



WHITEHALL PRIMARY SCHOOL

Attendance and Punctuality Policy

2025 - 2026

Introduction:

Whitehall 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. As a school, we believe that improving attendance is everyone's business. All teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need. 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. As a school we will work closely with the Education Welfare Service to support regular school attendance. This school attendance policy is written to reflect the law and also the guidance produced by the Department for Education.

It is very important that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

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

Why Regular Attendance is so important:

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any child's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility; failing to ensure your child's regular attendance and permitting their absence from school without a good reason is an offence in law and may result in a Fixed Penalty Notice (for each parent/carers) and/or prosecution.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility; parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you information on attendance in our monthly newsletter;
- Provide you with reports at parent evenings on how your child is performing in school, what their attendance and punctuality is, and how this relates to their attainment;
- Celebrate good attendance by displaying attendance % in classrooms and in our reception area
- Reward good attendance (reaching attendance targets) through school assemblies and end of term certificates/annual certificates and rewards
- Invite you to a meeting with the Attendance & Welfare Officer and/or Education Welfare Officer to encourage regular school attendance

Understanding types of absence:

By law, every half-day absence from school has to be classified by the school (not by the parents), as either **authorised or unauthorised**. This is why information about the reason for any absence is always required, preferably in writing/by calling into the school office/contacting the school by phone, new application called 'Reach more parents' (Weduc) or email.

Authorised absences are mornings and/or afternoons away from school for a genuine reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

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

This includes the following:

- trips and holidays in term time which have not been agreed.
- parents keeping children off school unnecessarily (i.e. condoned absence)
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- absences linked to shopping, looking after other children or birthdays
- keeping your child off school due to adverse weather conditions

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance should be addressed by the school. An initial contact with the family will be made by the Attendance & Welfare Officer and a meeting with the Phase Leader / Class Teacher may be arranged. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Parents should attempt to make any routine medical appointments e.g. opticians / dentists after school or in the holidays as this can disrupt the child's education as well as the class lesson.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more of their sessions over the school year for whatever reason. Absence at this level causes considerable damage to any child's educational prospects and we need parents'/carers' full support and cooperation to tackle this. **If a child has less than 100% and there is any unauthorised absence, the position is that the child could have attended more regularly, and this will be a concern.**

We monitor all pupil absence closely and where the school has concerns about your child's attendance, we will be in touch with you about this.

PA pupils are identified and monitored carefully by our Attendance & Welfare Officer. Letters are sent out to parents/carers if their child's attendance falls below the school target of **95%**. Parents/carers of children who fall into the PA category for the previous academic year are invited to meet with the Attendance & Welfare Officer and/or Headteacher.

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence in person, through the application 'Reach more parents' or by phone between 8am to 9am or email at office@whitehall.leicester.sch.uk

You may also be required to:

- Provide medical evidence to the school relating to your child's absence
- Contact the school to speak with the Attendance and Welfare Officer (Tuesdays, Wednesdays & Thursdays)

NB. Notes/letters that you send to us will be stored on your child's file.

If your child is absent we will:

- Telephone you on the first day of absence (and on subsequent days) if we have not heard from you;
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite you in to discuss the situation with our Attendance & Welfare Officer and/or Headteacher; if absences persist;
- Refer the matter to the Education Welfare Officer if attendance is a concern.
- In some circumstances, if your child is absent from school and has not been seen, we will arrange for a visit to your home to be undertaken to establish that your child is safe by the Attendance & Welfare Officer. Visits may be announced or unannounced.

Telephone numbers:

There are times when we need to contact parents about a variety of matters, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number; if we don't have your contact number, something important may be missed. There will be regular checks on telephone numbers throughout the year. In addition to holding a contact number for parents, we ask for two additional numbers in case of an emergency. Please provide these to the school office.

The Education Welfare Officer:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the child to the EWO from the Local Authority. He/she will also try to resolve the situation by agreement with parents. However, if attempts to improve the child's attendance have failed and

unauthorised absences persist, Officers can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates' Court.

Full details of the options to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices may be issued by the Local Authority immediately following a period of holiday-related leave that has not been authorised by the school, alternatively, court action may be taken).

Parents/carers or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority on 0116 454 5510. They can also be reached by e-mailing education.welfare@leicester.gov.uk.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and they do not spend time with their class teacher getting vital information and news for the day. Children arriving late disrupt lessons, it can be embarrassing for the child and this in itself can also encourage absence.

The school day starts at **8.45am** (doors open at 8.35am) and we expect your child to be in class at that time.

Registers are marked by 8.45am and your child will receive a late mark if they are not in by that time.

The registers will be closed at 9.00am. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or be prosecuted if the problem persists.

If your child is regularly late, you will be asked to meet with the Attendance & Welfare Officer to resolve the problem. You can approach the school at any time if you are having problems getting your child to school on time.

Term Time Leave:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help their child by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. There is **no automatic entitlement** in law to time off in school time to go on holiday or other trips.

All applications for leave must be made in advance. Parents are required to comply with the school's procedure for requesting leave of absence for their child. In accordance with the law, agreement will only be given where the Head teacher considers the reason for the request to be exceptional in nature.

Full details of our policy and procedures are available from the Attendance and Welfare Officer. It is important that all parents are aware that requests for leave should be made prior to making any bookings by contacting our Attendance and Welfare Officer, and complete a term-time leave form. Evidence of flight booking

must also be submitted with the form. The decision made by the Headteacher will be confirmed in writing and without this written confirmation, it cannot be taken that there is agreement to authorise the absence. Any period of leave taken without the written agreement of the school, or in excess of that agreed, will be classed as unauthorised.

For unauthorised absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the three rolling period and it is likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority. If your child is absent for a continuous period of 20 days or more, court action will be taken.

Should a Penalty Notice be issued, failure to pay by the 28th day will usually mean that the Local Authority proceeds to the Magistrates' Court in relation to the failure to ensure regular attendance.

Please see the copy of the Penalty Notice Fines for School Absence Poster which can be found at the back of this Policy.

School Targets and Procedures:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The Attendance target for the school for 2025/26 is **95%**.

Throughout the school year, we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our school newsletter and we ask for your full support.

Office Staff will:

- Produce updates from weekly, monthly, half-termly, termly & annual attendance reports.
- Check that the Teachers have marked the registers via SIMS.
- Log the reason for any absences on SIMS.
- Log all attendance and punctuality concerns onto CPOMs.
- Maintain register for pupils signing in/out during the day.
- Daily phone contact with parents for attendance and punctuality concerns.
- Produce weekly attendance award certificates.
- Report concerns/patterns of attendance to the Headteacher, Attendance & Welfare Officer, Phase Leaders, Class teachers and the EWO.

- Pass details of pupils leaving the school to the Headteacher, Attendance & Welfare Officer, Team Leaders, EWO and the School Admission Team at Leicester City Council

Governors will:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Monitor attendance and/or policies.
- Request regular attendance progress reports for Governors' Meetings, discuss and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure staff receive adequate training on attendance.
- Name a Link Governor whose details will be provided on the school website.

The Attendance & Welfare Officer will:

- Produce an attendance report from SIMS and highlight any pupils that are Pupil Premium/SEND/LAC – Looked After Children/CP – Child Protection Plan/CIN – Child in Need /EH – Early Help or any other pupils/family are on the Schools Child Protection Register every three weeks.
- Log attendance and punctuality updates onto CPOMs.
- Log the reason of absence onto SIMS including term time leave.
- Contact parents of pupils who are Persistent Absentees – PA.
- Send letters to parents of pupils whose attendance falls below 95%.
- Regularly contact parents of children with attendance or punctuality by phone or email to discuss concerns.
- Advise parents of children with punctuality or attendance concerns that further action may be taken by the school together with the Education Welfare Service.
- Provide attendance and punctuality information to Headteacher/Deputy Headteacher/Phase Leaders/Class Teachers. Attendance percentages provided will support staff to discuss concerns with parents/carers at parents' evenings.
- Undertake home visits, as and when required, for example, to encourage attendance of pupils who suffer with school anxiety.
- Liaise with the EWO and Designated Teacher for Looked After and Previously Looked after children to monitor and improve the attendance of children with a social worker through their Virtual School Head.
- Inform a pupil's social worker if there are unexplained absences from school or if their name is to be deleted from the school register.
- Make contact with the Head of the Virtual School/Social Care, including Early Help, or other external agencies where necessary.
- Discuss attendance concerns/ arrangements for SEND pupils with School SENCO and Headteacher.
- Contact parents by phone/email when a request is received for term time leave, to provide legislation information and a leave form if required.
- Administer all term time leave forms and any other evidence submitted with the form.

- Liaise with the EWO about penalty notices to parents, and administer when required.
- Administer Penalty Notices using the new Electronic system/EWS6PN via SIMS.

The Education Welfare Service will:

- Circulate clear guidance on how schools, the School Attendance Support Team and other partners should work together to provide intensive voluntary and/or formal support for individual pupils and families.
- Where a referral is accepted, arrange a meeting with parents in school along with the Attendance & Welfare Officer, undertake home visits, phone contact with parents/carers, 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/carers of children who are or who become persistent absentees (where attendance is 80% 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/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.
- Monitor and improve the attendance of children with a social worker through their Virtual School Head.
- Liaise with Headteacher/ Attendance & Welfare Officer regarding parental requests for term-time leave / penalty notices / court action for applications of 20 or more days of term- time leave requests.

Absences due to medical grounds:

The school believes that all children and young people should be supported, through such illness, and that any risk of a negative impact on their education should be minimised through high quality alternative education provision.

All pupils, regardless of their physical and mental state of health, are entitled to access a broad and balanced curriculum. Our aim is to ensure continuity in the child's or young person's education by establishing close and effective liaison with the home, the school and all other parties involved in the pupil's education and care.

Therefore, in the case of long-term absence due to medical grounds, policy for supporting the education of children with medical needs – the local authority duty under S19.

The local authority policy for supporting the education of children with medical needs who are unable to attend school can be found at leicester.gov.uk/educationmedicalpolicy.

Where necessary (absence is 15 days or more), referral or notification to the local authority will be made by the Attendance & Welfare Officer / SENCO through completion of Appendix B Notification / referral template (in the appendices 11) and submitting it via Anycomms.

Requests for leave of absence

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

It is important that all parents are aware that requests for leave should be made **prior to making any bookings**. If a parent wishes to request a day or a period of leave they are required to contact our Attendance and Welfare Officer, come to complete the appropriate term-time leave form which is available from the school office or available on-line through the 'Reach More Parents' (WEDUC) application. It is important that all the necessary paperwork is also included to enable the application to be processed e.g. flight itinerary which includes the passenger names, departure and return flight details.

In accordance to the school's 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 e.g. a child is 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 reported immediately to the Senior Designated Person.

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

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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 their 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's Attendance & Welfare Officer to make unannounced home visit to confirm absence. Letter requesting parent to contact the school will be posted. Liaise with other schools to check if siblings are absent/reason provided for absence.
- 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, additional checks will be made.
- Parent may be asked to complete a post- leave of absence form and a penalty notice will be issued.

Children who are absent from education for prolonged periods and/or repeated occasions

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 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 or email 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.
- In the case of parent/s who do not attend the meeting, or following the meeting there is no improvement to the attendance of the pupil, 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 on the network as we no longer have paper copies. 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 yearly record and stored for a period of 7 years in a secure location.

Strategies used to promote good attendance and punctuality

- Teachers 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 improve their attendance and or punctuality.
- Positive verbal reinforcement is given to pupils who have been absent from school.
- Weekly/monthly/half termly recognition for pupils and / or classes with good attendance and punctuality announced during whole school assembly. Bronze, Silver and Gold Attendance certificates awarded.
- Pupil attendance/punctuality published within annual academic reports

Parenting Contracts

A parenting contract is a formal written agreement between a parent and either the school (with the exception of independent schools and non-maintained special schools) or local authority to address irregular attendance at school or alternative provision. A contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. A parenting contract is not a punitive tool it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.

Parenting contracts may not be appropriate in all cases, and there is no obligation for the school or local authority to offer a contract, but it should always be explored before moving forward to an education supervision order or prosecution.

Where it is decided that the use of a parental contract is appropriate, it is important that it is drawn up in partnership between the school, Local Authority and the family, including the child if they are old enough to understand.

The meeting should include:

- An explanation of the purpose of a parenting contract and why using one would be beneficial in the family's circumstances.
- Parent's views on the pupil's attendance at school, any underlying issues and how they believe these should be addressed.
- What type of support they think would be helpful to secure the pupil's regular attendance.

Where a parent fails to attend the meeting without good reason or notification, further attempts will be made to contact them and arrange another meeting. Once the requirements and support elements of the contract have been agreed, the school and/or local authority and the parent should write up the contract together and sign it.

Where a parent does not comply with the requirements set out in the contract, the lead practitioner will contact the parent and seek an explanation and decide whether it is reasonable, and the contract remains useful. If the explanation shows that the contract is proving difficult to comply with through no fault of the parent, then a meeting will be arranged with the parent to review and amend it. Where no explanation is given, or the lead practitioner is not satisfied with the explanation, the parent will be served with a warning to explain that the contract is not working and may be terminated, and another course of action pursued, (for example, a different legal intervention such as an Education Supervision Order - ESO), if the parent does not engage.

There is no criminal sanction for a parent's failure to comply with, or refusal to sign, a parenting contract. If, however, the pupil's irregular attendance continues or escalates to the point where prosecution is deemed appropriate, any failure or refusal to comply with the contract may be presented as evidence in the case. The school will keep records of non-compliance with the contract, so that it can be presented in court if necessary.

The registration system

The school will use a computerised system for keeping school attendance records (SIMS). The following national codes will be used to record attendance information.

School Attendance Codes

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	Religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y	Enforced closure
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	Planned whole school closure (e.g. holidays, insets and polling station days)

If you would like a copy of your child's attendance record at any point, please ask at the school office.

Home Education

Individuals with parental responsibility (including parents, guardians and carers – referred to as parents hereafter) have a legal right to choose to educate their children other than by attending school. However, we strongly advise against this.

The Education Act 1996 states that: The parent of every child of compulsory school age shall cause him (her) to receive efficient full-time education suitable to his (her) age, ability and aptitude, and to any special educational needs he (she) may have, either by regular attendance at school or otherwise. This places the responsibility for a child's education firmly with the parents. The interpretation of efficient and suitable are derived by Case Law and set out in Government Guidance 1: - Efficient

education: Education that primarily equips a child for life within the community of which the child is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child's options in later years to adopt some other form of life if the child wishes to do so.

The Education Act 1996 (as amended) imposes a duty on Leicester City Council (LCC) to promote high standards in Primary and Secondary education for persons of compulsory school age (whether at school or otherwise). In addition, LAs have a statutory duty under the Act (as amended), to make arrangements to establish the identities, so far as it is possible to do so, of children in the authority who are not receiving a suitable education. To fulfil these statutory duties Leicester City Council follows an established process to confirm the suitability of Elective Home Education. Full details can be found in Leicester City Council's elective home education policy.

Once a child reaches compulsory school age (the term, after the child turns 5 years of age) and in the event that they come to the attention of Leicester City Council, the Local Authority must satisfy itself that the child is receiving full time education suitable to their age, aptitude and any special educational needs the child may have. Where a child has an Education Health and Care Plan, local authorities will need to review the plan, working closely with parents and carers.

Financial responsibility for children educated at home also rests with the parents. This includes all books, paper resources and the payment of examination fees if a child wishes to take accredited examinations (e.g. GCSEs).

Parents who choose to educate their children at home should contact the Education Welfare Officer for additional advice and are also strongly advised to acquaint themselves with the law and guidance related to Elective Home Education.

Pupils on a part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. Whitehall Primary School does not use part-time timetables to manage a pupil's behaviour.

Part time timetables are agreed in advance with parents and will have an agreed end date and a formal system for reviewing it with the school, parents and child.

Where absences have been agreed within the part-time timetable, these will be marked as authorised. Absences outside of the agreement will be treated as per our absence policy.

Children from Traveller Communities

Traveller children of compulsory school age are expected by law* to attend at least 200 sessions out of the possible 380 sessions per school academic year. The use of the Traveller code (T) for more than 180 sessions could indicate that the pupil has failed to meet this requirement. Please note that absence for travelling purposes

should only be coded “T” when the parent is engaged in trade or business of such a nature as to require them to travel from place to place. If this is not the case, the child is required to be in school as usual.

*The Education (Pupil Registration) (England) Regulations 2006

It is important that there is consistency between schools in relation to the approach to the absence of Traveller children and this school therefore adopts this policy.

The attendance of children from travelling families is treated with equity and fairness taking into account the cultural needs of our Traveller community; the culture of travelling families can require travel for genuine work purposes and is recognised nationally.

However, it has also been recognised that Traveller children’s attendance tends to be very low and can result in significant problems with achievement, attainment and whole school attendance performance management.

Of particular importance is:

- a) The coding of the absence of Traveller pupils in schools
- b) Movement among Traveller families; children may leave and return at the parents’ will and at very short notice, with no indication of the whereabouts of a child and/or his/her welfare
- c) This in turn makes it difficult for the school to exercise the duty of care to children and to provide a good education to each and every one of our pupils. It is important that the school is able to monitor, assess and review children’s development and to ensure that children are progressing.

Whilst respecting the need for Traveller families to conduct their day to day businesses, it is important for everyone to work together to maximise the opportunity for all children to achieve and attain through improving attendance and punctuality in school. Traveller families are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Traveller families will be requested to complete a Traveller Request Form before a child’s period of absence from school commences where travel is for business purposes and/or the child will be accessing education in another location. See Appendix 1 for a copy of the form. Requests for absence of any other nature should be made using the schools leave of absence request process. Information is available from the school office.

Please note the following:

Absence linked to travel for the reasons listed below will not constitute travel for work purposes. The school must conform with regulations to provide equality for all pupils and set the foundations for a fair Attendance Policy for the whole school population:

1. Bereavement

2. Weddings
3. Visiting Relatives
4. Absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body
5. Pre-wedding preparations and weddings
6. Birthdays

Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised.

Traveller Pupil Tracking Form - Guidance

The purpose of the form is to record the proposed leave of pupils from the travelling communities, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying on a Local Authority site in another area of the country, the details can be recorded and confirmed.

If the student is dual registered with a school outside of the local authority, this information should be confirmed and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage traveller families to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Traveller Pupil Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, we anticipate a continued improvement in attendance at school by working jointly with parent(s)/carer(s), specialist support from the Traveller Education Service and the Education Welfare Service to achieve better educational outcomes for our Traveller Children and Young People.

TRAVELLER PUPIL TRACKING FORM

In the interest of pupil welfare, the school and parent/s will complete the following information together **before pupil(s) travel**:

Child's Name:	Child's dob:
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Base 1: Leicester address with post code:

Parent(s)/Guardian(s)/ Carer(s) Name(s):

Base 2: Address with post code (other residence):

Reason for travel:

Landline telephone number:

Mobile telephone number:

Email address:

TRAVEL DATES

Travel Date	HT1	HT2	HT3	HT4	HT5	HT6
Expected Return date	HT1	HT2	HT3	HT4	HT5	HT6

School details where child is dual registered:

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Education Packs provided Y / N

Please note:

Traveller children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-traveller) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing From Education.

Leicester City Graduated Attendance Response

The school will follow Leicester City's model of best practice and graduated response to irregular school attendance. The process is based on the DfE guidance [Working together to improve school attendance \(GOV.UK\)](#).

EXPECT

Aspire to a high standard of attendance for all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising school attendance improvement across the school.

- Display a clear attendance policy on the school website which all staff, young people and parents understand
- Develop and maintain a whole school culture that promotes the benefits of good attendance
- Have a dedicated senior leader with overall responsibility for championing and improving attendance
- Accurately complete admissions and attendance registers
- Provide regular attendance training for staff
- Have robust daily processes to follow up absence
- Where daily contact cannot be made, consider safe and well checks / follow safeguarding procedures
- Communicate to parents their responsibility for school attendance including their legal duty
- Communicate risks of poor attendance with staff, parents and pupils
- Consider city council BERA approach
- Where absence is for more than 15 days due to ill health, consider Medical Needs Policy
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance
- General actions specific to each school - may include; • Use of attendance data
 - Attendance trophies
 - Guidance for teachers/tutors on conversations on attendance
 - Positive messages in assemblies, parents' evenings, in newsletters, on posters, on website, texts
 - First day calling / encouragement
 - Walking bus, breakfast clubs, extracurricular offer

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (individual and cohort level) as soon as possible so all parties can work together to resolve them before behaviours become entrenched.

- Proactively use data to identify pupils/groups at risk of poor attendance
- Communicate concerning patterns/individual cases to SLT lead for attendance
- Follow attendance procedure to understand attendance issues (e.g., class teacher/form tutor communication with young people and parents)
- Continue to monitor attendance and feedback to SLT on a regular basis
- Engage with termly attendance meeting with LA
- Consider working with sibling(s) schools to monitor whole family attendance
- For young people with other agency involvement, for example those with a social worker, inform agency of attendance concerns, and participate in multi-agency / professionals' meetings
- Monitor and report instances of term time holidays to LA

LISTEN, UNDERSTAND AND FACILITATE SUPPORT

Voluntary phase - Assess, Plan, Review, Do

When a pattern is spotted, discuss with pupils and parents, listen, and understand barriers to attendance and agree how partners can work together to resolve them.

Remove barriers in school and help pupils and parents access the support they need to overcome the barriers outside school. This might include an early help or whole family plan where absence is a symptom of wider issues.

- Key staff to engage with and form trust-based relationships with young people who are at risk of absenteeism, to listen, understand barriers and support change
- Key staff to work with parents, to listen, understand barriers and support change
- Attendance letters (series)
- Targeted group / pupil intervention
- PSP targets
- Homework club
- Home visits
- Parents' Evening
- Where multiple issues exist/further investigation is needed, use an assessment tool with pupil and their parents to understand and address the reasons for absence
- Where out of school barriers are identified, signpost and support access to any required services in the first instance
- Consider how to utilise support services, such as school pastoral team, mentors, school counsellor, Mental Health in Schools Team (MHST), SEMH team, Relate, school nurse, health and wellbeing officers and Early Help and advice, targeted youth support.
- Consider support information available on Leicester Family Hubs / DfE websites
- Act as lead practitioner where all partners agree the school is best placed to lead
- Where young people have other agency involvement, for example pupils with an EHCP, family support worker or social worker, ensure a joined-up approach.
- Consider moving to formal support phase

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, Partners should work together to explain consequences clearly and ensure support is in Place to enable families to respond. Depending on the circumstances, this may include Formalising support through a parenting contract (panel) or education supervision order.

- Screening of checklist and supporting document - EWS to consider if minimum expectations have been met or if school should undertake alternative actions, or EWS involvement is not appropriate
- Schools / LA to consider using, and implementing a parenting **contract** – panel meeting to be arranged and attended by school, EWO, with parent/s and child (dependent on age and maturity)
- School to monitor compliance with a contract if one is in place following panel meeting
- If the unauthorised absence continues post panel, school to consider request to EWS for enforcement
- If school request further EWS action, based on all information, EWS make decision Whether to move to the next stage – if agreed, LA issue Final Warning, or Interview under caution paperwork and EWS monitor attendance with school

ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory or prosecution to protect the pupils right to education.

- If unauthorised absence continues, LA to consider penalty notice for ongoing absence (20 sessions minimum in 12 week period) or
- LA to consider an Education Supervision Order and/or court action under S444
- Term time holidays – separate process to the above:**
- School to submit penalty notice form to the LA for unauthorised term time holiday (G code)

- Cases proceed directly to court in line with Enforcement Policy

List of possible factors to consider during assessment

- Health – both physical and mental, also conditions that impact on daily life
- Social – bullying or friendship issues, social media, cyber bullying, feeling of exclusion due to identity related factors
- Academic issues – work, teachers, PE
- Transition issues – new school, new to the city, new to UK
- Home or family factors, parenting, routines, bereavement, parent in prison
- Peer group, vulnerability to risks in community, alcohol, drugs, CSE, radicalisation

Attendance support plan template

An attendance support plan template is available for use in casework undertaken to resolve attendance concerns. Use of this form is not a requirement although any assessment template used will need to provide a framework for a thorough assessment (template found in LCC **'Guide for maintained schools on the management of pupil attendance' document - August 2023 revision**)

Appendix 1

Leicester City Council



Local authority and maintained schools protocol on the

management of children missing education - September 2023

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 important that schools and the local authority work in partnership to ensure children's safeguarding requirements are met.

Children may be subject to various risks including forced marriage, FGM, radicalisation and CSE; it is imperative that consideration is given to any possible safeguarding issues when children stop attending school and leave our area. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1 September 2016 with the aim of improving information sharing regarding children missing in education.

This removal from roll elements of this protocol relate to children on school rolls up to the **school leaving age (i.e., up to the end of the school year during which the child turns 16)**. The regulations are slightly different for children on school rolls who are **under school age** – see the end of Annex A. There is specific reference to children with EHCPs at the end of this section, and on page 6.

It should be followed 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:

1. Relevant Regulations
2. Schools' responsibilities – Removal from roll (listed by scenario)
3. General advice – concerns about the child's whereabouts or destination
4. Children with irregular attendance and/or 10 or more days of unauthorised absence
5. Children on part-time timetables
6. LA responsibilities and actions
7. Annex A – Regulations – Removal from roll
8. Annex B – Safe removal from roll form / Referral to LA
9. Annex C – Child no longer ordinarily resident - removal from roll decision form
10. Annex D - Informing the LA about children with irregular attendance and/or 10 or more days of unauthorised absence.

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 both these priorities.

The protocol also covers the duty all schools have to share information with the local authority 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 regarding the sharing of details of children on part-time timetables is covered in section 5.

The number of cases where parents elect to home educate a child has increased significantly in recent years. If a parent informs you that they are opting to take responsibility for their child's education (i.e., **home educating** them) and withdrawing them from school, you must have this in writing from the parent and you must refer them to the Education Welfare Service (EWS) (providing a copy of the letter as the referral). Wherever possible, it is good practice to seek to have a three-way conversation with the parent and the local authority Education Welfare Officer (EWO) prior to the child being removed from roll.

In the case of pupils with **EHCPs on roll at special schools**, where parents advise that they wish to **home educate**, please also discuss with the Special Education Service and your link EWO; prior to removal from roll, the local authority has a process that is followed to consider how the parent intends to meet the child's needs and the local authority must be satisfied that the arrangements will be suitable before agreement to remove from roll can be confirmed.

It is never appropriate for a school to suggest home education to a parent; this practice is considered to be off-rolling. Further information on elective home education is available on the council's website; [Home education \(leicester.gov.uk\)](http://leicester.gov.uk)

1. Relevant Regulations

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 regulations enacted on 1st September 2016.

There is a statutory duty on all Local Authorities in England and Wales to have systems and procedures in place to monitor Children missing education; [Children missing education statutory guidance for local authorities – September 2016](#).

The local authority maintains records of the education provision of all children in the city known to education services. Work is undertaken by schools, the Education Welfare Service and Children Missing Education (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 local authority 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 includes all schools including both maintained and independent Schools. (See section 5.)

2. Schools' responsibilities - Removal from roll

There are 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. (It is not necessary to share the forms with the local authority unless local authority involvement is appropriate in which case the form serves as the referral; schools are advised to store these forms in the relevant child's records whether or not referred to the local authority.)

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

There are different scenarios and these are covered individually below.

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

a.) Child is understood to be moving – new address is in city or nearby in county (i.e., 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 to the EWS. This enables legal advice to be sought if this is deemed necessary and ensures the decision to remove complies with the regulations. (The form should be completed in Word and shared securely with the EWS.)

b.) 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 e.g., social worker) and confirmed child is not returning to the city:

- 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

c.) 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 using Annex B form.
- EWO will undertake relevant 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

d.) 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

e.) Parent has taken child away on an extended period of leave of absence

- Where a parent advises that they intend to return, a child should not be removed from roll, even when the parent states that the absence is going to be for months. The regulation that **could** apply when a family are abroad or living too far away from the school for the child to continue to attend is 8(1)(e) – see section 7 below.
- Regulation 8(1)(e) states that a child may be removed from roll where they have stopped attending and they are no longer ordinarily resident. The reference to ordinarily resident means the address where the child is habitually and normally resident apart from temporary or occasional absences. **If a family normally reside in Leicester, and they advise they intend to return, they cannot be removed from roll under 8(1)(e).**

f.) Parent is keeping child at home and refusing to send child to school

- Where a parent is refusing to send a child to the school where the child is on roll, the child cannot be legally removed from roll unless one of the removal from roll criteria is met – see section 7 below.

In all cases, where it is not already agreed that a child should be removed from roll **where a child has an EHCP**, the school should liaise with the SES caseworker when removal is being considered. For school age children, EWS may also need to be involved where removal from roll is being considered, and EWS will certainly be involved where the parent of a child with an EHCP who is on roll at a special school advises that they intend to home educate.

For any young people over school age with an EHCP, schools should liaise with SES and there is no role for EWS.

Transferring information to the local authority

For schools that use Capita SIMS with electronic transfer (B2B) with the local authority, 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 local authority and uploading to AnyComms+.

When a referral is made to the EWS under this policy using Annex B or C, where removal from roll is advised, this will be communicated by the LA EWO via e-mail to the school noting the relevant regulation that is met.

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

If no referral has been made to an EWO, schools should avoid stating in the destination field in the school’s MIS that the EWO is aware.

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.

- The 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 to a country outside of the UK. If the only available information is from the parent, that will usually be sufficient unless there are concerns identified in which case, a referral to the LA EWO is appropriate (including details of the concerns) prior to removal.
- **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 LA services as appropriate

Confirmation from an independent source could come from another local authority, 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 email; 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 (e.g., 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 Education Welfare Service 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 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

It is never sufficient to accept the word of a parent/guardian. Confirmation from the receiving school needs to be obtained. To find the contact details of schools in England or Wales, you can look them up on the [Get Information about Schools website](#).

If a pupil has relocated to Scotland or Northern Ireland, you should make contact with the new school or the relevant local authority to confirm that the child is either in their admissions system or has started there.

Policy and Practice Guide for Schools on Absent Pupils – Safe and 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. The Policy is available on the Schools' Extranet - [School's Extranet \(leicester.gov.uk\)](#).

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.

4. 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 are met by the routine sharing of attendance data by schools with the local authority, either via the use of B2B electronic transfer or, the sharing of data at agreed intervals.

5. Children on part-time timetables / in alternative provision

The Ofsted inspection framework for local authority children's services includes a focus on children who are missing from education (on school rolls but without full-time provision) and/or who are being offered alternative provision. The local authority is therefore required to have knowledge and oversight of such arrangements. There is an E form system in place for schools to use to inform the local authority about such arrangements. Full information is available: [School's Extranet \(leicester.gov.uk\)](#). [The duty relates to children of statutory school age only.](#)

6. Local authority responsibilities and actions

The local authority 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 may 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 an 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 schools have been unable to locate a child and family, all possible actions should have been tried **prior to referral to the local authority**, including the following:

- Home visits and checks with neighbours
- Emails to the family/young person
- Phone calls – all numbers including extended family, emergency contacts
- Texts to request contact
- Checks on the school's portal/website – is the child engaging/contactable?
- Checks on social media sites that you are aware the child might access
- Where other known siblings attend other schools, check if the other school are having contact with the family
- If relevant, contact the social worker, family support worker or any other involved professional – have they had any involvement with the child/family?

When EWS intervention is required, the standard actions the EWO will undertake are:

- Check of council databases e.g., Revenue and Benefits, Liquid Logic
- Phone calls and emails (using contact information held by the LA)
- Referral to other local authorities
- Check with health re GP registration
- Follow up all other possible sources of information identified during the investigation

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.

Key LA CME personnel regularly liaise and review procedures to ensure practices support the purpose of the protocol.

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

7. Annex A - Regulations – Removal from Roll

Children of statutory school age – a child becomes of statutory school age when they turn five on or before one of the three prescribed days (31 August, 31 December, 31 March);

	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)	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

	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
8(1)(g)	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 have 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 below statutory school age (taken directly from regulations)

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.

Local Authority advice – when a parent stops sending their child to school despite encouragement from the school to return the child, **where that child is under school age**, prior to removing the child from the school roll, a letter should be sent to the parent advising of the intention to remove from roll and giving the parent ten calendar days to contact them should they wish for the child to remain on the roll of the school.

8. Annex B - Safe removal from roll form / Referral to local authority

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 school record. 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 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, send to link EWO.

9. Annex C - Purpose - to determine if removal from roll due to distance is

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

Name of child:		Dob:		School Yr:	
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School:		Date last attended:	
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1. Previous address when attending:	
--	--

	Distance from school (shortest walking):	
--	--	--

2. Date moved to new address:	
--------------------------------------	--

3. New address from which no longer attending:	
---	--

	a.) Distance from school (shortest walking): b.) Journey time by bus at school start/time time:	
--	--	--

4. Siblings

Names	Schools	Attending?	
		Y	N
		Y	N
		Y	N
		Y	N

5. Parent's view:

--

6. Head teacher's view:

--

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:

--

Name of EWS manager:		Date:	
Admissions manager:		Date:	

appropriate

DATE FORM RETURNED TO EWO: _____ **DATE FORM RETURNED TO SCHOOL:** _____

If form to be sent to LA, send to link EWO.

10. Annex D - Informing the LA about children with irregular attendance and/or 10 or more days of unauthorised absence

This sheet should be completed whenever irregular attendance, or more than 10 days of absence is noted. (Where schools share their attendance data with the local authority, this information is received via that process and no form is needed.

Student details

Surname	
Forename	
Middle Names	
UPN	
Date of Birth	
Gender	
Flat	
Number	
Street	
City	
County	
Postcode	

Children who fail to attend regularly

(only complete for those who are irregular attenders)

Date last attended	
Absence reason	
Action undertaken to date	
School responsible person (name)	
Contact details for responsible person email/telephone number	

Please use 'Irregular Attenders – Annex D' in AnyComms

11. Appendix B – Notification / referral template

Policy for Supporting the Education of Children with Medical Needs

For completion by suitably qualified professional e.g., School SENCO.

Referrers details

Name of Referrer / Person notifying LA	
Position	
Referrer's/ notifier's contact details (email / tel no)	

Child's details

Name of school/setting (or state 'not on school roll')	
Child's name	
Date of birth	
UPN if known	
National Curriculum Year	
Child's address	
Details of medical diagnosis or condition Evidence from suitably qualified medical professional must be submitted with referrals. (No evidence required if notification only.)	
How is this condition affecting the child's ability to attend school?	
Current views regarding when child will be able to return to school	

For notifications complete the last three boxes on page 2 and return.

For referrals, continue with the form and return.

Family contact information

Parent/carer name/s	
Phone number (work)	
Phone number (home)	
Phone number (mobile/s)	
Relationships to child	
Consent to make a referral Y/N	Must be a yes

Clinic / Hospital contact

Name	
Name of Consultant or similar	
Phone no	

GP details

Name of surgery	
Name of GP	
Phone no	

Other professionals

Details of other professionals Involved in child's case	
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Further information

Other details not provided above	
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Referral date

Date of referral	
------------------	--

Please submit your referral via AnyComms+ to Leicester City Council via Education Welfare Service or by password protected e-mail to education.welfare@leicester.gov.uk.

Penalty Notice Fines for School Absence

Fines are issued in line with the National Framework for Penalty Notices.

This poster explains when a fine can be issued for unauthorised absence that occurs from August 2025 onwards. Fines issued for absence that happened from August 2024 onwards count towards the escalation process.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in **each** parent receiving 3 **separate** fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Consecutive days of term time leave

Penalty Notice fines will be issued for:

- term time leave of 5 or more consecutive days
- or 4 days where the absence immediately precedes/includes a 5th day which is a school closure day (e.g. school holiday / INSET / enforced closure) or **any** form of absence
- or for fewer days where this has happened before

10 sessions (5 days) of unauthorised absence in a 10-week period

Fines will be considered when there have been 10 sessions of absence in a 10-week period.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days. (No option to pay at £80 level)

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will usually proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on **job applications and travel abroad**.

Court prosecutions: Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

By law, all Penalty Notice payments go to the local authority and not to schools.