



School Attendance Policy

This policy should be read with the:

- School Safeguarding Policy (Child Protection)
- DfE: Keeping Children Safe in Education
- DfE: Working together to safeguard children
- DfE: School Attendance
- DfE: School attendance parental responsibility measures
- DfE: Children Missing Education

Context:

Regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their full potential. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

All schools within the Mayflower Federation are committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We believe that if pupils are to benefit from education, good attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantages.

As a Federation we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible in line with procedures agreed by the Governors and the Local Authority.

It is the policy of our Federation to celebrate achievement. Attendance is a critical factor to a productive and successful school career and establishes a good pattern for later life. We will actively promote, encourage and reward 100 per cent attendance for all our pupils. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.

Aims of this Policy:

- To ensure every child is safeguarded and their right to education protected.
- To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.

- To ensure all the stakeholders - governors, parents, pupils and staff - receive regular communication about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies in order to address barriers to attendance and overcome them.

Roles and Responsibilities

Headteacher and Deputy Headteacher

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Local Authority policies and procedures.
- To consider the use of Penalty Notices in line with Local Authority policies and procedures.
- To support the Senior Admin Officer and Family Service Officer in delivering the policy on a day-to-day basis.
- To meet with Senior Admin Officer and Family Service Officer regularly to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- To work with the Senior Leadership Team (SLT), teachers and Family Services Officers to plan for the reintegration of pupils after long term absence.
- To revise and amend the policy with the SLT and Family Services Managers.
- To ensure staff are following the systems and structures in this policy.

Staff

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.

- To keep accurate and up-to-date daily records of pupil attendance through the register system.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- To feed back to parents about pupil attendance & punctuality and its impact on their child's education regularly, including at Parents' Evenings.

Senior Admin Officer

- To check the school answer phone and take messages from parents/carers about pupil absence.
- To record reasons for absence and update class registers.
- To record the names and the reasons of pupils arriving late.
- To implement the daily checking of registers after the morning and afternoon registration sessions.
- To carry out and record the outcome of first day absence calls when a child doesn't arrive at school when no reason has been received.
- To contact parents/carers by letter following 3 instances of lateness or absence.
- To maintain attendance records on the school's information management system in line with this policy.
- To discuss the case with the school's designated safeguarding lead in line with the school safeguarding policy, if they are concerned about the welfare of the child. (This is likely to be the case if there is any reason to doubt the reason given by the parent for the child's absence from school or if there is any doubt about a child's whereabouts or the care arrangements in place for an absent child).
- To maintain clear communication with the SLT and Family Services Team regarding attendance and punctuality.
- To report weekly attendance and mobility figures to the SLT and Family Services Team.
- To oversee the admission and induction of new pupils.
- To check register boxes each day when returned.
- To meet the criteria set out in the Job Description for their role.

Family Service Officers

- To identify attendance problems and possible solutions.
- To help explain to parents their legal responsibility for their children.
- To help families get benefits for school meals, transport or clothing.
- To refer to other agencies and professionals, such as social services and early help teams, when necessary.
- To give support through home visits or meeting parents and pupils in school.
- To find ways for parents to build good relationships with the school.
- To advise on child protection issues.
- To liaise with external agencies such as the Education Welfare Officer and make referrals where necessary.
- To carry out welfare checks on children who are absent from school without a satisfactory reason or where no reason has been provided.

Parents

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

- To support the school with your child in aiming for 100% attendance each year
- To ensure that their children receive a suitable full-time education.
- To be responsible for making sure their children attend school every day.
- To ensure that their children arrive on time for school every day.
- To make sure that any absence is clearly accounted for by telephone and/or letter on the first and subsequent days of absence.
- To ensure that the school has up-to-date contact details.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.

Promoting and Supporting Good (Outstanding?) Attendance and Punctuality

Promoting and Rewarding Good (Outstanding?) Attendance Aims:

- To ensure good (outstanding?) attendance and punctuality (above 96%?) is regularly promoted and supported and remains high profile across the schools.
- To achieve high levels of attendance and punctuality (above 96%?) through rewarding good attendance and punctuality.

Attendance Assemblies

Celebrating Attendance assemblies are held every week. The assemblies are delivered using an interactive strategies to engage the children in individual as well as class attendance and promote the importance of outstanding attendance.

School Newsletter

The school newsletter is used to highlight the importance of good (outstanding?) attendance and punctuality. It includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives which the school is using to promote attendance and punctuality.

Parents' Notice Boards

The parents' notice boards include information about school timings, attendance information and details of how parents can support the school by improving their child's attendance and punctuality.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT to ensure this.

Pupil Leadership

'Pupil Leadership', which incorporates school councillors, mentors and mediators, promote good (outstanding?) attendance and punctuality through leading by example and by playing an active role in deciding the rewards the school offers.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good (outstanding?) attendance with their classes. Teachers celebrate outstanding attendance with their classes and encourage the class to work together as a team to achieve the attendance rewards. Class attendance certificates are put on display.

Rewarding Good (Outstanding?) Attendance and Punctuality

Weekly, end of term and end of year attendance and punctuality rewards are shared with individuals and classes. These rewards will vary slightly across the different sites in the Mayflower Federation but might include the class sitting at the top table all week in the lunch hall, certificates, prizes etc.

Monitoring and Recording Attendance & Punctuality

Compulsory school age

A child reaches compulsory school age on or after their fifth birthday.

- If a child turns five between 1 September and 31 December, they are of compulsory school age on 31 December.
- If a child turns five between 1 January and 31 March they are of compulsory school age on 31 March.
- If a child turns five between 1 April and 31 August they are of compulsory school age on 31 August.

Related attendance procedures for school

From September 2013 attendance data for all pupils in reception (including non-compulsory school age pupils) is now included in school absence data collected via the school census. A child taking a full-time place aged four must comply with the school attendance policy, including leave of absence.

Class Registers

Class registers are recorded using paper and on the school's information management system. The system ensures that no children are missed and that pupil information can be shared quickly and securely.

Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. Registers must be accurate and submitted at key times (see below).

Morning Register

Pupils are expected to arrive at school at 8.55am, Class registers remain open until 9.15am. At that point, the teacher must submit their register to the School Office.

From 9.01am until 9.15am children should report to their playground gate. The child's name and Class are recorded in the "Children Arriving Late" book. This is to ensure no child's name is missed on the register. Staff will issue a late slip, which must be given to the Class teacher. This lets the teacher know that the child has been registered at the gate. If the child goes to Class without a slip the teacher must send them to the Office to be signed in.

Children who arrive after 9.15am should report to the School Office. The child's name and Class are recorded in the "Children Arriving Late" book.

Lateness	Comments	Code
Arrival between 9:01am and 9:30am	<p>Pupils who arrive during the registration period but with acceptable reasons for lateness are counted as present, but late.</p> <p>Pupils who arrive during this period with unacceptable reasons for lateness are counted as absent, the absence is authorised, but the pupil is late</p>	L
Arrival from 9:31am Registers closed	<p>Pupils who arrive after the close of the register, but with acceptable reasons for lateness are counted as absent, the absence is authorised but the pupil is late</p> <p>Pupils who arrive after close of registers with unacceptable reasons, the absence is unauthorised</p>	U

The School Office then checks that the children who have arrived late have been marked 'L' (Late but present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. The School office then begins first day absence calls.

Afternoon Register

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence.

Monitoring First Day Absence

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The School office follows this system:

1. Phone parents' contact number(s) - this is because we have a duty to ensure your child's safety as well as their regular school attendance
2. Repeat this during the first morning of absence in the case of no response
3. Phone emergency contact number(s) to get an up-to-date contact number for the parent / carer and update the school system accordingly

4. Speak to the parents at home time in the playground if they are at school to pick up other children
5. Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers. These calls are made by the school officer and/or the Family Services Team.
6. Refer the matter to the **Southwark** Council's Attendance Legal Panels if absence is unauthorised and falls below 90%.

The parent/carer is contacted and asked to provide a reason as to why their child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder.

A reason must be established for every of absence. No absence should be left on the system as an 'N' (no reason given) code. If the school office has not been able to make contact with the parents then the absence is recorded as 'O' (unauthorised) and the family services team will be notified of the absence.

Please note: If your child is not seen and contact has not been established with any of the named parents/carers we will begin to make other reasonable **lines** of enquiries. We will try to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and carry out home visits.

Continued or ongoing absence

If your child misses 10% (38 sessions/19 day) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 96%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

Attendance Meetings

The Deputy Headteacher (DHT), the Senior Admin officer and the Family Services Officer meet to monitor attendance on a fortnightly basis. They focus on children whose attendance is falling below 96%.

The DHT, the Senior Admin officer and the Family Services Officer monitor individuals, classes, year groups and other groups to identify patterns and trends in absence and punctuality. The systems and structures are then followed to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below 96% and parents are invited to school to work in partnership for the child's benefit. Parents are authorised to see attendance data for their child(ren) and the school is always willing to share it.

Systems and Structures to Tackle Attendance and Punctuality Issues

When children's attendance and punctuality is a concern to the school the following systems and structures are followed:

On the first day of absence	<ul style="list-style-type: none">• Parents called to enquire about child's wellbeing• Establish when child will return Enter 'I' for illness or 'M' for medical appointment on system• If no contact can be made, emergency contacts are called.• If contact cannot be made or acceptable reason cannot be established, absence is recorded as 'O' unauthorised.
On the fourth day of absence in any school year (authorised or unauthorised and not necessarily consecutive days)	An 'Attendance Concerns' letter is sent out stating that medical proof will be needed to authorise any future absence.
After 3 or more days of unauthorised absence following the 'Attendance Concerns' letter	An 'Attendance Meeting' letter is sent out stating that the parent must come in to school for a meeting with the DHT and Family Services Officer to address concerns.
If attendance does not improve or attendance drops below 90%	<p>Prosecution might be considered for further periods of unauthorised absence.</p> <p>Action may be taken by the school and local authority against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.</p>

System for Punctuality

On the fourth instance of lateness (4 times in the late book as code L, Late before the register close)	'Lateness Concerns' letter is sent to parents reminding them of the importance of punctuality, school timings.
Following 3 more instances in the late book as a Code L, Late before the register close.	'Attendance Meeting' letter is sent out stating that the parent must come in to school for a meeting with the DHT and Family Services Office to address concerns.
Following 3 or more instances in the late book as a Code U (Late After The register closed)	'Attendance Meeting' letter is sent out stating that the parent must come in to school for a meeting with the DHT and Family Services Office to address concerns.

If punctuality does not improve	Prosecution might be considered for further periods of unauthorised absence.
	Action may be taken by the school and local authority against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.

System for Exceptional Leave during Term Time

Legally there is no entitlement for parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined and/or prosecuted for taking their child on holiday during term time without consent from the school.

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit(??) is legitimate and safe for the child/children.

Term time leave

The Mayflower Federation recognise the important link between regular attendance at school and the educational attainment of children. **Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

- Action may be taken by the school and Local Authority against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.
- Parents and carers who regularly take their child out of school in term time may be prosecuted via the Magistrates Court.
- Parents/carers are legally required to request exceptional term time leave from the Head teacher of the school at which their child is registered.
- Head teachers of schools will consider all term time leave requests. Each request must be considered on its own merit and the impact upon the child's learning and wellbeing must be central to the decision made. However, a Head teacher may take into account previous leave requests and other factors related to the child when making their decision.
- Parents/carers who do not request term time leave and take their child on 'unauthorised leave', or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school.

Requesting of term time leave in exceptional circumstances

- Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made (except in the case of a family emergency – please see below). This will allow sufficient time for the request to be considered by the school. The request will be made in writing (letter or email) by the parent/carer using Appendix 1: Request for Exceptional Leave form. One form per child per request should be completed.
- Schools should make arrangements to support parents/carers who have low literacy skills or for whom English is not their first language.
- Exceptional Term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.
- Parents/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.
- Any changes to dates agreed by the school will require a re-submission for authorisation prior to departure.
- The Head teacher's decision is final.

Family Emergency - where no leave has been requested

- There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.
- Whilst emergency situations are often difficult, parents/carers are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent/carer by someone nominated by the parent/carer. The request must include a specific leave period including a return date.
- Parents/carers taking their children out of school due to a family emergency are encouraged to consider:
 - The impact and appropriateness for their child ;
 - Whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
 - Limiting the amount of time absent from school.
- Where parents/carers have not requested leave from the school which their child attends, the child is at risk of losing their place at the school.

Considering the exceptional term time leave request

- The school should consider the exceptional term time leave request and provide a written decision to the parent/carer within 10 school days of the request being received.
- The school will consider all requests for exceptional term time leave in accordance with the current legislation and this guidance. Schools may refer or seek advice from the Local

Authority's Attendance and Inclusion Officers prior to making a decision but the final decision remains with the Headteacher.

- It is good practice for schools to meet with parents/carers (wherever possible) to discuss the leave request prior to making the decision.
- The school will need to consider each request on its own merits and whether there are exceptional circumstances for authorising the absence.
- When schools are considering exceptional term time leave requests, the following factors may help to reach a decision:
 - Time of the academic year when the leave has been requested
 - Duration of the absence – number of school days being missed
 - The child's current attendance and punctuality rate
 - Exceptional Term time leave requested/taken in previous academic years for a similar purpose
 - Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
 - Whether alternative care arrangements have been considered by the parent/carer to limit the time away from school
 - Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
 - The impact that the absence will have on the child.

The decision and informing the parent/carer by the School

- The school will reach a decision and send a written response to the parent/carer within 10 school days of the leave request being received.
- Schools must ensure that appropriate arrangements are made to communicate the decision to families who have low levels of literacy or where English is not the first language.
- A decision may result in the term time leave request being (a) Authorised¹, (b) Unauthorised² or (c) part Authorised and Unauthorised. For example, Mr X has requested 4 days' term time leave for his child. The school acknowledges that the reason given is important but feels that 4 days is excessive and authorises 2 days' leave, with the remaining 2 days being unauthorised.

Penalty Notice

- If parents/carers take their children on leave during term time and this is not authorised by the School, they can be issued with a Fixed Penalty Notice.
- The responsibility for requesting Penalty Notice Holiday Fines is with the school and will be issued when requested by the Head Teacher.

¹ Authorised- where the school has agreed that the leave is granted

² Unauthorised- where the school does not agree that the leave request should be granted

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/ carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or **Southwark** Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. This could mean four Penalty Notices for a family with two siblings, both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid **Southwark** Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised leave, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

Recording of Leave by the School

- School attendance registers are legal documents and the information recorded in them can be used as evidence in legal proceedings. It is therefore important that the information contained is accurate and the correct absence code is used.

CODE	Description	Category
B	Off-site educational activity This code is be used when pupils are present at an off-site educational activity that has been approved by the school	Authorised
C	Leave of absence authorised by the school Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.	Authorised

D	<p>Dual Registered - at another educational establishment</p> <p>This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.</p>	Authorised
E	<p>Excluded (No alternative provision made)</p>	Authorised
G	<p>Leave not authorised by the school or in excess of the period determined by the headteacher.</p> <p>If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow the school to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.</p>	Unauthorised
H	<p>Leave authorised by the school</p> <p>Head teachers will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.</p>	Authorised
I	<p>Illness (not medical or dental appointments)</p> <p>Parents should notify the school on the first day the child is unable to attend due to illness and every subsequent day. School will authorise absences due to illness unless we have genuine cause for concern about the veracity of an illness and or it exceeds 3 days. If the authenticity of illness is in doubt, parents will be asked to provide medical evidence. School will record the absence as unauthorised if not satisfied with the authenticity of the illness. Medical evidence can take the form of</p>	Authorised

	prescriptions, appointment cards, etc. rather than doctors' notes.	
J	At an interview with prospective employers, or another educational establishment Schools should be satisfied that the interview is linked to further education or transfer to another educational establishment.	Authorised
M	Medical or dental appointments Missing registration for a medical or dental appointment is counted as an authorised absence. However, we encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.	Authorised
N	Reason for absence not yet provided Schools will follow up all unexplained and unexpected absences in a timely manner. Every effort will be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).	Unauthorised
O	Absent from school without authorisation If the school is not satisfied with the reason given for absence it will be record as unauthorised.	Unauthorised
P	Participating in a supervised sporting activity This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.	Authorised
R	Religious observance School will treat absence as authorised when it is due to religious observance. However, the day must be	Authorised

	exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, school will seek advice from the parents' religious body about whether it has set the day apart for religious observance.	
T	Gypsy, Roma and Traveller absence A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.	Authorised
U	Arrived in school after registration closed We actively discourage late arrival, and are alert to patterns of late arrival and will always seek an explanation from the parent.	Unauthorised
V	Educational visit or trip This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.	Authorised (Attending approved educational activity)

- Schools may use the code 'D' (dual registered) where they are able to demonstrate that a child will receive suitable education in another education establishment (in the UK or abroad) for a temporary basis. For example, a parent is required to travel abroad due to the nature of their work and they get their child registered at another school for the duration of their visit. The main school is required to ensure that it accurately monitors and records the attendance of the child at the dual registered base.

Process for removing a child's details from the school roll

We have safeguarding duties under section 175 of the Education Act 2002 in respect of all pupils and, as part of this, will investigate any unexplained absences from school as well as in circumstances where the school is unsatisfied with the reason provided for absence.

School will inform local authorities of the details of pupils who are regularly absent from school or have missed 5 school days or more without permission. School will also notify the authority if a pupil is to be deleted from the admission register in certain circumstances.

No child shall be taken off roll until the school is satisfied that they are safe and accounted for. This will mean that we have confirmation of them starting a new school/educational establishment.

Where it is not possible to verify where a child is, the local authority will be informed and a child will only be taken off roll once they give authorisation.

Where a parent has elected to home-school their child, the local authority home schooling department are informed and a child will only be taken off roll once they give authorisation.

Should the school have failed, after reasonable enquiry, to ascertain where the pupil is they will inform the local authority and may ask the police to carry out a welfare check on the child/ren.