Attendance & Punctuality Policy

Date of Last Review	September 2022	Author	Dan Osborn
Date of next Review	July 2024	Owner	Headteacher
Type of Policy	☐ Trust Policy ☐ Trust Policy tailored by school X School Policy	Approval	X School ☐ LC Board ☐ Trustee Board

This policy should be read in conjunction with the following school policy:

- Safeguarding (Child Protection)

Contents

1. Aims

Midfield Primary School believes that outstanding learning and progress can only take place in conjunction with outstanding attendance and punctuality. Research has shown that poor attendance impacts negatively on attainment and one long period of absence or a number of shorter absences over the course of a year can quickly add up. Helping to create a pattern of regular attendance is everybody's responsibility: parents/carers, pupils and staff. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines and in turn may affect the learning of others in the same class. Midfield aims to ensure that all pupils, achieve at least 96% attendance.

Attendance is also a safeguarding matter. In Bromley, attendance concerns fall initially within Level 2 for the Threshold of Needs. Poor attendance may be an indicator that a pupils' welfare is at risk. Weak attendance practice can risk pupils' wellbeing. Midfield Primary will ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

The school has a robust, clear strategy in place for:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We also support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly and promote and support punctuality in attending lessons. Ensuring a child's regular attendance at school is a parent/carer's legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in penalty charge notices and/or prosecution.

2. Legislation and guidance

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

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:
- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix A for the DfE attendance codes.

Every entry in the attendance register will kept on the school information management system (Arbor) for a minimum of 3 years.

Appendix D details the following:
- Pupil's expected arrival time in the school
- The time that the register for the first session will be taken and will be kept open until
- The time that the register for the second session will be taken after the lunch break

3.2 Unplanned absence

Parents and carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00am or or as soon as practically possible (see also section 6).

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness or patterns begin to emerge.

The school may ask parents and carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

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

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. We also encourage parents and carers to ensure that pupils are in the

school to be marked as attending, before they leave for a medical or dental appointment. Pupils are expected to catch-up with any work missed through absence. Teachers will help pupils achieve this.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Appendix D contains specific details of the school's procedures for dealing with lateness.

3.5 Following up absence

Schools will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Children unexpectedly absent

If a pupil is unexpectedly absent all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the pupil's whereabouts. The Headteacher must not accept anything short of a definitive confirmation of the pupil's whereabouts and if in doubt, **the school may request the Police undertake a welfare check**. This will only be used as a last resort if the school has been unable to make contact with the family to ascertain the child's whereabouts and safety.

Midfield Primary School follow the DfE guidance, 'Keeping Children Safe In Education' September 2022 which states that: 'Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.'

3.7 Reporting to parents and carers and carers and carers

Schools will report pupil attendance to parents and carers at least once each academic year. This is typically included with the pupils' annual report.

3.8 Missing pupils

Definitions

For the purpose of this policy, the term 'missing/lost child' refers to a child who is **not present without either authorisation or explanation, when considered to be in the care of the school.** When a staff member identifies a child as missing from their expected location, immediate action is required as outlined in the procedures below. A missing child could potentially be at risk of abuse and is a serious safeguarding matter.

Some examples of when staff become aware of a child is missing:

- the teacher not being able to mark the child present, as they are absent from the lesson, but are known to be in school

- a pupil informing a teacher or member of staff that a child has been seen in school, e.g. attended the last lesson, but not in the current lesson or has left the school site

- correspondence received from attendance to check if a child is in lesson

- pupil number checks on trips

This guidance does not account for children who are not attending school.

Registration of pupils

All children are registered at the beginning of the school day; for each lesson and again after lunch. A list of absentees is held on Arbor and can be viewed by the attendance officer and other staff who have access.

Teachers and other members of staff should not give a child permission to leave school, without seeking authorisation. No child should be allowed to leave unless their parent/carer give permission. Where a parent/carer does not give permission, a child must stay in school, until the end of the school day, or up until the time the parent/carer is expecting them to leave the building or trip location.

<u>Procedure for pupil missing during the day</u>

Responsible adult

The responsible adult who spots the child is missing must communicate this immediately to attendance and pastoral team, who will make enquiries about the child's location. The attendance team will consult with a variety of members of staff to try and locate the child, e.g. Class Teacher, PIT Stop Team, SLT etc. The DSL will be informed in all cases related to children they are monitoring and if the initial searches by the attendance team and other staff are not successful.

(Where the adult reporting also has a group/class of children for which they are responsible, they must ensure they are in the safe care of another adult before continuing.)

(Where the reporting adult is a volunteer or an agency worker (e.g. Speech and Language Therapist) the DSL/member of SLT will assign a responsible school-based adult to conduct the search.)

The responsible adult will perform an immediate search of the area (whether inside, outside or both).

If the child **is found** the adult needs to:

- inform all other staff involved
- support the pupil, placing them in PIT Stop unless there are sufficient extenuating circumstances, or providing a safe place within the school
- ensure that the pupil is given all possible support, including contacting parents where the pupil refuses to go back to lessons or pastoral support
- follow up with an incident report

If the child **is not found** the adult will:

- inform the DSL/member of SLT that the child is still missing
- continue the search, widening the parameters to include outside of school (See **Appendix 1: Search protocol)**
- maintain contact with school at all times via mobile phone

Office/reception/attendance staff

The office/reception/attendance staff will:

- check registers, attendance logs, contact pastoral staff, signing in/out books to ensure the child is not absent for a medical appointment/music exam/external activity
- find an up-to-date photo of the student
- find the home address and parental contact details
- manage any communications that come their way
- inform parents/carers that the child cannot be currently located. This task may be delegated by the attendance team e.g. to pastoral team, however attendance must follow-up to keep track of all developments.

Member of SLT

The member of SLT will:

- agree with the family whether to contact the police if it is concluded that the child is not onsite. If the family cannot be contacted the school may consider informing the police without parental consent, especially if the child is missing on a school trip (See **Appendix 2: Information to be provided to the police)**
- contact the parents immediately after contacting the police, encourage them to be at home should the child head there
- maintain contact with the searching staff and oversee the search from a central place (**Appendix 1: Search protocol**)
- contact the family and/or police immediately when child is found
- be available to the parents should they make subsequent contact

Headteacher

The Headteacher/their deputy will:

- be aware of proceedings at all times
- make contact with the Spring Partnership Trust Executive Leadership Team should the situation escalate to requiring police assistance

Trust

The Spring Partnership Trust will manage the incident should the child not be found and/or there is reputational risk/or damage for the school and the Trust.

Procedure for pupils missing during a school visit

The member of staff in charge will:

- check with all other staff that the pupil is not in their group
- alert venue staff/travel staff of a missing child and ascertain if they have knowledge of the childs whereabouts i.e. First Aid, Missing person's station
- search the immediate vicinity, ensuring the other children are supervised
- inform the school if the above actions do not find the child – DSL and/or SLT
- the school will get in contact with the parents/carers, to inform them and to discuss next steps
- consult with school staff e.g. the DSL around contacting the police.

Procedure for pupils missing following a journey/school trip

If a pupil is missing from a journey or has not arrived at the school following a journey, the member of staff in charge will:

- inform the school immediately e.g. SLT and the DSL
- school staff will inform the parent/carer for further information
- check whether there were any delays or changes to the journey
- check with other pupils, to ask them if they have any knowledge of the missing pupil's whereabouts
- contact the venue or the people that the pupil last visited, if applicable
- consult with school staff e.g. the DSL around contacting the police.

Actions to follow once a child has been found

- Reassure the child, showing care for their safety

- If necessary speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing

- Parents/carers should be informed to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)

- A member of SLT will be allocated to investigate and report back to the Headteacher. The investigation should involve all concerned providing written statements

- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.

- Media queries should be referred to the Head, who will take their lead from the Trust (after discussion with the LADO if appropriate)

Missing pupil incident record

The school must keep a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the police or children's social care were involved

- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- an outline of any support to be offered to the pupil if applicable
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

A full written record of the incident will be kept on the pupil's file. A report should be added to the management information system and safeguarding online system.

A Risk Assessment will be undertaken of the premises and also of the risk of a further incident for the pupil and others.

Searching for a child protocol

- Carry a mobile phone with you during the search to maximise communication.
- Liaise directly with the DSL/Member of SLT in charge when you have any information.
- When following a child/ wherever possible **don't** chase them – any incident resulting from the apparent 'chase' can result in liability cases for any injury or death.
- Follow/watch at a discrete distance – it doesn't matter if they know you are following.
- Deescalate the situation, rather than antagonise by what you say, at this point safety is the priority.
- Ensure that any unrelated phone calls are ignored so that you may be contactable by DSL/Member of SLT.
- Where possible search in pairs for safety and safeguarding.
- Track the child/student's route home if applicable.
- Search local parks or shops on route if applicable.
- If the parents are abroad, there may need to be a delay in contacting them.
- All decisions on contacting parents should be made by the Headteacher/Designated Safeguarding Lead.
- A decision will be taken in accordance with the school's safeguarding procedures as to whether the school should also contact children's social care in line with local procedures.

Information to be provided to the police

When the school contacts the police, the following information should be provided:

- the pupil's name and age
- an up to date photograph if possible
- the pupil's height, physical description
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- parents' names (where relevant)
- a description of the clothing the pupil is thought to be wearing
- pupil's state of mind
- pupil's medical needs, if relevant, particularly any medication they might need to take
- pupil's SEND needs, if relevant
- any relevant comments made by the pupil such as 'I'm going to run away to my Nanny's'.
- whether this is a repeat incident and where they were discovered beforehand

The information will then be passed to relevant officers through police channels, negating the need to report the incident multiple times. **If the pupil is located the school must inform the police without delay, so that the search can be called off.**

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

There is no entitlement in law for non-essential absences during term time.
The Headteacher **may not grant any leave of absence to pupils during term time** unless they consider there to be 'exceptional circumstances'. Family holidays taken during term time will **not** be authorised and are not considered exceptional circumstances.

Exceptional circumstances may include the following:

- acute family trauma
- terminal illness, bereavement or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional
- out of school programmes such as music, arts or sport operating at a high standard of achievement result in international competitions or tournaments.
- Charitable arrangements for children and/or families as part of 'Make A Wish' foundation for children with critical illnesses.

With exception to holiday requests which will automatically be considered unauthorised, the Headteacher will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. In most instances this will likely be unauthorised but where exceptional circumstances have been met, a **leave of absence may be granted. The Local Authority Education Welfare Officer may support the Headteacher to make these decisions when the exceptional case threshold have been met.**

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents and carers belong. If necessary, the school will seek advice from the parents and carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school; educational provision may still be accessed at an alternative site or measures.
- Adjusted timetables agreed between the School and parents/carers in exceptional circumstances, time limited to support reintegration

Please see Appendix C for the Midfield Primary School Absence request form.

4.2 Legal sanctions

Schools will work together with the Local Authority in partnership where legal action is required.

Legal action includes:

· Penalty Notice: A penalty notice for each parent may be issued for each pupil who has unauthorised absence or lateness. The penalty is a £60 fine, if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42 day period, a prosecution will be sought.

· Prosecution for unauthorised absence: It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months. (See DfE's statutory guidance on School attendance parental responsibility measures for more information).

· Any prosecution will appear on a criminal record.

Midfield Primary School does routinely request the Local Authority to issue the fines in line with the Local Authority code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- Persistent punctuality issues resulting in unauthorised absence
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

5. Strategies for promoting attendance

Midfield Primary has a clear strategy to promote attendance which includes rewards, sanctions, assemblies, and meetings with parents and carers. These will be in line with those recommended by Bromley Educational Welfare Team and school's best practice. These are detailed in Appendix D. The table below is a useful tool to share with staff and pupils because it clarifies the impact on learning of absence:

Attendance percentage	Learning days lost per academic year
98%	4
95%	10 (2 weeks)
90%	19 (4 weeks)
85%	29
80%	38
75%	48

6. Attendance monitoring

Schools will monitor pupil absence on a **daily basis**, scrutinising patterns on a **weekly** basis using the Bromley Education Welfare Tracker and best practice approaches to promoting attendance. However, where attendance is not yet in line with the national average then school leaders will scrutinise attendance **each day**.

Analysis of attendance data will include data for each group (e.g. boy, girl, SEND, Disadvantaged, Others, EAL, ethnic groups), year group, sub-groups within each year group (where this is statistically useful).

Particular weeks of the academic year should be analysed as well to identify sources of poor attendance (e.g. days close to periods of holidays or days of religious celebrations). Leaders must implement systems to reduce the impact of regular low points of attendance during the academic

year. These could include rewards, alterations to term dates and targeted use of staff training days.

7. Children at Risk of Missing Education

Where the school has completed all reasonable steps to locate a pupil and cannot then a CME should be submitted within 10 days. The school and LA should then work in partnership to locate the child. As this could be a safeguarding issue, leaders should ensure that regular follow up contact is made with the Local Authority if the whereabouts of the pupil is not known or communicated to school.

If a vulnerable child cannot be contacted on the first day of absence, if relevant the social worker should be informed. If deemed necessary a home visit should be completed; a non-vulnerable child by the third day of absence. This should continue until the information has been secured. Leaders should follow the guidance issued by the Department for Education:
https://www.gov.uk/government/publications/children-missing-education

8. Pupils leaving the school and Removal from roll

The school's vision is driven through a passion and commitment to include everyone. We believe all our children are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each school.

School leaders will ensure that detailed records are kept for pupils who stop attending the school and are removed from the roll/admissions register.

Details must include (but not exclusive to):

- the pupil's reason for leaving
- their destination and the destination's educational provision (e.g. name of school, home schooling arrangements)
- group (disadvantaged, SEND, EAL, gender)
- ethnicity

Leaders must analyse the above data and have an action plan should a particular group of pupils be leaving the school disproportionately.

Where a pupil moves abroad, leaders must take all reasonable steps to assure themselves that the pupil is moving to another school. This is to ensure that all pupils are safe and in full time education as necessary. A CME should be completed for any student that moves abroad where the receiving school is not confirmed.

Wherever possible, the Headteacher, or a staff member delegated by them, will meet with the pupil and their family, if off rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the pupil and family as well as ensuring that the destination of the pupil is known.

Leaders must ensure that pupils are only removed from the school's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as describe in the Department for Education's guidance
https://www.gov.uk/government/publications/school-attendance).

School Leaders at Midfield will follow the Local Authority's procedures for removing a pupil from roll, which will always involve officially notifying the Local Authority of the reasoning and intention to do so.

On receipt of written notification to **home educate**, schools must inform the Local Authority that the pupil is to be deleted from the admission register.

Elective Home Education (EHE) requests should usually be followed by the following steps:

1. A formal meeting between a member of the Leadership Team and the parent.
2. A formal letter sent to document the meeting
3. Completion of Request for Removal from Roll form, signed by the Head Teacher.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

9. Roles and responsibilities

9.1 Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, for monitoring school-level absence data and reporting it as required.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

9.2 The School Attendance Lead

The Attendance Lead is the Pupil Support Lead and undertake the following duties:
- Monitors attendance data at the school and individual pupil level daily
- Reports at least weekly (daily when attendance is below the national average) about attendance to the Headteacher
- Follows the Midfield Attendance Policy and Appendix D to follow up with families where attendance drops or is not yet high enough, working with relevant school staff and external agencies

9.3 All staff

All staff are responsible for promoting good attendance. Class Teachers and Teaching Assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information. They will also follow the Attendance Policy and work with pupils where there are concerns about their attendance.

9.4 Attendance Officer/Office Reception staff

Administrative staff are expected to take calls from parents and carers about absence and record it on the school system. They will also adhere to the Attendance Policy and challenge information received via phone calls or emails if there is any doubt in its accuracy.

9.5 Parents and carers

Parents and carers are responsible (https://www.gov.uk/government/publications/parental-responsibilitymeasures-for-behaviour-and-attendance) for ensuring that children of statutory school age receive their entitlement to full-time education. Schools will work with parents and carers to support this responsibility.

Appendix A: Attendance Codes

CODE	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
/	Present AM	Present	In for the whole session
\	Present PM	Present	In for the whole session
B	Educated Elsewhere (Not dual registered)	Approved Educational Activity (AEA)	Out for the whole session
C	Other Authorised Circumstances	Authorised Absence	Out for the whole session
D	Dual registered	Attendance Not Required	Out for the whole session
E	Excluded (No alternative provision arranged)	Authorised Absence	Out for the whole session
G	Leave not agreed or days in excess	Unauthorised Absence	Out for the whole session
H	Exceptional Leave	Authorised Absence	Out for the whole session
I	Illness (not medical or dental)	Authorised Absence	Out for the whole session
J	Interview	Approved Educational Activity (AEA)	Out for the whole session
L	Late (Before register closes)	Present	Late for the session
M	Medical/Dental appointments	Authorised Absence	Out for the whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for the whole session
O	Unauthorised absence (not covered by any other code)	Unauthorised Absence	Out for the whole session
P	Approved Sporting Activity	Approved Educational Activity (AEA)	Out for the whole session
R	Religious Observance	Authorised Absence	Out for the whole session
S	Study Leave	Authorised Absence	Out for the whole session
T	Traveller Absence	Authorised Absence	Out for the whole session
U	Late (After register closed)	Unauthorised Absence	Late for the session
V	Education visit or trip	Approved Educational Activity (AEA)	Out for the whole session
W	Work Experience	Approved Educational Activity (AEA)	Out for the whole session
#	School closed to pupils and staff	Attendance Not Required	Out for the whole session
Y	Enforced closure	Attendance Not Required	Out for the whole session
X	Non-compulsory school Age absence	Attendance Not Required	Out for the whole session
Z	Pupil not on roll	Attendance Not Required	Out for the whole session

Appendix B: Removing a pupil from roll procedure

The unlawful off rolling of a pupil from a school is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place. **The Headteacher must authorise any off rolling.**

If the pupil is missing, please complete a Local Authority CME form.

From September 2020, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the Local Authority.

Detailed DfE guidance: https://www.gov.uk/government/publications/pupilren-missing-education

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.

- Where a pupil is registered at more than one school and is now is registered at an alternative school.

- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.

- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.

- When the pupil no longer resides at a place which is at a reasonable distance from the academy.

- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.

- When the pupil has been certified medically unfit to attend school and will remain so.

- When the pupil has been absent for 20 continuous days or more without explanation.

- When the pupil is in custody for a period exceeding four months.

- When the pupil has died.

- When the pupil ceases to be of statutory school age before the academy next meets.

- When the pupil has been permanently excluded.

- When a nursery pupil is not transferring to reception or a higher class.

   See form below:

REQUEST TO REMOVE A PUPIL FROM ROLL

NAME:	YEAR GROUP:	DATE OF BIRTH:
ADDRESS:		
Ethnicity:		
Is this pupil EAL/SEND/LAC/PP?		

This pupil has been removed from the roll because:

The pupil has moved to another school. New school details:	
Other reason for roll removal: Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)	
The pupil has been permanently excluded. Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing)	
The pupil's whereabouts are unknown. Date home visit completed: Date CME completed: Date pupil details uploaded to S2S: (If there are safeguarding concerns, date matter referred to the DSL)	

Page 2

Member of staff requesting removal from the roll:
Confirmation there are no safeguarding concerns:
Permission granted to remove the pupil from the roll   YES / NO
Signature: **Date:**   **(This must be the Headteacher or a member of the senior leadership team)**
DATE ROLL REMOVAL WAS NOTIFIED TO THE LOCAL AUTHORITY:

Appendix C: Application for pupil leave of absence

Page 1

The Education (Pupil Registration) (England) Regulations 2006 make clear that a Headteacher <u>may not grant any leave of absence during term</u> time unless there are exceptional circumstances.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance **but for the funeral service only, not extended leave.**
- Leave to visit family members are also not granted during term time. Pupils may however need time to visit seriously ill relatives on end of life plans. Evidence may be needed to support authorisation.
- Leave for important religious observances but only for the ceremony and travelling time, **<u>not extended leave</u>**. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel (Armed Forces) into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave for families who may need time together to recover or deal with trauma or crisis (e.g. those supported by Make a Wish Foundation for children with critical illnesses) or indeed parents who have a life limiting condition themselves and are spending treasured time with their loved ones.

This form should be completed to enable the Headteacher to decide whether to authorise the application for leave. When the criteria for exceptional circumstances have been met, the Headteacher may discuss this with the Bromley Education Welfare Team for advice. If the leave is taken without this authorisation, a Penalty Notice for unauthorised absence may be issued.

PARENTAL APPLICATION

The school expects every pupil to achieve 96% attendance.
No more than 6 days in a school year including episodes of ill-health.

FULL NAME OF PUPIL:
YEAR GROUP:
ADDRESS:
REASON FOR THE APPLICATION:
PROPOSED DATES:
FROM:
TO:
PARENTAL SIGNATURE:
OFFICE USE: **ATTENDANCE PERCENTAGE:** **RECOMMENDATION OF THE SENIOR ATTENDANCE LEAD:** **EWO RECOMMENDATION:**

HEADTEACHER DECISION	
AUTHORISE LEAVE	**UNAUTHORISE THE LEAVE**

LEAVE OF ABSENCE REPLY

Dear Parent/Carer

In response to your request for leave of absence for your child(ren):

LEAVE OF ABSENCE IS: **AGREED**   **PARTIALLY AGREED**   **NOT AGREED**

COMMENTS:

If leave is taken without authorisation legal action for unauthorised absence may be pursued.

Headteacher: Date:

Appendix D: Midfield Primary School Procedures

Please find details below for school procedures:

Attendance register and lateness

- Time of registers 8.55am and 1.20pm. Pupils are late if they arrive after these times and will be L coded and issued with a late notice.
- Pupils more than 30 minutes late, must be U coded which is unauthorised.

Unplanned absence

- The school has a 24-hour Absence Reporting answer phone for parents to report absences Tel: 0208 300 6161. Alternatively parents can email admin@midfield.bromley.sch.uk with reasons for absence. It is essential that parents report their child's first and each subsequent days absence. If the above procedure is followed, a letter confirming the absence is not required.

Medical or dental appointments

- Every effort should be made to arrange these appointments outside of school hours, however, please email admin@midfield.bromley.sch.uk with details of the appointment time. Pupils are expected in school before their appointment and to return to school afterwards.

Following up absence

- If a pupil is absent and the school has not been notified, then a text or phone call to parents will be sent by 10:30am asking for clarification of the whereabouts of the child.

Strategies for promoting attendance and punctuality

- Unexplained/unaccounted for absence letter and text messages asking for reasons;

- Attendance officer daily phone calls for pupils who do not attend school;

- Class Teacher phone calls / messages home for pupils whose attendance is starting to cause concern;

- Raising Standards Leader phone calls home for pupils whose attendance is causing a serious risk of underachievement;

- Parental meetings by members of the pastoral team (Pupil Support Lead, Education Welfare Officer, Assistant, Deputy or Headteacher).

- Pupil reports;

- Parents' Meetings/Evenings.

Reporting to parents and carers

- Attendance and lateness will be shared at Parents Evenings and end of year reports.

- Attendance information is also available on the Parents Arbor App.

Improving attendance is a whole school initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, pupils and all members of school staff.

PARENT/CARERS

- Parents/carers are legally responsible for ensuring that their child attends school regularly and on time. Attending regularly means registering before the attendance register is closed for the session. This is because all absence affects students' progress and their ability to meet their potential;

- Informing the attendance officer, on the first day of non-attendance, if their child is ill and unable to attend school. The parent/carer must provide a reason for the absence and provide medical evidence for any absence over 3 days. This can include a doctor's note, appointment cards and letter from the GP or hospital;

- Not remove children from school before the end of a school day;

- Not take holidays in term time.

STAFF

CLASS TEACHERS

All classroom teachers have a legal duty to provide accurate registers of pupils within their classes. Class teachers are responsible for:

- Taking an accurate electronic register at the start of each lesson using Arbor. Class teachers should use the following 3 codes when completing their registers:

  ➢ / = Present

  ➢ N = Not present

  ➢ L = Late and then record the number of minutes late

EDUCATION WELFARE OFFICER

The Education Welfare Officer is responsible for students whose attendance falls below 90%. He/she:

- Analyses all the persistent absence on a weekly basis and shares the information with the Senior Leadership Team;

- Coordinates attendance panels after 4 weeks of attendance below 90%;

- Coordinate persistent lateness panels after reaching the threshold of 15 late sessions.

- Coordinates programmes and interventions for non attendees;

- Undertakes home visits for pupils who have persistently low attendance below 90%;

- Organises all fines for parents whose pupils attendance stays below 90% for at least 12 weeks or who are persistently late.

- Organises all fines for parents who have taken unauthorised leave.

- To log all interventions put in place when students reach below 90%

ATTENDANCE OFFICER / PUPIL SUPPORT LEAD

The attendance officer is the first point of contact for parent's when they phone the school about an attendance concern. He/she:

- Monitors and informs the SLT attendance lead and teachers of any registers not taken;

- Input / check daily attendance figures;

- Support main office staff in managing students who are late to school after registration and logs this on Arbor

- Updates MIS up to 10am;

- With Admin Team, sends out texts to all absentees at 10.30am;

- Sending out half termly text informing parents of the pupils attendance;

- Complete the tracker on a weekly basis and disseminate to all staff;

- On a daily basis contacts all parents by phone who has not informed the school of the reason for the child's absence;

- Contact parents on the pupil's first day of absence after registration has closed;

- Ensure that all student absences are noted and absence notes received from parents are logged;

- Contact parents over pupil absence patterns where appropriate;

- Inform the Attendance Lead reasons for pupil absence;

- Alert the Attendance Lead to patterns of whole school absence and truancy;

- Communicate with offsite providers with regard to student attendance;

SENCO - ATTENDANCE LEADS

- Set attendance targets as part of the School Development Plan and monitor progress towards these;

- Meet with Pastoral and SLT Team weekly to ensure that strategies are in place to promote and implement the policy throughout the school

- Work with all of the pastoral team to ensure the efficient running of the system;

- Make periodic checks of the registers to monitor pupil absence;

- Deal with issues of inadequate registering;

- To reward outstanding attendance and punctuality by presenting the House Cup and attendance and punctuality certificates in whole school assemblies at the end of each term.