



Range High School

PUPIL ATTENDANCE + PUNCTUALITY POLICY

Person responsible for Policy: Headteacher

School Attendance Lead (Senior Leadership Team): Mrs V Ashworth

Nominated Attendance Governor: Collette Buck

Chair of Governors: Mr Jim Rimmer

Key attendance staff in school: Mrs L Dillon

Date of next review: SEPTEMBER 2025 – This policy is to be reviewed every 3 years (major changes will be brought to the governors' attention as, and when they occur)

RESPONSIBILITY FOR THIS POLICY HAS BEEN DELEGATED TO THE HEADTEACHER

RANGE HIGH SCHOOL

PUPIL ATTENDANCE AND PUNCTUALITY POLICY

1.0 INTRODUCTION

Range High School is committed to providing challenge and support for all pupils to achieve their best.

High levels of attendance and punctuality are essential for pupils to work to their full potential, be successful and benefit from the opportunities available to them at school. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly.

Achieving high attendance is a necessity in preparing pupils for future working life as an adult. Pupils should be at the School, **on time and every day** that school is open unless the reason for the absence is unavoidable.

It is very important therefore that parents and carers recognise the responsibility and obligation they have to make sure that pupils attend regularly. This policy sets out how the School, its partners and Parents/Carers can work together to achieve this.

1.1 The Importance of Regular Attendance:

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence additionally disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring pupils' regular attendance at school is the **legal responsibility of Parents/Carers. By law, all children of compulsory school age must attend school.** Poor attendance not only undermines a child's education and future life chances but it can also put children at risk, can compromise personal safety and encourage anti-social behaviour. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.

***Definition of parent: Section 576 of the Education Act 1996-** A parent in relation to any child or young person, includes any person: -

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.

It is also important to note that even though a parent may not live in the same home as the student, that parent is still responsible for ensuring their child attends school every day.

1.2 Promoting Regular Attendance:

Helping to create a habit of regular attendance is everybody’s responsibility – Parents/Carers, pupils and all members of school staff. We expect pupils at Range High School to aim for at least 95% attendance.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to a suitable education, to which they are entitled; and, act early to address patterns of absence.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

NATIONAL CONTEXT

The 1996 Education Act, (section 444) states that parents (including non-related adult carers in the child’s household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by **‘regular’** attendance at school or **‘otherwise’**. The 2008 Education and Skills Act, (section 155) specifies the same requirement regarding regular attendance at alternative provision.

The duty on parents is to ensure that their children are educated, either at school or ‘otherwise’.

Education is therefore compulsory. In terms of ‘otherwise’, children may be educated by their parents at home, by a private tutor or in establishments other than schools, i.e. – F.E. colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows parents to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and ‘suitable’ to the child’s education needs, up until the relevant leaving-date for all young people.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

For most students the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

To maintain a focus on this the School will:

- Report to Parents/Carers regularly on how their child is performing at school. This will include information about their attendance and punctuality.
- Celebrate good attendance on a regular basis, through daily Tutor Time. Students, parents and carers can all see current attendance on class charts
- Reward good or improving attendance through our regular attendance lottery

DAILY PROCEDURES

The school is **legally** required to register students twice daily. Registers are marked in the morning at 08.50 and in the afternoon at 1.15. It is essential that all students are registered on both occasions.

School starts at 08.40 when all pupils/students should be in their form/classroom, in preparation for the register being taken at 08.50. At this time, they should collect items for the day and make sure that they are aware of any changes / arrangements to the day's activities. **It is a legal requirement that a register is taken at the start of the day.** Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill

Each year a school calendar is sent out and is also on the website, which clearly indicates the days when your child is expected to be in school.

2.0 ABSENCE PROCEDURES

2.1 If a student is absent, parents should:

- Contact school by 9am on the first day of absence; the dedicated telephone number is 01704 879315
- **Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.**
- The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the student is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Head Teacher may not authorise medical absence without this evidence.
- Parents are encouraged to ensure that their child brings in a letter, confirming the reasons for the absence when the child returns to school.

2.2 If a student is absent, the school:

- Will endeavour to telephone or text parents/carers on the first day of absence if a message (that explains the absence) has not been received. **If no message is received, we will assume that your child is absent without your permission.**
- May invite Parents/Carers into school to discuss the situation with the Head of Year, Pupil Support Manager (Mrs L Dillon) and/or a representative of the LEA if absences persist.

1. FIRST DAY RESPONSE CHILDREN WITH A SOCIAL WORKER

Our school works in partnership with Sefton Council in delivering a first day response system for children with a social worker. If children who have an allocated social worker are absent from school, we will contact the family to establish the reason why the child is absent from school.

We will complete the first day response form and submit it to Sefton Council, so information is shared in relation to why the child is absent from school. We will also request a home visit if we feel this is appropriate. We will also inform the child's social worker.

2.3 Telephone numbers:

- There are times when school will need to contact parent for a range of issues, including absence, so it is essential that the school has up to date contact numbers at all times. There will be regular checks on telephone numbers throughout the year and we ask parents / carers to inform us of any changes.

3.0 LATENESS

- As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends.
- Missing the beginning of vital lessons.
- Missing important instructions for the rest of the school day.
- Learning bad habits which could affect their employability in the future.

Minutes late per day during the school year	Equal days' worth of teaching lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days

30 minutes	20.7 days
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3.1 How we manage lateness:

- At **8.50** the school day starts and pupils are expected to be **in Form Tutor time** at that time.
- from **8:30** pupils can access the Dining Room (but should remain there until 8.40am when they can go to their lockers)

Children, who arrive late must go to the school main reception to be signed in by the admin staff who will update their mark, a reason for the lateness is also requested.

In accordance with the Regulations, if pupils arrive after the registers have closed they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an **unauthorised absence**. This may mean that Parents/Carers could face the possibility of legal proceedings if the problem persists.

- Children who arrive late after the registers have closed due to a medical appointment will be marked M.

Parents/carers can use class charts to see if their child has been marked late to any lesson. If a student has a persistent late record, parents/carers may be asked to meet with the Head of Year and/or Pupil Support Manager to resolve the problem. Parents/Carers can approach the school at any time if they experience problems getting their child to the school on time.

4.0 UNDERSTANDING TYPES OF ABSENCES

Every half-day absence has to be classified by the school (not by the Parents/Carers), as either **AUTHORISED** or **UNAUTHORISED**.

Registers are taken twice a day by staff to record attendance marks. Registers are legal documents so the school staff are obliged to complete them accurately. Attendance marks are also recorded at every lesson to monitor student punctuality and guard against truancy. Information about the cause of any absence is always required from parents/carers, preferably in writing.

4.1 Authorised

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable causes. Medical appointments, if possible, should be made as late in the day as possible to allow your child to be registered for the afternoon. Medical appointments should not take all day. Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged.

4.2 Unauthorised

Unauthorised absences are those which the school does not consider reasonable and for which no "leave of absence" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark. (**Registers close at 9.30** each day). A child arriving late after that time will be recorded as U (unauthorised).
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.
- oversleeping
- absent to look after an unwell sibling
- inadequate uniform
- confusion over term dates
- whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school.
- any problems with regular attendance are best sorted out between school, parents and the child. If a child is reluctant to attend, parents/carers should not condone their absence or give in to pressure to excuse them from attending as this gives the child the impression that attendance does not matter.

5.0 EXCEPTIONAL LEAVE IN TERM TIME

There is no automatic entitlement in law to time off during school term time to have exceptional leave. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

5.1 Holiday during Term Time

It is the school's policy not to grant holidays in term time.

5.2 Exceptional Leave

Authorised absence in exceptional circumstances

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1 September 2013, state that the Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Allowed absence in exceptional circumstances (at the discretion of the Headteacher and in advance of the event). THIS LIST IS NOT EXHAUSTIVE:

- Family bereavement or close friend bereavement

- Other compassionate grounds
- Family wedding/civil partnership taking part on school day – not travelling to a wedding – unless it is abroad. We can only authorise a maximum of three days for trips abroad.
- Family crisis
- Examinations off site
- Educational opportunity – sport & performance
- Attendance at an event at the request of a public organisation
- Visit to a new school
- Family re-location visit
- 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

Absences are not allowed under any circumstances:

- Family holiday no matter what length
- Family trips
- Leaving school early to travel to an event

To request absence for exceptional circumstances please write to the Headteacher at least 2 weeks in advance of the request with full details of the reason for the request.

If a pupil is absent from school the school may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents/carers and one child each parent/carer will receive one Penalty Notice. If there are two parents/carers, and two children incur unauthorised absences, each parent/carer will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.

6.0 PERSISTENT ABSENTEEISM (PA) [As per Government guidance]

When a student becomes a 'persistent absentee', the Local Authority has to be notified. This applies when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will do considerable damage to any child's educational prospects. The school expects parents' full support and co-operation to tackle this.

This could involve Parents/carers coming to an Attendance interview at school to develop an Individual Attendance Plan to improve the situation.

This plan could involve some or all of the strategies below.

- Multi-Agency Meeting (Social Care, School Nurse, CAMHS, Youth Offending Team, Young Carers etc.)
- Early Help Assessment referral
- Fixed Term penalty for Parent/Carer
- Educational Supervision Order (Magistrates Court)
- Prosecution of Parent/Carer. (Magistrates Court)

All absence is monitored thoroughly and regularly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority. Parents/Carers will be informed of the concern immediately via our graduated response. PA pupils are tracked and monitored carefully through our pastoral system. This is combined with academic mentoring where absence affects attainment.

2. LOCAL AUTHORITY SCHOOL ATTENDANCE PANEL

What is the purpose of the School Attendance Panel Meeting?

The purpose of the School Attendance Panel meeting is for you and your child to meet with Representatives from the Local Authority to identify the reasons for absence and to work together to improve attendance.

What will happen at the School Attendance Panel Meeting?

The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A supportive action plan in the form of a parenting contract will be agreed.
- An attendance target date for improvement will be set.
- The student's attendance will then be closely monitored for a period of 12 school weeks.

If the parent fails to attend without reasonable justification this could result in a Penalty Charge Notice being issued to parents/carers or court proceedings under the 'Single Justice' process. Under section 444, a **Penalty Charge Notice will be issued for £60 to parents**. This will be issued to both parents even if one of the parents does not live with the student. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. **There is no right of appeal by parents against the penalty charge notice**. Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500, a community order or three months in prison.

What happens next?

Whilst the intention of the School Attendance Panel meeting is that the attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Issuing Penalty Charge Notices: Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay the penalty charge notices in Sefton may result in prosecution.

Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Under the 1989 Children Act the Local Authority has the power to issue an **Education Supervision Order** (ESO) and place a child under their supervision on the grounds that the child is not being 'properly educated' and is in danger of 'significant harm'. The Local Authority can issue an order if the child is persistently absent from school. The Local Authority appointed 'Supervisor' can give 'directions' to the parents on how the child should be educated and work with the parent to ensure the child attends school regularly.

Under the 2003 Anti-Social Behaviour Act, if a student continues to have attendance issues after a parent has been convicted, the courts can also issue a **Parenting Order**. This legally requires the parents to participate in a programme of parenting support and counselling. If the unauthorised absence continues, a new case will be brought against the parent/s but previous parental failure to engage with the school and Local Authority can be cited.

7.0 PENALTY NOTICE PROCEEDINGS

Penalty Notices for absence from school can be issued by the Attendance and Welfare Service based on requests from schools. Range High School follows the most recent 'Procedures for Issuing Education-related Penalty Notices' from Sefton Council (April 2015).

The circumstances in which a penalty notice for non-attendance may be issued include:

- Parentally condoned absence
- Unauthorised leave of absence during term time unless there are exceptional circumstances
- Unwarranted delayed return from leave of absence (without school agreement)
- Persistent late arrival after the register has closed
- Part of the legal process between the school and local authority (i.e. at Attendance Panel Reviews)
- Truancy, including attendance and exclusion sweeps (formerly truancy sweeps).

A minimum evidential requirement of ten (10) school sessions, a session is either a morning or afternoon, lost to unauthorised absences by any pupil in the current term **and/or** eighteen (18) session lost to unauthorised absence over two consecutive term will be required to trigger the process.

Payment of a penalty within 21 days of receipt of the notice is £60 for each parent. Payment after this time, but within 28 days of receipt of the notice is £120, **[The Education (Penalty Notices) (England) (Amendment) Regulations 2013]**.

Penalty notices may also be issued if pupils who are excluded appear in a public place without good reason.

Following a request by the school for the issuing of a Penalty Notice a check is made by the Attendance and Welfare Service to ensure that the request meets the terms of the Code of Conduct.

8.0 ROLES AND RESPONSIBILITIES

IMPROVING ATTENDANCE – WHAT PARENTS CAN DO:

- Provide **two** emergency contact numbers to the school.
- Ensure their child attends every day the school is open except when a statutory reason applies
- Notify the school as soon as possible on the first day of absence.
- Only request leave of absence in exceptional circumstances and do so in advance
- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- Work with the school and local authority to help them understand their child's barrier to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention
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- Encourage your child to take responsibility for being on time for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances, please contact the Head teacher at least 2 weeks before the leave is required and a decision will be made if the absence can be authorised or not.
- Talk positively about going to school.

- Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

IMPROVING ATTENDANCE – WHAT SCHOOL DOES:

- Have a dedicated senior leader with overall responsibility for championing and improving attendance. This is Mrs V Ashworth.
- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
 - Marks the registers in accordance with the law twice a day.
 - Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker
 - Informs any parents/carers who have not contacted the school, of the absence of their child on a particular day.
 - Maintains records and monitors attendance of students on a regular basis.
 - Proactively use data to identify pupils at risk of poor attendance
 - Regularly monitor attendance data , including at board and governing body meetings and with local authorities
 - Authorises absences in accordance with the government guidelines. Please note that **only** the school can authorise absence.
 - Contacts parents / carers when the attendance falls below acceptable levels and/or when particular patterns of absence are causing concerns.
 - Encourage parents to accept support through an Early Help Assessment where it is deemed appropriate.
 - Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision including Complementary Education. All students have regular review meetings where parents and all appropriate agencies are invited. Students who attend alternative education provision or have a reduced timetable authorised by senior pastoral staff also have risk assessments completed and visits are made to the students either at home or at the alternative education establishment.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance
- Support for pupils with medical conditions or SEND with poor attendance
- Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.

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- Consider additional support from wider services and external partners, making timely referrals.
 - Work with external agencies to maintain good attendance contribute to multi-agency meetings to review progress and agree on actions and to support the student/family with any issues that may affect attendance and punctuality to school.
 - Provides re – integration support for students returning from absence.
 - Maintains a range of strategies to encourage good attendance by means of rewards.
 - Inform parents of individual pupil’s attendance record via Class Charts .
 - Works with relevant external agencies if a students’ attendance becomes a concern, i.e. – Social Care, Early Help Services, Police, YOT, SEND.
 - Make referrals to the Local Authority School Attendance Panel where pupils’ attendance levels are becoming a cause for concern.
 - Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
 - Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
 - Campaign as a means of working with parents to resolve issues affecting levels of attendance
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.

Where there are safeguarding concerns, intensify support through statutory children’s social care

IMPROVING ATTENDANCE – ROLE OF THE LOCAL AUTHORITY

- Hold a termly conversation with our school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so. Deliver school assemblies
- Identified point of contact for our school who will assist us in signposting families for support including early help where appropriate.
- Provide a school attendance panel meeting for our pupils who have 15% unauthorised absence
- Work jointly with our school to provide formal support options including parenting contracts and Education Supervision Orders.
- Where there are safeguarding concerns, ensure joint working between the school, children’s social care services and other statutory safeguarding partners.
- Ensure improving school attendance and reducing persistent absence is a priority in all multi agency plans including child protection, child in need, cared for children (LAC) and Early Help.
- Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).
- Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.
- Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.

- Ensure suitable education, such as alternative provision is arranged via professional agencies for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.
- Regularly monitor the attendance of children with a social worker by providing a first day response system.
- Attendance to be a priority in personal education plans for looked-after children.
- Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.

COMMUNICATION WITH PARENTS

- Give parents details on attendance in our newsletters
- Report to parents via Class Charts their child's attendance.

SCHOOL ATTENDANCE, SAFEGUARDING AND CHILDREN MISSING EDUCATION

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Notifying the Local Authority

Our school notify the Local Authority of any pupil/student who fails to attend school regularly after making reasonable enquiries or has been absent without the school's permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The school (regardless of designation) must also notify the Local Authority of any pupil/student who is to be deleted from the admission register.

Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Where a child leaves our school without a destination or another school is not identified our school follow Sefton Council Children Missing Education Procedures and they can be found at [https://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-\(cme\).aspx](https://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-(cme).aspx). The school will liaise with the Children Missing Education Co-ordinator who can be contacted on 0151 935 3181 or CME@sefton.gov.uk

No child will be removed from roll without consultation between the Headteacher or Associate Leader (Behaviour) and the Pupil Support Manager. If a child is missing from education with prolonged unexplained absences or if a family moves away from the area but does not register with

another school, the school will alert the Local Authority who will then take action according to the Child Missing in Education Policy and procedures. Movement of children between Local Authorities and schools is tracked nationally.

10.0 REQUEST TO ELECTIVELY HOME EDUCATE A CHILD

Our school work with the Local Authority to ensure that that parents fully understand the demands and responsibilities of elective home education (EHE). We follow up-to- date guidance that is published. If a child has an Education, Health and Care Plan or is open to a social worker we work closely with the Complementary Education Service, SEND and Childrens' Social Care.

11.0 DEALING WITH PUPILS WHO GO MISSING AND LEAVE THE SCHOOL PREMISES WITHOUT PERMISSION

Our attendance procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing in school, we will email the On-call service, which will then investigate the child's whereabouts and report back to the Admin Attendance Officer. If the child is not located, the matter will be escalated to senior pastoral leaders and parents/carers contacted. For children with a safety plan, social workers and/or police may be contacted.

For cases where a child does not attend school and is reported as missing, the School will attempt to make contact with the family. It will then inform the Attendance Officer and request a home visit. Depending on the outcome of the home visit, the School may contact the Local Authority and make a MASH referral to children's social services.

12.0 PUBLICATION OF ATTENDANCE FIGURES

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment.

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance.

ABSENCE CODES

The national codes enable our school to record and monitor attendance and absence in a consistent way which complies with the regulations. 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 I: Illness Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt.
Code M: Medical or dental appointments Parents / Carers are encouraged to arrange appointments out of school hours, but the school will authorise if confirmation of the appointment is provided.
Code C: Other circumstances This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral.
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 schoolwork. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by/of individual pupils. The school should record the pupil's absence using the relevant absence code.
Code D: Dual Registered - at another educational establishment. This code will be used if a student is registered at two schools.
Code J: Interview This code will be used when it has been agreed that the student can miss school to attend an interview or entrance exam.
Code P: Approved sporting activity This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials and sporting events.

<p>Code R: Religious Observation</p> <p>This code is used to cover major religious festivals during term-time. The school will only authorise one day of absence for religious events.</p>
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<p>Code V: Educational visits and trips</p>
<p>Code W: Work Experience</p> <p>According to the DFE guidance the following codes are to be used for unauthorised absences on the register:</p>
<p>Code G: Family holiday not authorised by the school or in excess of agreed period</p> <p>If a school does not authorise a leave of absence and the parents still take the child on holiday, 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 the leave of absence in advance the absence must be recorded as unauthorised.</p>
<p>Code N: Reason for absence not yet provided</p> <p>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.</p>
<p>Code O: Absent from school without authorisation</p> <p>If the school is not satisfied with the reason given for absence, they should record it as unauthorised.</p>
<p>Code U: Arrived late to school after 9.15am</p> <p>If a student arrives after 9.15am without any written or verbal confirmation from parents/carers to explain their lateness, the school will mark the pupil with the U code. This means that, although the student is in school, she is marked absent for the entire morning. This will be marked as an authorised absence and could result in prosecution for parents/carers if the pupil is persistently late.</p> <p>According to the DFE guidance 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the Local Authority'. In addition, 'Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).</p>

