

Evington Valley Primary School Attendance and Punctuality Policy 2017-18



Evington Valley Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. The School looks to work in partnership with parents and carers to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

Throughout this policy 'parents' will be used to refer to both parents and carers

This policy received the full agreement of the Governing Body and was agreed at their meeting on 16th November 2017

It is recognised that

- Parents have a legal responsibility to ensure children receive the education they are entitled to
- All pupils of statutory school age have an equal right to access to an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

We expect the following from all our pupils:

For example:

- Attend school regularly.
- Arrive on time and be appropriately prepared for the day.
- Tell a member of staff about any problem or reason that may prevent them from attending school.
- Respect themselves and others
- Inform a trusted adult if they feel that they are being bullied
- Encourage friendship and a sense of belonging
- Be happy and encourage others to feel happy

We expect the following from parents:

For example:

- Ensure their children attend school regularly and punctually.
- Ensure that they contact the school prior to the start of the school day whenever their child is unable to attend.
- Provide appropriate medical proof of child's illness when requested
- Ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- Contact the school in confidence whenever any problem occurs that may affect their child's performance in school.
- Avoid absence that is not necessary
- Work closely with the school and Education Welfare Officer (EWO) to resolve any problems that may impede a child's attendance
- Take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused
- To support their child and recognise their successes and achievements

Parents and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education
- Procedures leading to a formal referral to the EWO
- Provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum

Recording

- Children must be in school by 8.45am and we expect our children to be in the playground ready to line up at 8.43am when the whistle is blown. School gates open at 8.30am and a member of school staff will be on duty from 8.35am.
- After 8.50am they are late for school. Any child arriving after this time will need to go to the main reception to register and will receive a late mark.
- The child and / or their parent arriving late will be asked for a reason for lateness. This will then be recorded on CPOMs.
- All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.
- The register officially closes at **9.15am** and any pupil arriving after this will be marked absent for the session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence. If it is logged as an unauthorised absence, it will be referred to the Attendance and Welfare Officer and the EWO. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

Roles and Responsibilities

The Head Teacher will:

- Oversee and demonstrate ownership of the whole policy.
- Regularly report progress on attendance to governors, pupils and parents.
- Set challenging but achievable targets to reduce levels of absence
- Liaise with the Attendance and Welfare Officer and the EWO
- Oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- Oversee the work of administrative staff and behaviour/attendance mentors.
- Produce the attendance profile for the whole school.

Class Teachers will:

- Complete registers accurately and on time.
- Follow-up immediately any unexplained absence through daily face- to face contact with parents – notify the office – make comments on the register
- Challenge suspicious or inappropriate reasons for absence
- Have a classroom display showing information on attendance.
- Record all reasons for absence in the register.
- Inform the Attendance and Welfare Officer and senior staff of concerns in a timely manner.

Governors will:

- Monitor attendance and/or policies.
- Request regular attendance progress reports for Governors' Meetings.
- Name a Link Governor whose details will be provided on the school website.

Attendance and Welfare Officer will:

- Meet with the EWO every two weeks.
- Log punctuality updates onto CPOMs.
- Contact parents of pupils who are Persistent Absentees – PA.
- Send letters to parents of pupils whose attendance falls below 96%.
- Regularly meet, or contact by telephone, parents of children with attendance or punctuality concerns.
- Advise parents of children with punctuality or attendance concerns that further action may be taken by the school.
- Provide attendance and punctuality information to, and liaise with, class teachers to support them to discuss concerns with parents at parents' evenings.
- Undertake a home visits, as and when required, for example, to encourage attendance of pupils who suffer with school anxiety.
- Meet with parents who requesting term time leave to provide legislation information and a leave form if required.
- Administer all term time leave forms.
- Liaise with the EWO about penalty notices to parents, and administer when required.

Education Welfare Service will:

- Liaise with Attendance and Welfare Officer every two weeks
- Where a referral is accepted, arrange a meeting with parents in school along with the Attendance and Welfare Officer, undertake home visits, either pre-arranged or without notice, as considered necessary.
- Liaise with other local authorities and/or carry out home visits when pupils leave the school with no identified alternative provision.
- Regular contact with parents of children who are or who become persistent absentees (where attendance is 90% and below).
- Initiate group work with identified groups of parents or pupils.

- Where necessary instigate legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.
- Accept referrals that meet the EWS referral criteria, initiate contact with parents or carers and undertake assessments.
- Plan and review casework.
- Provide feedback to the school to include half-termly/termly/annual data.
- Offer strategic/policy advice and support in relation to matters of attendance
- Support the school in the establishment and management of school attendance panels.
- Support the schools in the use of penalty notices and parenting contracts within the provisions of the Anti-social Behaviour Act 2003

Office Staff will:

- Produce updates from weekly attendance reports, monthly attendance reports half-termly, termly, annual reports.
- Read registers weekly.
- Log all attendance and punctuality concerns onto CPOMs.
- Provide absence sheet at the back of the register.
- Maintain register for pupils signing out/in during the day.
- Daily phone contact with parents.
- Report concerns / patterns of attendance to the Headteacher, Attendance & Welfare Officer, class teachers and the EWO.
- Create/update external display board/reception area/office.
- Collate weekly class attendance and lateness figures to be displayed in reception
- Pass details of pupils leaving the school to the Attendance and Welfare Officer and the EWO.

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**.

The following may be reasons for **authorising absences**.

- Illness – with appropriate medical evidence when requested
- Family bereavements
- Exceptional circumstances where leave may be granted
- Medical and dental appointments where proof is available (only for the duration of the appointment and reasonable travel time) and unavoidable during the school day.
- Religious observance - **for one day only / on the actual day**
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated.

Examples of **unauthorised absence** will be if a child does not attend because of:

- Going on holiday or travelling abroad

- Days off for birthdays, shopping trips
- Feeling tired
- Bad weather
- Non-urgent appointments
- Parent too unwell to bring the child to school

A reason for a period of absence is always required. A parent should inform the school each day of the child's absence unless medical proof has been provided for a sustained period of absence. The school will contact parents who have not offered a reason. We will mark the absence as unauthorised if no reason for absence is given.

Unauthorised Absence.

The law states that parents must ensure that their child regularly attends the school where they are registered. Should a child fail to attend school regularly legal action may be taken against each parent.

It is a parent's legal responsibility to ensure that their child, when of statutory school age, accesses education appropriate to age, needs and ability.

Under the terms of the education related provisions of the Anti-Social Behaviour Act, each parent may be issued with a Penalty Notice of £120 per parent per child if paid in full within 28 days (reduced to £60 if paid within 21 days) if:

- **A child has 20 or more unauthorised absences in a 12 week period.**
- **They allow their child to take leave of absence in term time without a school's authorisation**
- **They fail to return their child to school on an agreed date after a leave of absence**
- **Their child persistently arrives late for school after the register is closed**

If a Penalty Notice is not fully paid within 28 days and there is no reason to withdraw the Notice, the Local Authority has no option but to prosecute a parent in the Magistrates' Court for failing to ensure regular school attendance.

In Court, if a parent pleads guilty, or is found guilty, they will then have a criminal record. A fine of up to £2,500, up to 3 months imprisonment or a community penalty could be imposed together with a parenting order

When a pupil does not attend, the school will respond effectively by:

- Contacting parents on the first day of absence by telephone where no reason has been given. Continuous absence will be followed up.
- Making a home visit and discussing any further action where non-attendance continues.
- Inviting parents to attend a meeting in school after 10 days of continued unauthorised absence unless other action is planned with the Attendance and Welfare Officer and / or EWO. This meeting will include the appropriate staff, EWO, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- Discussing the case again with the EWO, where there has been no improvement. This may result in a formal referral being made to the Education Welfare Service, if one has not already been made at an earlier stage. If a referral has already been made then the case will be reviewed and further action planned.
- Initiating a Police Safe and Well Check where no contact has been made by parents and there are concerns in relation to a child's safety and well being.

Pupils who are identified as persistently absent will have additional strategies put into place and an agreement will be put into place between the parent, school and the EWO.

Requests for leave of absence

**There is no entitlement to time off in term time.
Holidays will not be authorised.**

If a parent wishes to request a day or a period of leave they are required to come and meet with the Headteacher or Attendance and Welfare Officer on a Monday or a Tuesday to complete the appropriate term-time leave form which is available from the school office.

In accordance to the school Child Protection policy:

FGM

When leave of absence/holiday requests are being submitted by parents, the intention for going abroad or extended leave needs be written. Whilst recognising that FGM is unlikely to be shared, any actual reports or suspicion of FGM whilst overseas eg. Child talking about a celebration for them, lots of gifts, phrases such as cutting or a child is worried about going on holiday, needs to be reportedly immediately to the Senior Designated Person

- *designated to refer to the police 101 ext. FGM*
- *Contact duty and assessment team 454 1004*

If a child has unauthorised leave of absence parents may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, the case could be referred by the Local Authority directly to the Magistrates' Court.

If a Penalty Notice is not fully paid within 28 days and there is no reason to withdraw the Notice, the Local Authority has no option but to prosecute a parent in the Magistrates' Court for failing to ensure regular school attendance.

In Court, if a parent pleads guilty, or is found guilty, they will then have a criminal record. A fine of up to £2,500, up to 3 months imprisonment or a community penalty could be imposed together with a parenting order.

The school is required to submit the paperwork for a full penalty notice as soon as the child returns to school via the EWO. Penalty Notices will be issued where there absence is recorded as unauthorised leave of absence. A decision will be made on each case on its individual merits; in these cases the history and/or the impact of the current absence will be considered prior to a Penalty Notice being issued.

Headteacher's decision regarding exceptional circumstances

It remains the Headteacher's decision whether or not to agree to these requests. The Headteacher should not authorise leave of absence unless there is a request made in advance and unless the reason for the leave is deemed to be exceptional circumstances.

Where it is suspected that a child is on holiday and the school have not been informed, the following procedure will be implemented

- Telephone first day contact to parent and other authorised designated contacts
- School, Attendance and Welfare Officer, or EWO to make unannounced home visit to confirm absence. Letter requesting parent to contact the school will be posted.
- Written documentation kept of all attempts to contact
- Letter from school stating belief of holiday and a request to provide medical evidence. If no evidence is provided which would authorise the absence then a penalty notice will be issued.
- On return to school if no contact has been made or there is still a belief that a child has been on holiday, following a request from the EWO a parent will be asked to show their passports if it is a belief that the family have been abroad
- Parent will be asked to complete a post- leave of absence form and a penalty notice will be issued.

Children Missing Education (CME)

Leicester is a diverse city with high levels of mobility. This has an impact on children who are attending our school as each year; high numbers of children leave at points other than the usual transfer times and many of these children go to countries outside the UK. It is important to fully consider any known or suspected risk to all children who leave our school and that appropriate action is taken to safeguard them when necessary.

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1st September 2016. The school adheres to Leicester City Council protocol which relates to children on school rolls (of all ages) where removal from roll is being considered other than as part of routine transition at usual transfer point. It will also be followed however if it comes to the school's attention that due to a house move, a child is unlikely to attend the school they are due to transfer to.

The protocol includes details of:

1. Relevant legislation,
2. Schools' responsibilities (listed by scenario),
3. General advice – concerns about the child's whereabouts or destination,
4. LA responsibilities and actions

In addition to the safe transfer of all children in the city, a further priority is to identify as quickly as possible where children can safely be removed from school rolls in order that the place can be allocated to another child.

If a parent informs the school that they are opting to take responsibility for their child's education and withdrawing them from school, the school must have this in writing from the parent and a referral made to the EWS giving them a copy of the letter as the referral.

The protocol also covers the duty all schools have to share information with the LA about children who do not attend school regularly and/or those who have 10 or more consecutive days of unauthorised absence. Also, the expectation Ofsted have with regard to the sharing of details of children on part-time time-tables is covered.

Full details of the protocol can be found in the Appendices.

Monitoring

- The Attendance & Welfare Officer and the EWO will review the attendance of all the School's pupils on a monthly basis and provide a written report.
- Any pupils identified as cause for concern or less than 90% attendance will be monitored every two weeks. Pupils whose attendance falls between 90% - 95% will be monitored monthly.
- A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending. The pupil's

attendance will be closely monitored and if after a two week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the Headteacher to discuss the issue and hopefully resolve any issues preventing the pupil from attending.

- Parent/s who do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the EWO will be made.
- CPOMS & SIMs provide many reports and information that assist the school to monitor attendance monthly. These reports will be accessed when relevant and provide information to assist the school strategically manage attendance issues. The EWO will also have access to this information and will use the reports to support their role.

Official Register

A copy of the electronic register will be printed monthly providing a paper version of the electronically stored information for the previous period. The register will also have an audit trail of changes printed with it to provide a 'history of change' for the registration period printed. The monthly printouts will be bound together to form a years record and stored for a period of 7 years in a secure location.

Strategies used to promote good attendance and punctuality

- Class teacher will ensure that the curriculum is engaging, relevant and delivered in such a way that pupils feel that they have and can succeed.
- Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals through the completion of a pupil profile
- Publish within annual academic reports pupil attendance.
- Positive verbal reinforcement is given to pupils who have been absent from school.
- Display weekly attendance percentages for each class in the reception
- Weekly and half termly awards for pupils and / or classes with good attendance and punctuality
- Certificates and rewards for 100% attendance and 100% attendance & punctuality half termly, termly and annually.
- Termly family raffle prize for attendance above 96% and 100% punctuality.

Chair of Governors

Headteacher

Signed

Signed

Date.....

Date.....

LEICESTER CITY COUNCIL

LA and Maintained Schools Protocol on the Management of Children Missing Education December 2016



Background

Leicester is a diverse city with high levels of mobility. This has an impact on children who are attending our schools as each year; high numbers of children leave at points other than the usual transfer times and many of these children go to countries outside the UK. It is important to fully consider any known or suspected risk to all children who leave our schools and that appropriate action is taken to safeguard them when necessary. It is imperative that schools and the LA work in partnership to ensure children's safeguarding requirements are met.

In July 2015, Ofsted wrote to the Education Secretary to highlight concerns identified in Birmingham and Tower Hamlets where schools did not appear to have sufficient information about children's destinations and they noted the risk children may be subject to including forced marriage, FGM, radicalisation and CSE. They also noted that the legislation underpinning schools' responsibilities was lacking and recommended that action be taken urgently at a government level. This resulted in a consultation process and in The Education (Pupil Registration) (England) (Amendment) Regulations 2016. The changes came into force on 1st September 2016 and are intended to improve information in identifying children missing in education. A copy of the LA briefing on the changes is available on the [Schools' Extranet](#).

This protocol relates to children on school rolls (of all ages) where removal from roll is being considered other than as part of routine transition at usual transfer points; it should also be followed however if it comes to the school's attention that due to a house move, the child is unlikely to attend the school they are due to transfer to.

The protocol includes details of:

5. Relevant legislation,
6. Schools' responsibilities (listed by scenario),
7. General advice – concerns about the child's whereabouts or destination,
8. LA responsibilities and actions

In addition to the safe transfer of all children in the city, a further priority is to identify as quickly as possible where children can safely be removed from school rolls in order that the place can be allocated to another child. This protocol aims to address all these priorities.

NB If a parent informs you that they are opting to take responsibility for their child's education and withdrawing them from school, you must have this in writing from the parent and you must refer them to the EWS giving them a copy of the letter as the referral. In the case of statemented pupils on roll at special schools, please also

discuss with the Special Education Service prior to removal from roll. (It is never appropriate for a school to suggest home education to a parent.)

The protocol also covers the duty all schools have to share information with the LA about children who do not attend school regularly and/or those who have 10 or more consecutive days of unauthorised absence. Also, the expectation Ofsted have with regard to the sharing of details of children on part-time time-tables is covered.

1. Legislation

Removal from school roll of both pre-statutory and statutory school age children is governed by section 8 of the [Education \(Pupil Registration\) \(England\) Regulations 2006](#). The criteria that are relevant to children on school rolls are listed in this document in Annex A; the list incorporates the amendments as per the legislation enacted on 1st September 2016.

From 2007 there has been a statutory duty on all Local Authorities in England and Wales to have systems and procedures in place to monitor Children Missing Education (*DCSF Statutory Guidance for Local Authorities in England to Identify Children Not Receiving Education – February 2007*). Since this point, the local authority has maintained records of the education provision of all children in the city known to Education services. Work has been undertaken by schools, the Education Welfare Service and CME Information Officers with the aim of ensuring that all children who leave our schools safely enter the education system in their new location. This protocol provides details of the working arrangements for all maintained schools.

The duty to share information with the LA on children with irregular attendance is stated in section 12 of the 2006 Regulations. With regards to children on part-time timetables, Ofsted takes the view that there is an obligation for all schools to notify the local authority of any such arrangements for their pupils. This obligation was detailed for the first time in the Ofsted report Pupils Missing Out on Education in November 2013. This includes all schools including both maintained and independent Schools.

2. Schools' responsibilities

Removal from roll

There are a number of different scenarios that can apply which may lead to removal of a child from the school roll; these scenarios are listed below with guidance.

Schools should ensure that parents are aware of the importance of keeping the school fully updated regarding changes to their address, plans to move out of the area etc. prior to any actual move. At the point a forthcoming planned move comes to light, or following an apparent unexpected move, the school should seek to identify all relevant information and record this on the form in Annex B. The form in Annex C is designed to assist schools in decision making regarding removal from roll when a child has moved but is still living locally. Both forms are designed to assist

schools to establish and store as much relevant information as possible. The forms can also be used to refer to the EWS where necessary.

NB Where a child has moved but is still attending, other than ensuring the school records are updated, no action needs to be taken.

a.) New school has child on roll – confirmed with school directly:

- There is no need to complete either form in Annex B or C as the child is on roll at another school – complete destination field in the school’s management information system:
- Enter details in destination field in SIMs or your school’s MIS system using following format:
 - ***[LA Number and Establishment Number],[Start Date as DD/MM/YY],[Name of Person Spoke to]***
- Remove from roll

b.) Child is understood to be moving – new address is in city or nearby in county (ie possibly within travelling distance) and parent states child will no longer attend:

- Use the form in Annex B to capture the relevant information as far as possible with parent/carer
- Ensure they are aware that child must continue to attend until they leave the current address – explore with them how the child could travel and continue to attend
- Ensure they are aware that if they are remaining in the city or nearby in the county (within travelling distance), they should continue to send the child to the school unless they secure a place in another school -
 - Whilst the parent may wish to apply for a place in another school closer to the address, unless there are safeguarding concerns or SEN needs preventing travel, all secondary age children will be expected to travel. Transport may be available if a place is applied for but unavailable at a school within walking distance
 - For primary pupils, parents must continue to ensure their child’s regular attendance as far as possible until a place at a school closer to the address is available and in the meantime, transport may be available if they apply but no school within walking distance has an available place
- Where a school is considering removal from roll in these circumstances, the ***Child No Longer Ordinarily Resident and Stopped Attending form*** (see Annex C) should be completed by the school and submitted securely via AnyComms+ to the EWS. This enables legal advice to be sought if this is deemed necessary and ensures the decision to remove complies with the legislation. (The form should be completed in Word and shared securely with the EWS.)

c.) Child has moved and stopped attending - confirmed child in admissions process in new LA (or known to a service in new LA which has responsibility to ensure child receives an education eg social worker):

- Enter the details of the LA, who spoke to, their role in destination field
- Remove from roll
- NB Follow b.) where the child still lives locally in the county

d.) Child is understood to be moving/has moved – distant county location or elsewhere in UK, or left address but no information on whereabouts - Safe transfer to school or professionals in new LA unconfirmed:

- Complete Form in Annex B
- Discuss the case with the EWS and refer if this is deemed to be appropriate using Annex B form.
- If referral agreed, EWS will undertake casework, seek guidance from EWS management as necessary and provide guidance to school on removal from roll
- Remove from roll in line with advice from EWS (see Annex A (1h))
- Enter in destination field – “referred to EWS” and date referred

e.) Child is understood to be moving out of UK / is reported to have moved out of UK already:

- Complete the form in Annex B as far as possible
- If the child has a Social Worker, as soon as the information about the move comes to light, contact the Social Worker
- If the child has any other professional working with the family in a supportive capacity, contact them if there are concerns about the move
- Refer to EWS (using form in Annex B) for further investigation - only if there are any current or previous concerns
- EWS will undertake casework, seek guidance from EWS management as necessary and provide guidance to school on removal from roll
- Remove from roll in line with advice from EWS or, if no referral has been deemed to be necessary (as there are no current or previous concerns), remove from roll.
- Destination field : emigrated referred/not referred to EWS

Transferring information to the local authority

For schools that use Capita SIMS with electronic transfer (B2B) with the LA this is done automatically when you have updated SIMS. Maintained schools that use

other MIS should ensure that they have updated their system prior to sending the usual weekly extract for the LA and uploading to AnyComms+.

General advice – concerns about the child’s whereabouts or destination

Where i) a child is understood to be moving address or ii.) the move has subsequently come to the school’s attention, where there are concerns due to the school being unable to confirm safe transfer, **in particular where a move abroad is known or suspected**, schools should seek to ascertain as much of the information in Annex B as possible. Where the school is aware of another agency or professional being involved with the family, they should alert them to the concerns as a matter of urgency and both seek information and support from them to confirm the child’s wellbeing. It may be appropriate to seek information from a named emergency contact on the child’s school records.

Key principle is that independent confirmation of the details is always ideally required prior to removing a child from roll when a parent has advised of a move to another area or country outside of the UK. Where the only available information is from the parent, the child should be referred to the EWS and they will provide guidance on removal from roll.

All available information should be triangulated to identify potential concerns.

Where there are concerns about the child’s wellbeing, the concerns should be carefully considered with the aim of either taking action to confirm the child’s safe transfer to another school or LA or, to involving services as appropriate.

Confirmation from an independent source could come from another LA, a school in another area or the parent/carer may have some documentation relating to the new address which can be confirmed independently. Schools abroad will usually be willing and able to confirm a child is on roll with them via e-mail; the address should match the one on their website.

Where concerns exist due to a lack of clarity, a lack of willingness to share information on the parent’s part, or due to the destination (eg a conflict zone), or due to further information that has come to light from the child or their friends, or from a sibling’s school, an assessment should be undertaken with a view to:

- Following safeguarding procedures where significant risk is believed to exist – referral to DAS or contact Social Worker if already involved
- Referring to EWS to make relevant enquiries

When a parent has been transparent and cooperative in their sharing of information, this will usually indicate that the child is not at risk, but there could be individual cases where this is not the case hence all cases should be carefully considered with information available being triangulated to identify concern.

Leavers joining a Witness Protection Scheme or Fleeing Violence/abuse

Occasionally when a child leaves, there are special circumstances which make it necessary to keep their new location highly confidential. Typically this is because they are fleeing violence or some other threat or in a very few cases they are joining a witness protection scheme.

It is important that you confirm with the new school that the child is on roll, but do not record the new address or the new school in SIMS. Please select the Other/Unknown option in the reason for leaving field. For these cases it is also important for you to contact the CME Information Officers (CME@leicester.gov.uk, 0116 454 37 1129 or 1132) so that the centrally held record can be updated in a way which protects the child's new location and prevents a CME investigation from being triggered. Please do not email child's personal details.

Where children have left due to domestic violence, witness protection or some other known threat; if you are unable to locate them at a new school, you should refer them to the EWS. The EWS will then take appropriate steps and ensure that the child is in education and ensure that the centrally held record is updated in a way that protects the child's new location.

Schools in the UK

To find the contact details of schools in England or Wales, you can look them up on [EduBase](#) which is the DfE's index of schools in England and Wales.

If a pupil has relocated to Scotland or Northern Ireland, you should attempt to have contact with the new school to confirm that the child is either in their admissions system or has started there. It is never sufficient to accept the word of a parent/guardian.

Policy & Practice Guide For Schools on Absent Pupils – Safe & Well Checks

This policy applies where children have not been seen as expected in school and there are concerns about their whereabouts. The policy could apply to cases where a move is suspected but not confirmed and cases should be considered on a case by case basis.

New starters

Schools have a duty to share the details of all new starters with the LA.

Common Transfer Files or SIMS queries should be addressed to your MIS (SIMS) support provider.

3. Children with irregular attendance and/or 10 or more days of unauthorised absence

Existing requirements set out in the Regulations require all schools to share information with the local authority regarding pupils who have irregular attendance and those who have 10 or more consecutive days of unauthorised absence. These requirements have been met historically via the Education Welfare Service (EWS) systems of routine work with maintained schools and the monitoring of attendance information received through the electronic transfer of data. Maintained schools that

do not use SIMS and therefore cannot use B2B electronic transfer are required to complete the information on Annex D and send it to the LA via Anycomms+

4. Children on part-time timetables

Ofsted takes the view that there is an obligation for all schools to notify the local authority of any part-time education arrangements for their pupils. This obligation was detailed for the first time in the Ofsted report Pupils Missing Out on Education in November 2013. This includes all schools and relates to children who are not attending a registered school or alternative provision for a part of the school week. Schools should inform the local authority of children who are on part-time timetables through the completion of an "Irregular Attenders" form. See Annex D. This requires schools to identify how the arrangements will be reviewed. The irregular attenders form should be completed and submitted when the part-time timetable arrangement is agreed and half-termly from then on.

5. LA responsibilities and actions

The LA must ensure that where safe transfer to another school or admissions system in the UK has not been established, that all possible relevant actions have been undertaken to ensure the child's safe transfer. Where the child is understood to be moving abroad, or where they have not returned as expected, it will usually be appropriate to refer to the EWS for further investigation. In order to decide the extent of the actions deemed appropriate, the details in the form in Annex B will be fully considered.

The CME Information Officers and the EWOs have access to the information submitted electronically by schools via B2B in the ONE Pupil database. Where safe transfer is not evident in destination field via B2B, if a EWO is not involved, the CME Information Officers will follow up and confirm information with schools as deemed appropriate and they will check the latest available housing information. When EWS intervention is required, the standard actions the EWO will undertake are:

- *Home visits, checks with neighbours
- Check of council databases
- Check with health re GP registration
- Emigration checks where there is a perceived risk
- Follow up all other possible sources of information identified during the investigation

*Schools who do not have an LA EWO are responsible for undertaking home visits, checks with neighbours, with the child's friends etc. prior to referral to the LA.

The CME Information Officers will undertake a monitoring function of the system whereby cases where there has been no EWS involvement will be sampled to identify any issues. This will result, where appropriate, in training being offered and/or the amendment of the protocol.

An Attendance and CME Strategy Group will regularly review performance management information and processes and ensure that this protocol is being followed. They will also ensure that information from sampling is considered, issues addressed and risks are swiftly highlighted.

Nothing in this protocol affects the duty to refer to social care when thresholds are met. The LSCB guidance is available on the [LSCB website](#).

Legislation – Removal from Roll

Children of statutory school age:

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1.) 8(1)(a)	where the pupil is registered at the school in accordance with the requirements of a school attendance order , that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2.) 8(1)(b)	except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school .
3.) 8(1)(c)	where a pupil is registered at more than one school , and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion .
4.) 8(1)(d)	in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5.) 8(1)(e)	except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6.) 8(1)(f)	in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7.) 8(1)(g)	that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age
8.) 8(1)(h)	that he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority has failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9.) 8(1)(i)	that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10.) 8(1)(j)	that the pupil has died.
11.) 8(1)(k)	that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12.) 8(1)(l)	in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13.) 8(1)(m)	that he has been permanently excluded from the school.
14.) 8(1)(n)	where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15.) 8(1)(o)	where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Children not of statutory school age (taken directly from legislation)

8(3a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school

(3b) that he has been continuously absent from the school for a period of not less than twenty school days and — .

(i) at no time was his absence during that period agreed by the proprietor; .

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

(c) that the pupil has died;

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

ANNEX B

SAFE REMOVAL FROM ROLL FORM / REFERRAL TO LA

Completion of this form will assist schools to determine if referral to the EWS is appropriate. (For use with reference to the case scenarios.)

Save form electronically in child's record in SIMS. Use form to refer to EWO. LA may request form.

Leicester City School:	
Child/ren's name(s): 1. 2. 3.	Child's dob & UPN: 1. / 2. / 3. /
Person providing information: 1. Name: 2. Mobile no: 3. E-mail addresses: 4. Relationship to child	1.
	2.
	3.
	4.
Parent/s carers if different to the above:	Enter 1 – 4 as above in this box
New Address:	
Date family moving if still in city:	
Last date child will attend the school:	
If child has stopped attending, last date:	
Is child in the Admissions process in the new LA, if yes, give details of a. LA and b. schools applied for:	Yes/No a. b.
If destination is outside of UK, how will the family be travelling?	
Flight details: a. Airline: b. Date of travel: c. Flight number: d. Destination Airport: e. If there is a connecting flight, record same details as above:	a.
	b.
	c.
	d.
	e.
Place in school for child/ren in new location? Yes / No (State name of school/s with tel no if known):	1. 2. 3.
Any other information including concerns from friends, information from siblings' schools:	
Is social care involved? Y/N – if Y, inform social worker: date informed	

**EDUCATION WELFARE / SCHOOL ADMISSIONS
CHILD NO LONGER ORDINARILY RESIDENT AND STOPPED ATTENDING –
FOR USE WHEN CHILD HAS MOVED BUT IS STILL LIVING IN CITY OR NEARBY IN COUNTY**

For completion in Word – send securely

**Is there a need for the LA to investigate further? Y/N
– if Y, send form to EWO**

If child/ren not referred to the EWO, how do you know the family has left the address? Provide details:

Is the school view that CP thresholds have been met? Yes / No
If Yes, confirm that CP processes have been followed – Yes / No

Date form completed: _____ Dates of subsequent updates:

If form to be sent to LA, use ‘*Removal From Roll – Annex B*’ in Anycomms plus.

Purpose - to determine if removal from roll due to distance is appropriate

ANNEX C

Name of child:		Dob:		School Yr:	
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School:		Date last attended:	
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1. Previous address when attending:	
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Distance from school (shortest walking):	
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2. Date moved to new address:	
--------------------------------------	--

3. New address from which no longer attending:	
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Distance from school (shortest walking):	
--	--

4. Siblings	
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Names	Schools	Attending?	
		Y	N
		Y	N
		Y	N
		Y	N

5. Parent's view:	
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6. Head teacher's view:	
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7. Is child in admissions process for place at another school? Yes / No

DATE FORM SENT TO EWS: _____

Pass form to EWS management:

Decision re removal from roll and rationale:

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Name of EWS manager:		Date:	
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Admissions manager:		Date:	
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DATE FORM RETURNED TO EWO: _____ **DATE FORM RETURNED TO SCHOOL:** _____

If form to be sent to LA, use 'Removal From Roll – Annex C' in Anycomms plus.

ANNEX D**Informing the LA about children with irregular attendance and/or 10 or more days of unauthorised absence and those who are on Part-time timetables.**

Please complete the orange “irregular attenders” spreadsheet which can be found on the extranet: <https://schools.leicester.gov.uk>

The sheet should be completed whenever irregular attendance, or more than 10 days of absence is noted or when a child begins to attend part-time. If there is a child on a part-time timetable the sheet needs to be submitted half-termly updating any change to this arrangement.

The sheet asks for the following information

Student Details	Surname
	Forename
	Middle Names
	UPN
	Date Of Birth
	Gender
	Flat
	Number
	Street
	City
	County
	PostCode
Children who fail to attend regularly	Date last attended
	Absence reason

(only complete for those who are irregular attenders)	Action undertaken to date
	School responsible person (name)
	Contact details for responsible person email/telephone number
Children on part-time timetables	Start Date
	Review date
(only complete for those that are on part-time timetables)	Number of sessions out of school (out of 10)
	Review date
	Number of sessions out of school (out of 10)
	School responsible person (name)

Please use '*Irregular Attenders – Annex D*' in Anycomms plus.