends.
4. Require the Trust to report to the Trustees on attendance at regular intervals
5. Consider individual needs when implementing this policy, including having regard to the Trust's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.
6. Ensure that the Trust board and leadership team work together to monitor attendance levels and the effectiveness of this policy.
7. Have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection policy).
8. Assign overall responsibility for championing and improving attendance of the Trust to a designated attendance leader at each school.
9. Observe and fulfil the responsibilities set out in guidance issued by the Department for Education (Summary table of responsibilities for school attendance (publishing.service.gov.uk)) to the extent not covered above or elsewhere in this policy.

3.0 Barriers to Attendance

Every school has a duty to monitor all children's attendance and punctuality.

Each school will work with Parents/Carers to support the attendance of their child. The first priority is to ascertain if there are any in-school barriers, and then to discuss with Parents/Carers any wider context that may be affecting attendance. Where the needs and barriers are individual to the child, specific support may be established, for example, pastoral check-ins, meet and greets, interventions, breakfast club attendance. If a child has an allocated social worker we will inform them if there are any unexplained absences and work closely with any agencies involved with the child.

The following strategies may be used to help support families: Phone calls, home visits, letters, Early Help referral, meetings in school, Cherry Tree support, children's centre, Education Support Service support, Inclusive Pathways, school admission service, and housing.

Long Term Sickness Absence

Some children face greater barriers to attendance than their peers. These can include children who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to education is the same as any other child and therefore, our attendance ambition for these children is the same for any other child. That said, we are mindful of the barriers these children face and will implement additional support where necessary to help them access full time education.

If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching Service so that they work with your child whilst they are not in school. This would be coded as 'B' which means that your child is being educated off site and would not affect their overall attendance percentage.

If a child leaves hospital and following this, is at home for 2 weeks, then we can contact Cherry Tree Pupil Referral Unit and they will support the child at home. This would use the 'D' code meaning the child is dual registered with ourselves and Cherry Tree. It is school's responsibility to liaise with Cherry Tree and ensure that a suitable education is being provided.

Can a school place a child on a part-time timetable?

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

Dealing with Truancy

If a child is thought to be playing truant, then the school will inform:

- The parent/carer;
- The police

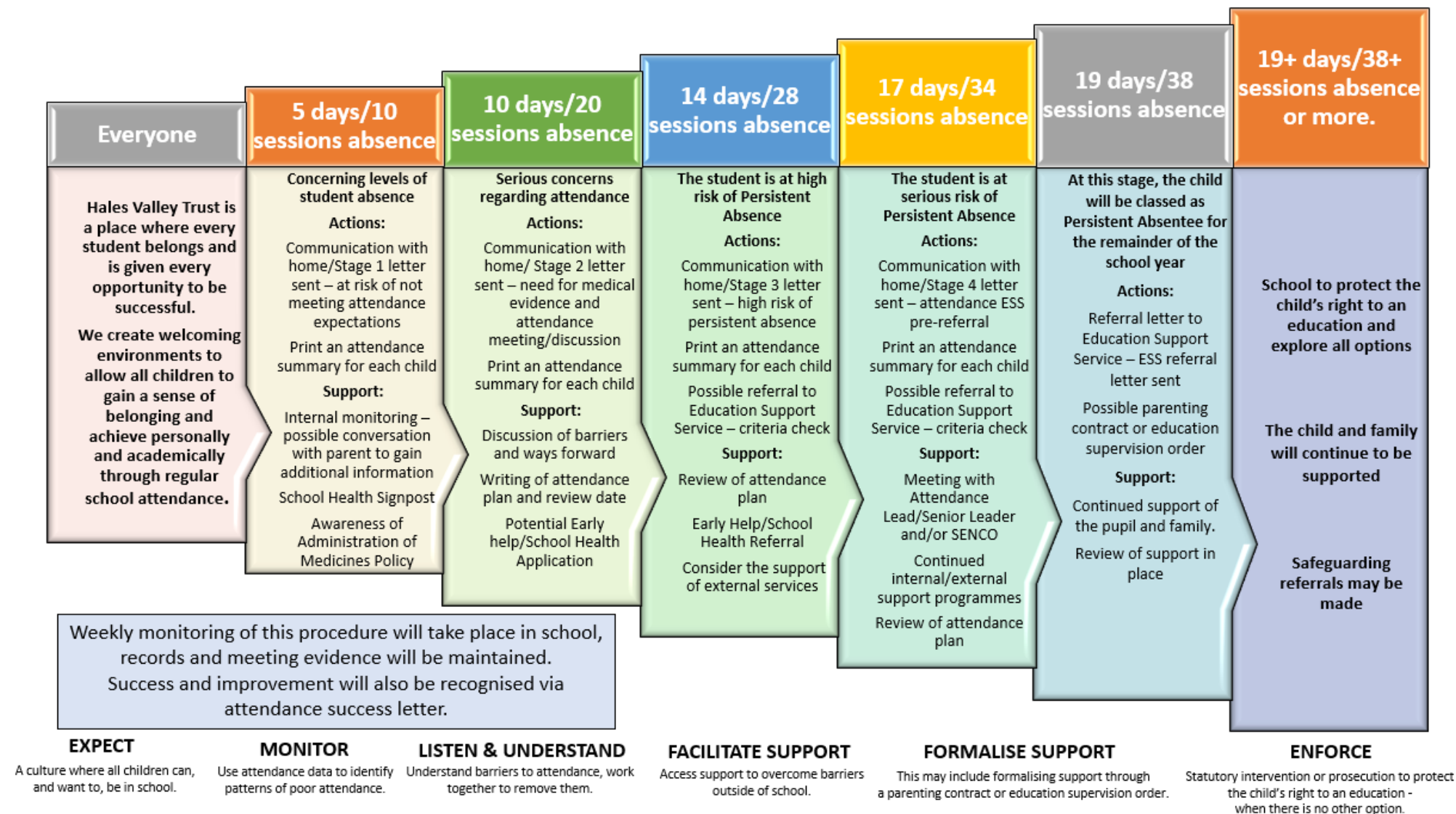
All truants will receive:

- Discussions to understand the seriousness of the matter;
- A programme of monitoring and support.
- Sanctions;

The Police must be informed **immediately** if a child leaves school without prior permission.

4.0 Procedures – Annual Attendance Monitoring

Children who have 5, 10 or 14 days will have a letter sent to their parents/carers. It is our aim that every child has high levels of attendance and we strive to work with our families to ensure that children do not reach the next stage of attendance concern. At every stage, school would encourage meetings in person, but these can be conducted via telephone in order to ensure that communication takes place.



4.0 Procedures – Annual Attendance Monitoring (continued)

4.1 Late to school in the morning and afternoon

- Registration starts at 8.40am and finishes at 8.50am.
- If a child arrives for registration in the classroom before 8.50am they will be marked as present code (/)
- If a child does not get to the classroom for registration before 9.00 am then they will receive the late code (L). Thirty minutes after the start of registration, then this will be marked as an unauthorised late (U).
- If a child is late due to doctors/medical appointment, Parents/Carers should make the school aware of this;
- The school will monitor late marks for individual children and will contact and support Parents/Carers/carers in ensuring that the child/ren arrive to school on time to minimise lost learning time.
- If your child is late more than 5 times we will write to you and you may be invited to a meeting to discuss ways to improve punctuality.

4.2 Late collection at the end of the school day or after school events

- The school day ends at 3.15pm. Sometimes we receive messages at the end of the day to say that Parents/Carers will be late collecting their children due to traffic or other unforeseen circumstances and we accept that sometimes this happens. However, some Parents/Carers regularly collect their children beyond 3.15pm and sometimes beyond 3.30pm. It is not the duty of the school to provide childcare beyond the end of the school day, unless there are unforeseen circumstances, and contact with the school has been made.
- In order to prevent children being left at the school office, at the end of the school day, each family has 3 opportunities, per academic year, whereby a child can be collected late due to unforeseen circumstances. Each school will keep a record of each instance. After these 3 opportunities the school will be issuing a charge for the childcare we are providing.
- For every 15-minute block a child/children are left at school at the end of the school day, there will be a £5 charge per child. Charges can be seen in the table below:

Collection Time	Charge (Please note that charges are per child)
3.15pm-3.30pm	£5.00 per Child
3.31pm-3.45pm	£10.00 per Child
3.46pm-4.00pm	£15.00 per Child

- Parents/carers will be given 10 minutes grace at the end of the school day to collect their child/children. After this time, children will be taken to the main school office for collection. When children are collected from the main school office, parents/carers will be required to sign them out using the Inventory. This will be noted as making a late collection and one of your opportunities to collect late will be lost. If a child is persistently being collected late to avoid the late collection charge, then we may administer penalty charges on an individual basis.

4.3 Attendance and Illness

- If your child is ill, your first action is to call the school office as early as possible (before 9.30am) to let the school know your child will not be in school – 01384 818200. The school has a dedicated answer phone system for registering your child's absence (option 1) or via Parentmail.
- This needs to be done every day of absence (unless your child is admitted to hospital, or has a long-term illness-related absence for a period of time – in this instance you do not need to ring every day).
- If your child is not in school and we have not had a phone call by 9.30am, the school will contact you

to find out why your child is not in school.

- The school also has a Medical Policy that contains information about time authorised for certain illnesses e.g. 48 hours for sickness bugs in line with the Public Health guidelines.

4.4 Leave of Absence Request

It is an expectation of this Trust that a leave of absence shall not be granted in term time unless there are exceptional circumstances. Holidays, weddings, milestone birthdays etc...are not considered exceptional circumstances.

It is expected that Parents/Carers complete a 'Leave of Absence' form, in advance of any known leave wherever possible, at least 15 school days before they are intending to take their child out of school. This can be done by completing and returning a 'leave of absence' form to the Head of School. Leave of absence requests can only be made by the parent/carer with parental rights.

When a child has had at least **5 days/10 continuous sessions** of unauthorised absence coded on registers as "G" the school will make a referral to Dudley Council, ESS.

4.5 School Closures and Number of School Days

The academic year is 190 days. These are recorded as 380 sessions, an am and pm session per day. Schools are also required to have an additional 5 days that are used for staff training. These are called INSET (In Service Training) Days. These days are not part of the 190 days, which is every child's free entitlement and schools endeavor to schedule these to minimise inconvenience to Parents/Carers.

The Executive Headteacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, e.g. severe weather, the school may have to close. The Executive Headteacher must always consider the health, safety and welfare of every person who uses the school site, children, staff, parents/carers, volunteers and visitors. If at any point, use of the school building would be detrimental to a person or persons' health, safety and welfare, then the Executive Headteacher must close part or all of the school.

If a decision is made to close part or all of the school, the Executive Headteacher will endeavour to inform parents/carers of that decision and the details of any arrangements that have been put in place. The register for those children affected is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

Parents/carers should always assume that the school will remain open during term time unless told otherwise.

5 Dudley Council, Education Support Service (ESS)

The Education Support Service (ESS) is responsible for ensuring that Parents/Carers meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure that Parents/Carers do so.

The Education support service will instigate statutory intervention on behalf of the Local Authority, when notified that a child has a relevant level of unauthorised absence.

A parent has a responsibility to ensure their child's regular attendance at school and if a child's attendance becomes a matter of concern, school may make a referral to the ESS and support them in the actions that they may take.

5.1 Reducing Persistent Absence

We aim to communicate the importance of attendance with Parents/Carers and children. We have a particular focus on reducing persistent absenteeism at school. Attempts to meet, visit and speak with Parents/Carers will be highly

valuable in determining a support pathway. The persistent absence threshold for children is currently 19 days throughout the school year. The threshold means that any child will be persistently absent when they have missed 38 or more sessions. We will use a tracking system to:

- record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism.
- develop a systematic approach to gathering and analysing relevant attendance data.
- support children and families to improve attendance (such as an attendance plan)

5.2 Referrals to ESS

Referrals to ESS will be made in the following circumstances:

- All holidays/leave of absence, of 5 days (10 continuous sessions) or more, that are not considered exceptional circumstances. Please see section 4.4. This can stand alone and will not be included in the overall child absence if already referred to ESS.
- **Children with a minimum of 12 sessions/6 days of unauthorised absence over a 12-week period**
School is responsible for making a referral to the Education Support Service (ESS) when a child has been absent from school for at least 12 sessions of unauthorised absence within a 12-week period. There are two sessions per school day, a session is a morning (am) or an afternoon (pm), so 12 sessions is the equivalent to 6 days off school.

Legal Sanctions

There are several sanctions that school can take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to you first to identify the reason for absence. HVT will always ensure the 'Making request for legal intervention guidance for schools, January 2023, Dudley LA' is followed. However, for lack of engagement in attendance support, there are sanctions that will be followed:

Penalty Notices (Anti-Social Behaviour Act 2003) / Fines

Penalty Notices will be considered when:

- A child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

Penalty Notices will be used in accordance with Dudley local authority Code of Conduct.

Prosecution

Where intervention through the school's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that Parents/Carers realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered child at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local

authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance plans
- Education supervision orders
- Attendance prosecution
- Parenting orders

Fixed penalty notices - A Penalty Notice is £60 (per parent, per child), if paid within 21 days of receipt, rising to £120, if paid after 21 days but within 28 days of receipt. The payment must be paid directly to the Local Authority as indicated on the Penalty Fine, the school does not receive the money. Parents/Carers can only be prosecuted if 28 days has expired and full payment has not been made.

Please refer to section 6 of the DFE 'Working together to improve school attendance 2022' for more information.

6.0 Suspension and Permanent Exclusion

Parents/Carers and carers can be issued with Penalty Notices if a child who has been suspended, contravenes the details set out in the Suspension / Permanent Exclusion Letter, as to their whereabouts during the first five days of suspension or permanent exclusion.

Section 103 Education and Inspections Act 2006 places a duty on Parents/Carers in relation to a suspended child; a parent has to ensure that their child is not present in a public place during school hours without reasonable justification during the first **five** days of each and **every suspension or permanent exclusion**.

7.0 Deletion from the school roll

Parents/Carers need to be aware that their child's name may be deleted from the school roll if your child does not return to school within 10 school days of the informed return date for a Leave of Absence.

This action will be taken in consultation with the local authority who may agree to the removal. Upon any return you will have to reapply for admission to a school within the borough. A place at your previous school cannot be guaranteed.

Schools will inform the Local Authority of children whose Parents/Carers have notified the school in writing and have opted for Elective Home Education (aligned to the DfE 2022 Attendance paper). School will work with the local authority to determine if the child will remain on roll or can legally be removed in line with The Education (Pupil Registration)(England) Regulations .

8.0 Recording information in the school's admission register

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage Parents/Carers to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a child will live at another address, all schools are required to record in the admission register:

- a) the full name of the parent with whom the child will live;

- b) the new address (evidence of the new address must be obtained and kept in the child’s file); and
- c) the date from when it is expected the child will live at this address.

Where a parent of a child notifies the school that the child is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a) the name of the new school; and
- b) the date when the child first attended or is due to start attending that school. Sharing information with the local authority.
- c) Schools must notify the local authority when a child’s name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the child’s name is removed from the register. This duty does not apply at standard transition points – where the child has completed the school’s final year – unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a child’s name is to be removed from the admission register, the school must provide the local authority with:

- a) the full name of the child;
- b) the full name and address of any parent with whom the child lives;
- c) at least one telephone number of the parent with whom the child lives;
- d) the full name and address of the parent who the child is going to live with, and the date the child is expected to start living there, if applicable;
- e) the name of child’s destination school and the child’s expected start date there, if applicable; and
- f) the ground in regulation 8 under which the child’s name is to be removed from the admission register (see document: Children missing education Statutory guidance for local authorities).

All schools are required to notify the local authority within five days when a child’s name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the child. This duty does not apply when a child’s name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.

9.0 Alternative provision

All children in alternative provision (AP) settings should attend school full-time and be dual registered (D code), including:

- Pupil Referral Units (PRUs)
- AP academies
- AP free schools
- Independent AP schools

AP must notify the school if the child is not in attendance (daily). Schools should visit the children at their provision regularly and sufficiently frequently to ensure their well-being and progress. Detailed discussions are held between the school, provider, child and parent or carer in advance of the placement and at regular intervals throughout.

10.0 Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, we will adhere to “Working together to Safeguard Children” (2018) “Keeping Children Safe in Education” (2023) and the School’s Safeguarding and Child Protection Policy:

- Protecting children from maltreatment;

- Preventing impairment of children’s health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances;
- Detecting early support through Early Help Assessment.

Failing to attend school on a regular basis will be considered as a safeguarding matter and could be viewed as educational neglect. All staff are trained and made aware of possible reasons for extended absence from school.

We closely monitor attendance, absence and exclusions and our designated safeguarding lead will take appropriate action including notifying the local authority, investigating unexplained absence particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

Schools have a safeguarding duty in respect of their children, and as part of this should investigate any unexplained absences. Further information about schools’ safeguarding responsibilities can be found in the Keeping Children Safe in Education statutory guidance.

Child Missing in Education

Children missing education, particularly repeatedly, can be an indicator of abuse and neglect, including sexual abuse or exploitation, FGM, child criminal exploitation, mental health problems, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Where a child has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, then a ‘Missing Education Referral Form’ must be downloaded, completed and returned to **ChildrenMissingEducation@dudley.gov.uk** and Education Support Service at ess.cs@dudley.gov.uk, after jointly making reasonable enquiries, the child may be removed from the admission register. See section 7.0.

11.0 Data Protection Law

This policy adheres to the principles under data protection law. For further information please review the school’s data protection policy.

12.0 Legislation

This policy is supported by the following legislation:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

Relevant government and local authority guidance:

- Working together to improve school attendance (September 2022, DfE)

- Education support service, Making requests for legal intervention, guidance for schools, Dudley LA (January 2023)
- Summary of responsibilities where mental health is affecting attendance (DfE, February 2023)
- Parental responsibility measures for attendance and behaviour
- Children missing education
- Keeping children safe in education 2023
- Working together to safeguard children
- Elective home education
- Alternative provision: statutory guidance for local authorities
- Exclusion from maintained schools, academies and pupil referral units in England
- Supporting pupils at school with medical conditions
- Ensuring a good education for children who cannot attend school because of health needs
- Promoting and supporting mental health and wellbeing in schools and colleges
- Approaches to preventing and tackling bullying

Other policies supporting attendance:

- Behaviour Policy
- Child Protection Policy
- SEND policy
- PP statement
- Administration of Medicines Policy