CANBURY SCHOOL

# ATTENDANCE AND CHILDREN MISSING EDUCATION POLICY & PROCEDURES

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| **Last Review Date:** | **June 2026** |
| **Policy Owner:** | **W Rush (Assistant Head Pastoral and DSL)** |
| **Approved by:** | **Dr E Waite (Safeguarding Governor)** |
| **Next Review Date:** | **June 2027** |

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# 1. Aims

We are committed to meeting our obligation in regard to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

# 2. Legislation and guidance

This policy meets the requirements of 'Working together to improve school attendance' documents 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 Children Act 1989
- The Children Act 2004

It also refers to:

- School census guidance
- DfE ' Children missing education - Statutory guidance for local authorities' - Sept 2016
- DfE 'Keeping children safe in education' Sept 2025
- DfE 'Working together to safeguard children' 2026
- DfE 'Mental health issues affecting a student's attendance: guidance for schools'
- DfE 'Working together to improve school attendance' August 2024

- DfE 'The Independent School Standards: Guidance for Independent Schools' April 2026 (para 3.13 - 3.15 and 3.29 - 3.32)
- DfE 'Arranging education for children who cannot attend school because of health needs'
- DfE 'Supporting students at school with medical conditions'
- The School Attendance (Pupil Registration) (England) Regulations 2024

In developing and implementing this policy, the school must also consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

This policy will be available on the School website, sent to all parents of new students as they start, and all parents are reminded of it at the beginning of each school year.

## 3. Roles and responsibilities

### 3.1 The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head to account for the implementation of this policy

### 3.2 The Head (Mrs Rich)

The Head is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- The creation of an engaging learning environment that is conducive to promoting good attendance and punctuality amongst the student body.

### 3.3 The designated senior leader responsible for attendance (Mr Rush)

The designated safeguarding lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

Mr Rush is Canbury School's Senior Attendance Champion, and he is contactable via: wrush@canburyschool.co.uk

**3.4 The Pastoral Lead (Ms Lansdell)**
The Pastoral Lead is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head
- Working with the DSL to tackle persistent absence

Ms Lansdell contactable via: klansdell@canburyschool.co.uk

**3.5 Form Tutors, Heads of Key Stage and Classroom teachers**
Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via Integris to the school office before the end of the morning and afternoon registration period closes.

From time to time our Heads of Key stage may support students and families with attendance issues.

Classroom teachers are responsible for recording lesson attendance each day, using the available codes. They must submit this information via Integris before the end of each lesson.

Classroom Teachers and Subject Leaders are responsible for the promotion of an environment that is conducive to learning, in line with the Curriculum, Teaching and Learning, and, by implication, conducive to good attendance and punctuality.

**Contact details for our form tutors are as follows:**

Year 7 - Mr Mathy - amathy@canburyschool.co.uk

Year 8 - Ms Tank - jtank@canburyschool.co.uk

Year 9 - Mr Bourgi - rbourgi@canburyschool.co.uk

Year 10 - Mr Barnes - jbarnes@canburyschool.co.uk

Year 10 - Ms Boyle - cboyle@canburyschool.co.uk

Year 11 - Mr McGregor - amcgregor@canburyschool.co.uk

6th Form - Mr Hussain - shussain@canburyschool.co.uk

**Contact details for our Heads of Key Stage are as follows:**
Head of KS3 (Yr7, 8 and 9) - Mrs Eynon - leynon@canburyschool.co.uk

Head of KS4 (Yr10 and 11) - Mr McGregor - amcgregor@canburyschool.co.uk

Head of KS5 (Yr12 and 13) - Mr Hussain - shussain@canburyschool.co.uk

**3.6 School reception staff**
School reception staff will:

- Take calls and email from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the relevant member of staff in order to provide them with more detailed support on attendance when required

Our reception team is contactable via reception@canburyschool.co.uk and 020 8549 8622.

**3.7 Parents/Carers**
Parents/carers are expected to:

- Make sure their child attends every timetabled session on time
- Call the school to report their child's absence before 8.10am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside the school day
- Write to the Head in advance for permission if they would like to take their child out of school during term time for exceptional circumstances.

**3.8 Students**
Students are expected to:

- Attend every timetabled session and on time

**3.9 Other Key Contacts**
Safeguarding team at Canbury School
safeguarding@canburyschool.co.uk

**AfC Lead Officer for Children Missing Education** - Sheldon Snashall (Associate Director for student Support)
020 8547 5268
sheldon.snashall@achievingforchildren.org.uk

**The Education Welfare Service at AfC**
The Education Welfare Service at AfC support with general advice and guidance to independent schools however, their involvement with individual students is limited to statutory processes which are: prosecution for persistent absence, CME investigations (where the whereabouts of the child is unknown despite school contacts, and they have been absent for six days or longer) and Elected Home Education.
ews@achieivingforchildren.org.uk

## 4. Recording Attendance

**4.1 AM and PM Attendance register**
We will keep an attendance register, and place all students onto this register.

Electronic registers are taken twice daily.  It is a legal obligation for staff to complete the register.

The register for the first session will be taken at 8.10am and will be kept open until 8.15am.
The register for the second session will be taken at 1.35pm and will be kept open until 1.45pm

Form tutors will mark:
/ \ = Present
N = 'No' mark (means not present)

The reception team will review the AM and PM registers and add further information, such as:

- Whether the absence is authorised or not
- The nature of circumstances where a student is unable to attend due to exceptional circumstances
- L = Late (with amount of time late added)

Students must arrive in school by 8am on each school day.

Should the electronic system not work for any reason, reception will have paper registration forms which can be completed in ink and returned, completed, to the school reception. The reception team will update all records once the system is working again.

**4.2 Recording lesson attendance**
N.B If a child is marked as a C/L/I etc on the morning register, and it pulls through to the class register, there is no option to amend the code.

To fix this, staff must go to:

- Modules, Attendance, Student day attendance.
- Input the name of the student in question.
- This will then give you access to all the codes.
- You can then input the correct code.

**4.2 Unplanned Absence**
The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.10am or as soon as practically possible by calling or emailing the school reception staff (see also section 7).

If we have not received notification from home by 8.10am our reception team will call home to follow up on the situation. See '4.5 Following up unexplained Absence' below for full details on this process.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

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

**4.2.1 Absence for longer than 5 days**
For those students who are absent from school for five consecutive school days after an authorised absence, we will make contact after the five days with home to ask for an update and to discuss a plan for moving forwards. This plan will be monitored regularly (Responsibility - Pastoral Lead).

**4.3 Planned Absence**
Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

If a parent/carer would like to request a leave of absence for the child, this must be sent via email to reception, who will forward it to the Head.

However, we encourage parents/carers to make medical and dental appointments out of school hours when possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

**4.4 Lateness and Punctuality**
A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the AM and PM register has closed will be marked as U = Late after registers closed

Any student who is late must sign in at reception. The reception team will enter them on our electronic register system on Integris, with the appropriate code.

The register is open for 30 minutes after 8.15am, during which time the student is registered as late, and after which, even if they arrive, they are counted as absent during that time for statistical purposes.

Form tutors are best placed to spot early issues with lateness and punctuality. Any concerns should be discussed with Heads of Key Stage, Pastoral Lead, Assistant Head (Pastoral) and/or the DSL - contact details above.

The Assistant Head (Pastoral) and Pastoral Lead will review half termly data on attendance from SatchelOne and decide next steps for student support in liaison with Heads of Key Stage, form tutors and the DSL (if necessary).

**4.5 Following up unexplained Absence**
If any students are absent for morning registration and a letter, email, or phone call has not been received by 8.10am, the reception staff will follow the bullet point steps below.

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Email the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason and follow up with a call. If the school cannot reach any of the student's emergency contacts, the school may contact the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the child's local Children's Safeguarding Team.
- For pupils known to be involved with the Youth Justice System, the school will inform their allocated youth offending team worker of any unexplained absences.

**4.6 Reporting to parents/carers**

The school will regularly inform parents/carers about their child's attendance and absence levels via their school report, which is sent termly.

If a child's attendance falls below 87.5% then contact will be made with families and a support plan decided, unless there is a known reason/need.

*See below "Procedures to be followed when a child's attendance falls below 87.5% and/or has persistent absence or prolonged periods of absence" for further information.*

**4.7 Six-year retention**
Register/attendance data will be retained by the school for six years.

## 5. Authorised and Unauthorised Absence

The Head will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted via email as soon as it is anticipated and, where possible, at least two weeks before the absence. The Head may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Job interview or admission interview
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

**Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**

Notices to improve / fines are not relevant to independent schools.

If a student is over compulsory school age (e.g. in sixth form) leave can be requested or agreed by the student or a parent they normally live with.

## 6. Strategies for promoting attendance

The Head sends a letter termly reminding parents of our attendance policy and within it encourages good attendance.

Due to the profile of our school, we must be very mindful of the way in which we celebrate attendance as numerous students have medical or mental health appointments that will always impact their attendance data and as such will never be able to have 100% attendance.

**6.1 Part-Time Timetables**

In very exceptional circumstances, where it is in a student's best interests, there may be a need for the School to provide a student of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. A part-time timetable will not be used to manage a students' behaviour.

Where a part-time timetable is in place, we will ensure that:

- We have the agreement of the parent the student normally lives with
- We have a clear ambition for the timetable
- We have regular review dates which include the student and their parents to ensure it is only in place for the shortest time necessary
- We have a proposed end date that takes into account the circumstances of the student (this may be extended as part of the regular review process and in some limited cases, a student with a long-term health condition may require a part-time timetable for a prolonged period)
- If a student has a social worker, we will keep them informed and involved in the process
- If the student has an education health and care plan, we will discuss the part-time timetable with the local authority.

Canbury School will record the agreed absence accordingly (normally using code X or C2).

As set out in the DfE's guidance on 'Providing remote education', student who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Canbury School keeps a record of, and monitors student's engagement with remote education.

## 7. Attendance Monitoring

Reports are formally downloaded from our MIS system half termly and reviewed by SLT, the DSL, Pastoral Lead, Heads of Key Stage and Form Tutors.

The expected attendance target set by the DfE is at least 92.9% (national average), but due to the SEND status of all of our students, we as a school benchmark our attendance against the Special School DfE data.

Canbury School maintains consistently high expectations for every pupil's attendance, fostering a whole-school culture that actively promotes the benefits of excellent school attendance. While our baseline expectation aligns with robust national targets, we recognise our unique SEND profile and remain deeply mindful of students facing genuine barriers due to acute mental or physical ill health, or complex special educational needs and disabilities.

We maintain high ambitions for all while deploying bespoke, individualised attendance support plans. These are designed in partnership with families, the SENCO, and outside agencies to remove specific barriers and keep vulnerable cohorts safely visible within education.

If a support plan is already in place, but there has been no improvement in the student's attendance, or it has further reduced, the plan will be reviewed by all key staff and the family involved with the student (such as the SENCO, Mental Health Lead, DSL, parents, carers etc).

*See below "Procedures to be followed when a child's attendance falls below 87.5% and/or has persistent absence or prolonged periods of absence" for further information*

**7.1 Monitoring Attendance**
The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual student level

- Identify whether there are particular groups of children whose absences may be a cause for concern

The school will compare attendance data to the national average (for Special Schools - due to the profile of our students), and share this with the governing board termly.

**7.2 Analysing Attendance**
The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

**7.3 Using data to improve Attendance**
The school will:

- Provide regular attendance reports to form tutors, Heads of Year and SLT, to facilitate discussions with students and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Work with Local Authorities to improve attendance. Additionally, the LA has the right to examine and take extracts of attendance registers from the school.

All entries in these registers will be preserved for 6 years.

**7.3 Reducing persistent and severe absence**

Persistent absence is where a student misses 12.5% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Refer to the child's local safeguarding board.

For unauthorised absence, we will make the parents/carers aware that the absence has been logged as unauthorised in the first instance, and give them an opportunity to explain the absence.

If we still believe that the absence should be logged as unauthorised, the mark will remain as such. Unauthorised absences are tracked in the same way as absences, and the above actions will be carried out to try and improve the child's absence.

*See below "Procedures to be followed when a child's attendance falls below 87.5% and/or has persistent absence or prolonged periods of absence" for further information*

## 8. Children Missing Education (CME)

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life. The Local Authority (LA) has a legal duty to identify when they are CME and help them back into education. This policy highlights what Canbury School will do to help the LA with its duty.

For the purpose of this policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere.

This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

**Why do children miss education?**
The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation, including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures. (KCSiE 2024)

**Children at particular risks of missing education**
As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates students who are most at risk of missing education:

- Students at risk of harm or neglect – where this is suspected, child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per Canbury School's safeguarding procedures.
- Children of gypsy, roma and traveller (GRT) families – if a GRT student leaves Canbury School without naming their next destination school, the school will contact the LA.
- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, the DSL will consult with SPA for advice.
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18).
- Children who cease to attend Canbury – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of migrant families/unaccompanied minors – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

**Roles and responsibilities**

Canbury School will:

- Enter students on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified that the student will attend the school (Responsibility - Admissions Registrar).

- Undertake reasonable enquiries to establish a reason for the absence if a student fails to attend the school on the agreed or notified date, and will notify the LA at the earliest opportunity (Responsibility - Admissions Registrar and DSL).

- Keep an accurate and up-to-date admissions register by encouraging families to inform them of any changes (Responsibility - Admissions Registrar).

- Notify the LA within five days of a student that has joined the school at a non-standard transition point (Responsibility - Admissions Registrar).

- Monitor students' attendance through a daily register AM and PM register and also a lesson register (Responsibility - Form tutors, teachers, Assistant Head Pastoral and Pastoral Lead).

- Inform LAs of students who are regularly absent from school or those with under 87.5% attendance on a termly basis (applicable to those who have EHCPs only), or who have missed 10 school days or more without permission (applicable to all) (Responsibility - DSL) - *see the section below on "Procedures to be followed when a child's attendance falls below 87.5% and/or has persistent absence or prolonged periods of absence" for further information*

- Inform LAs of students who have 15 days total absences linked to illness (applicable to all) (Responsibility - DSL) - *see the section below on "Procedures to be followed when a child's attendance falls below 87.5% and/or has persistent absence or prolonged periods of absence" for further information*

- Notify the LA if any student is to be deleted from the admission register (Responsibility - Admissions Registrar).

- Provide information to the LA regarding standard transitions, if requested to do so by the LA (Responsibility - Admissions Registrar).

**Families**

Student's families are responsible for ensuring that their children of compulsory school age are receiving suitable full-time education.

Student's families are responsible for notifying Canbury School in writing where they will be home-schooling their child, where the child is registered at another school or will be attending another school in future, in order for the child to be removed from the admissions register.

Student's families will notify the school regarding any absences or changes to the student's education arrangements.

**Safeguarding**
For the purpose of this policy, "reasonable enquiries" are defined as limited, investigative powers that the school may take action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care department or the Police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Contact the student's family, extended relatives and neighbours using known contact details. Where possible, the school will hold at least two but ideally three different contact details for each student
- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements, and make enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the student moved originally
- Check with any LA and school to which a student may have moved
- Check with the LA where the student lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- Conduct home visits using an appropriate team i.e. EWO, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

NB. This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate once all the facts of the case have been taken into account.

**Admissions register**
It is important that the school's admission register is accurate and kept up to date. Canbury school will regularly encourage families to inform them of any changes whenever they occur, through using existing communication channels such as emails and newsletters. This will assist both the school and LA when making enquiries to locate children missing education.

Students will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified as the date that the student will attend the school. Once a student has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all the details contained on the admissions register for the new student.

This duty does not apply when a student's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by the school i.e. Year 7 – unless the LA requests that such returns are to be made.

Where a parent notifies a school that a student will live at another address, Canbury School is required to record in the admission register the following:

- the full name of the parent with whom the student will live;
- the new address;
- the date from when it is expected the student will live at this address.

Where families notify the school that the student is registered at another school, or will be attending a different school in future, Canbury School will record the following information on the admissions register:

- The name of the new school
- The date when the student first attended, or is due to attend, that school.

Families are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time. If a parent/carer notifies Canbury School the student will be deleted from our admissions register and the LA informed.

**Removing a student from the admissions register**

Canbury School will notify the LA when a student's name is to be removed from the admission register at a non-standard transition point under any of the 15 grounds set out in the Regulation 8 of the Education (student Registration) (England) Regulations 2006.

This duty does not apply when a student's name is removed from the admission register at standard transition points – when the student has completed the final year of education normally provided by the school – unless the LA requests that such returns are to be made.

The school will notify the LA that a student is to be removed from the admissions register as soon as any of the criteria are met and no later than the time at which the student's name is actually removed.

If a student's name is to be removed from the admissions register, the school will provide the LA with the following information:

- The full name of the student
- The full name and address of any parent/carer with whom the student lives
- At least one telephone number of the parent/carer with whom the student lives
- The full name and address of the parent/carer who the student is going to live with and the date the student is expected to start living there, if applicable
- The name of the student's new school and their expected start date, if applicable

- The ground in regulation 8 under which the student's name is to be removed from the admission register.

## 9. Procedures linked to attendance and CME

**Actions to be followed by staff if a student goes missing from the school.**
It should be noted that as soon as a student is identified as being missing that a decision must be made by the member of staff about the steps to be taken and the entry level for following the guidance below. For example, the entry level for steps to be taken might be different for a student missing a register/roll call than it would be for a student who has not returned from being off site.

Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible. If a student is found to be missing, we will carry out the following actions:

- Check the attendance register and Signing In/Out digital log
- Check the staff bulletin for absence and late students
- Speak to other students to see if they have any information
- Send a blanket email to Teaching Staff and Reception to ascertain a child's whereabouts
- Inform the Lead Pastoral and AH pastoral DSL that the child is unaccounted for
- Use the tannoy to ask for the student to make their way to reception
- Inform the Head
- Try to make contact with the missing student by telephone and consider email
- A decision will be made regarding contacting the family of the missing student. They will have the situation explained to them, what steps have been set in motion, and they may be asked to attend the school
- A decision will then be made regarding contacting the Police.

When a missing student is found, an investigation will be conducted to discover the reasons for the absence and whether any further action, such as counselling, would be appropriate for the student.

A full record of all activities taken up to the stage at which the student was found would be made for the incident report and logged on MyConcern. If appropriate, the above procedures would be adjusted.

**Actions to be followed by staff if a student goes missing on a school trip**

- An immediate head count would be carried out in order to ensure that all the other students were present
- An adult would search the immediate vicinity
- A member of SLT at the school should be notified by phone
- Identify who will be the lead member of staff to coordinate actions from the school site
- The Head will decide whether to advise the Chair of Governors as and when appropriate

- Decide whether the remaining students should be taken back to school as soon as possible or continue with planned trip
- Ask the lead member of staff on site to ring the student's family and explain what has happened, and what steps have been set in motion. It may be appropriate to ask them to come to the school at once
- Contact the Police

A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

**Actions to be followed by staff once a student is found**

- Talk to, take care of and, if necessary, comfort the student
- Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing
- The lead member of staff at school will speak to the family/families to discuss events and give an account of the incident
- A full investigation will be carried out to understand the circumstances
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and students, when the missing student was last seen, what appeared to have happened, the purpose of the outing, the length of time that the student was missing and how they appeared to have gone missing, lessons for the future. This will be logged on MyConcern.

**Procedures to be followed by staff when a child is not collected on time**

If a student is not collected within half an hour of the agreed collection time, we will call the contact numbers held for the child in order of priority. If there is no answer, the reception team or another suitable member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

We undertake to look after any student safely throughout the time that they remain under our care.

**Procedures to be followed by staff when a child is out of class**

If a student leaves a lesson (without staff permission) or does not arrive to class or return to class after the expected time, the following action should be taken:

- An LSA or the teaching member of staff should find out where the student has gone in the school.

- If the teaching member of staff cannot leave the classroom, then they must inform reception (phone call/email) that the student is missing from their lesson. Reception must then either locate the student or find a member of SLT to locate the student.

- The action taken after the above steps depends on the student and their individual support plan. Staff must be aware of these plans and ensure they follow the guidance given.

**Procedures to be followed when a child's attendance falls below 87.5% and/or has persistent absence or prolonged periods of absence**

- If a child's attendance falls below 87.5% then contact will be made with families and a support plan decided, unless there is a known reason/need. This will be regularly monitored by the School.
    - The following stages will be followed by Pastoral lead and Assistant Head (Pastoral)
    - **Stage 1 – Notification of Concern (See appendix 2)**
      Where a pupil's attendance falls below **87.5%**, a formal letter will be issued to parents/carers. This will advise that the pupil's attendance is a cause for concern, outline the need for improvement, and confirm that attendance will be subject to close monitoring.
    - **Stage 2 – Formal Meeting with Assistant Head (Pastoral) and DSL (See appendix 3)**
      Where attendance falls below **80%**, parents/carers will be required to attend a formal meeting with the Assistant Head (Pastoral) and the Designated Safeguarding Lead (DSL). At this meeting, attendance targets will be set and documented. Parents/carers will also be advised that the pupil's EHCP Coordinator (where applicable) will be formally notified.
    - **Stage 3 – Escalation to Headteacher**
      Where attendance fails to improve in line with agreed targets, parents/carers will be required to attend a further meeting with the Headteacher and DSL. Revised targets will be set, and parents/carers will be formally advised that, should these targets not be met, a referral to the Education Welfare Officer (EWO) will be initiated.
    - **Stage 4 – Referral to Education Welfare Officer**
      Where attendance targets continue not to be met, the case will be referred to the Local Authority's Education Welfare Officer (EWO) for statutory intervention.
    - All of these stages will be followed with the Head's discretion.

- Where a student has not returned to school for <u>ten days after an authorised absence</u> (and we do not have reasonable grounds to believe that the student is unable to attend because of sickness or any unavoidable cause) we will remove the student from the admission register if we and the LA have failed to establish the whereabouts of the child after making reasonable enquiries (Responsibility - Admissions Registrar).

- Where a student is absent from the school <u>without authorisation for 20 consecutive school days</u> (and we do not have reasonable grounds to believe that the student is unable to attend because of sickness or any unavoidable cause) we will remove the student from the admission register if we and the LA have failed to establish the whereabouts of the child after making reasonable enquiries (Responsibility - Admissions Registrar).

- The School will inform LAs, caseworkers and SEND commissioning teams, of students who have EHCPs and are regularly absent from school or those with under 87.5% attendance on a termly basis, or who have missed 10 school days or more in the school year without permission (Responsibility - DSL).

- If your child is not currently receiving support from outside services AND they have more than 15 consecutive school days absent, we will inform the LA/children's services and work with them and the family to provide educational provision while the child is off, if appropriate (Responsibility - DSL and Pastoral Lead).

- If your child has more than 15 consecutive school days absent AND is currently receiving support from outside services such as CAMHS or social services, we will aim to contact them and yourselves to discuss a plan to support the child back into school (Responsibility - Pastoral Lead and/or Mental Health Lead).

- If parents/carers feel the child has a complex medical condition or long term/ongoing mental health concern, we will require a medical note from a GP or recognised health professional which details a time frame that we would expect the child to be off school. We would additionally work with the parents/carers to create and implement a plan to support the child back into school when they are ready. This plan would be monitored regularly (Responsibility - DSL, Pastoral Lead and Mental Health Lead).

## 10. Monitoring arrangements

This policy will be reviewed when/if guidance from the local authority or DfE is updated, and as a minimum yearly by the Head, Assistant Head Pastoral/DSL and Pastoral Lead.

At every review, the policy will be approved by the full governing board.

## 11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supervision of Students

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|---|---|---|
| / | Present (am) | student is present at morning registration |

| | | |
|---|---|---|
| \ | Present (pm) | student is present at afternoon registration |
| **The following are NOT classified as absences** | | |
| **K** | Attending education provision arranged by the local authority | student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| **V** | Attending an educational visit or trip | student is on an educational visit/trip organised or approved by the school |
| **P** | Participating in a sporting activity | student is participating in a supervised sporting activity approved by the school |
| **W** | Attending work experience | student is on an approved work experience placement |
| **B** | Attending any other approved educational activity | student is attending a place for an approved educational activity that is not a sporting activity or work experience |
| **L** | Late | Late arrival before the register is closed (during the 30 mins 'grace' period) |
| **The following are classified as authorised absence** | | |
| **C1** | Participating in a regulated performance or undertaking regulated employment abroad | student is undertaking employment (paid or unpaid) during school hours, approved by the school |
| **M** | Medical/dental appointment | student is at a medical or dental appointment |
| **J1** | Interview | student has an interview with a prospective employer/educational establishment |
| **S** | Study leave | student has been granted leave of absence to study for a public examination |

| | | |
|---|---|---|
| **C2** | Part-time timetable | student is not in school due to having a part-time timetable |
| **C** | Exceptional circumstances | Student has been granted a leave of absence due to exceptional circumstances (rational MUST be recorded as a comment on the MIS) |
| **T** | Parent travelling for occupational purposes | student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |
| **R** | Religious observance | student is taking part in a day of religious observance |
| **I** | Illness (not medical or dental appointment) | student is unable to attend due to illness (either related to physical or mental health) |
| **E** | Suspended or excluded | student has been suspended or excluded from school and no alternative provision has been made |
| **The following are classified as '<u>not a possible attendance</u>':** | | |
| **D** | Dual registered | student is attending a session at another setting where they are also registered |
| **Q** | Lack of access arrangements | student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| **X** | Not required to be in school | student of non-compulsory school age is not required to attend |
| **Y1** | Transport not available | student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |

| | | |
|---|---|---|
| **Y2** | Widespread disruption to travel | student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| **Y3** | Part of school premises closed | student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| **Y4** | Whole school site unexpectedly closed | Every student absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| **Y5** | Criminal justice detention | student is unable to attend as they are:<br>• In police detention<br>• Remanded to youth detention, awaiting trial or sentencing, or<br>• Detained under a sentence of detention |
| **Y6** | Public health guidance or law | student's travel to or attendance at the school would be prohibited under public health guidance or law |
| **Y7** | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| **Absent – The following are classified as <u>unauthorised absence</u>** | | |
| **G** | Holiday not granted by the school | student is absent for the purpose of a holiday, not approved by the school |
| **N** | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| **O** | Absent in other or unknown circumstances | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| **U** | Arrived in school after registration closed | student has arrived late, after the register has closed but before the end of session |

| Administrative codes - The following codes are not collected for statistical purposes | | |
|---|---|---|
| **Z** | Prospective student not on admission register | student has not joined school yet but has been registered |
| **#** | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

**Appendix 2: Stage 1 concern letter**

**Attendance letter template Stage 1**

**Appendix 3: Stage 2 attendance meeting letter**

**Attendance letter template Stage 2**