Wentworth Primary School

Reviewed: September 2018
Next Review Date: September 2021

Blackwater Consortium Attendance Policy

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1. Introduction

This Attendance Policy has been adopted by Primary Schools in the Blackwater Consortium (Appendix A). Maintaining good attendance levels is a shared goal across all our schools and this policy is designed to provide continuity of expectations and procedures to families.

2. Why is good attendance important?

We believe that a child's attendance and punctuality is of great importance to maintain consistent progress and achievement in both curriculum knowledge and understanding, and personal and social skills. Wentworth Primary recognises that positive behaviour and good attendance are essential in or the raise standards of pupil attainment and to give every child/young person the best educational experience possible.

We want all the students to achieve the very best they can and for this they need to be in school regularly. Irregular attendance makes it harder to keep up with work, school life and events. Late arrival disrupts the education not only of the student who is late, but also of others in the class. Erratic appearances at after school clubs and social events can affect their feeling of belonging and, for some children, their ability to sustain friendships. They may miss explanations of homework, letters home or information in need of a response.

Pupils who have good attendance will become successful learners who enjoy learning, make progress and achieve. They will find school routines and school work easier to cope with and are more likely to have an easier transfer to secondary school and go on to become confident individuals who make a positive contribution to society.

3. Attendance target

Each school sets its own annual target for attendance, in collaboration with the School Governors, the Education Welfare Service and members of the Blackwater Consortium. It is expected that the whole school community will work together to achieve this target.

To help us all to focus on this we will:

- Report to parents/carers annually on their child's attendance with the annual school report
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- Celebrate excellent attendance by rewarding individual achievements
- Reward good or improving attendance
- Provide information on the school website, newsletters, school office

4. School hours

Classrooms open for early morning work at 8.40 a.m.
Morning registration opens at 8.40 a.m.
Morning registration closes at 8.50 a.m.
Afternoon registration opens at 12.55 p.m.
Afternoon registration closes at 1.00 p.m.
The school day ends at 3.15 p.m.

5. Working in partnership to support good attendance

5.1. Role of parents/carers

By law, all children of compulsory school age must receive a proper full-time education. Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually.

Parents and carers fulfil their role and responsibilities by:

- Ensuring their child attends school every day unless they are too ill to attend or there is an acceptable reason for absence
- Ensuring their child arrives on time, prepared and equipped for the day
- Contacting the school by phone, by email or in person before 9.30a.m. on the first morning of all absences
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Informing the school in advance when it is not possible to arrange a medical appointment out of school hours and returning their child to school following a medical appointment
- Supplying a packed lunch for children arriving after 9.30a.m. unless a school dinner has been previously booked
- Sending in a note to explain the reason for absence on your child's return after an illness
- Keeping the school updated by telephone or letter if your child has an extended period of absence due to illness
- Accepting the professional judgement of the Head Teacher when they consider if the absence of a child is authorised or unauthorised
- Communicating with school about their child's progress and attending meetings such as Parents' Evenings and attendance contract meetings
- Working with the school Attendance Officer or Local Authority Education Welfare Officer to help improve the situation if a child's attendance is below the expected level

5.2. Role of pupil

Pupils fulfil their responsibilities by:

- Doing their best to attend school on time and on a regular basis
- Answering the register clearly during morning and afternoon registration times
- Reporting to the school office when arriving late
- Working collaboratively and cooperatively with the school, other agencies and their parents/carers to solve any attendance or punctuality issues

5.3. Role of school

As a school, we will do all we can to ensure maximum attendance for all pupils. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

The school fulfil their role and responsibilities using the following procedures:

- Following up unexplained absences by telephone on the morning of absence
- Writing to parents/carers requesting an explanation if no absence letter is received

- Reminding parents/carers of the importance of regular attendance and punctuality in the school newsletter.
- Publishing your child's attendance rate on his/her annual school report
- Publishing our attendance rate in the school newsletter and on the school website.
- Acknowledging and rewarding good attendance termly and annually.
- Informing you of any concerns we have regarding your child's attendance

6. Monitoring Arrangements

6.1. How is lateness monitored?

Lateness is monitored by the school office through the registration sheets. Registration closes at 8.50am. If a child arrives after this time they will be recorded as late, they are asked to enter via the school office, where the reason for lateness is recorded.

Packed lunches need to be supplied for children arriving after 9.30am unless a school dinner has been previously booked.

Parents/carers of any child consistently late will be contacted by the school (Appendix D: Letter 1) reminding them of their responsibility for getting their child to school on time.

The 100% attendance awards that children receive termly will only be given to the pupils who are punctual into school every day. Any late marks recorded against a child will not constitute an award.

In responding to lateness the school will take into account the individual circumstances of each case. The school may take disciplinary action against pupils who persistently fail to arrive on time without valid reason.

If the lateness does not improve the parent will be asked to meet with the Head Teacher to discuss the problem and identify ways to improve the child's punctuality. Outside agencies will be contacted for support if necessary.

In recognition of local circumstances, such as bad weather, schools may keep their registers open for a reasonable period.

6.2. How is attendance monitored?

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session.

Registers are called by the class teacher and results manually recorded in the register book, using the statutory registration codes in Appendix B. This information is then passed to the school office to be entered on the school computer system. The school office keeps a record of any telephone messages informing the school of a child's absence.

The Local Authority Education Welfare Officer contacts the school on a regular basis and monitors school attendance information. The school informs the Education Welfare Officer of any inconsistent absence and printouts of the school registration sheets are available for the Education Welfare Officer to view, as well as printed out reports for the individual children who may need to be monitored.

- When a pupil's attendance drops below 90% the school will send (Appendix D: Letter 2) to parents/carers offering support to improve their child's attendance

- If attendance does not improve and remains below 90% the school send (Appendix D: Letter 3) requesting a school based attendance meeting with the parents/carers to discuss the matter further
- Following the meeting, (Appendix D: Letter 4) is sent to parents/carers summarising the meeting and agreed actions
- Further action may require the need for other outside agencies to be involved; in this case a referral is completed by the school
- Strategies to support attendance are recorded and monitored by the school (Appendix D: Form 1)
- If attendance drops below 80% and there are ten unauthorised sessions in a six week period, a referral is made to the Local Authority Education Welfare Service, showing evidence of intervention and support (Appendix D: Form 2)

This escalation process is summarised in Appendix C

Standard letters and forms are provided in Appendix D

7. Authorised and unauthorised absence

Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised.

If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code (Appendix B).

Appendix E provides guidelines on authorising absence

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances (Appendix D: Form 5) only, the Head Teacher may authorise such a request and all applications for leave of absence must be made in writing on the prescribed form provided by the school. Head Teachers should determine the number of school days a child can be away from school if the leave is granted. If parents do not apply for leave of absence in advance of taking it, the absence should be recorded as unauthorised. If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised. It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Head Teacher, irrespective of the child's overall attendance.

Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave – 5 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority
- Day trips
- Other leave of absence in term time which has not been agreed.

The decision whether or not to authorise an absence should be justifiable and the reason for rejection must be recorded and conveyed to the parent(s) in writing. A letter refusing a request (Appendix D: Letter 7) should

explain the reason it is not deemed to be an exceptional circumstance and that a penalty notice may be issued if the absence is taken without the school's permission.

Whilst Head Teachers are discouraged from authorising leave of absence requests, the decision whether or not to apply for a penalty notice is entirely at their discretion, there is no automatic expectation. If a school does decide to follow that course of action, the Local Authority expects the application for the penalty notice (Appendix D: Form 6) to be sent to them within 2 weeks after the pupil's return to school following the unauthorised absence. A penalty notice will be considered by the LA if

- There have been at least 10 sessions (5 consecutive days) or more of unauthorised absence during the previous ten school weeks or a leave taken during an academic year
- In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during September
- the leave was taken during tests or examinations
- When a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that that academic year
- The pupil is in Year 6 or Year 11

Although the responsibility for authorising requests for leave of absence lies with the school, it is the EWS legal intervention panel who will make the decision on whether to issue a penalty notice based on the evidence supplied by the school.

It is vital that schools ensure parents are aware of the possibility of a penalty notice being issued, which could lead to prosecution for non-attendance if they fail to pay. This information must be included in school literature, such as the school prospectus, home-school agreements, leave of absence request forms, newsletters, attendance and behaviour policies and web sites.

8. First day contact

If a child is absent from school and the school does not receive an explanatory message as to why by 9.30a.m., a member of the office staff will contact the child's parents/carers to confirm that the child is safe.

First day contact is an integral aspect of pupil safety and parental support in this matter is essential. If this course of action fails to identify the whereabouts of the child in question then the police or social services may be informed.

9. Moving on

If a child is leaving, other than at the end of Year 6, the school should:

- Ask parents/carers for full information about their plans, including date of move, new address, new school and start date and the reason for moving
- Complete Appendix D: Form 3 'Intention to remove pupil from school roll' and send it to the Local Authority Education Welfare Officer
- Confirm that they have the parent/carers current mobile contact number
- Give the parent/carer a school compliment slip so that the new school can easily get in contact to arrange for records to be transferred

10. Children missing in education

If a pupil leaves and the school has not received the above information or the parents/carers cannot be

contacted the child will be considered to be *Missing in Education*. This means that the Local Authority EWS has a legal duty to carry out investigations, which will include liaising with Children's Services, the Police and other agencies to try and track and locate the child.

School must ensure that they have tried all contact details, including any emergency contact numbers. They should also check with other schools as to whether siblings are absent.

Appendix D: Form 4 'Missing Pupil Checklist Action for Schools' is completed when a pupil is absent from school for five consecutive days and contact is not made with the parents/carers. The form should be forwarded to the Education Welfare Officer.

11. Arrangements for re-integration following periods of absence

When a pupil returns after a period of absence the parents/carers must send a letter to the Head Teacher explaining the reason for the child's absence. The letter will be kept in the pupil's individual record file and the absence may be recorded as authorised, depending on regularity of absence and concern for overall attendance.

Failure to provide an acceptable reason for absence in writing will result in the absence being recorded as 'unauthorised'.

If a child has been absent for a significant period of time and the Head Teacher judges it necessary they will arrange for a reintegration programme. This will be dependent on individual circumstances and may include the child attending on a part time basis for a fixed term.

12. Persistent Absenteeism (PA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's educational and we need a parent/carer's fullest support and co-operation to tackle this.

We monitor all absence, the reasons that are given, thoroughly. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. All PA pupils and their parents are subject to a school based meeting and further discussions of support.

13.Deletion from Roll

For any pupil leaving Wentworth Primary School, other than at the end of year 6, a 'Pupils moving from school' form is to be completed with full details regarding the Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

Summary

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

Equally, parents have a duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body are committed to working with parents and pupils as the best way to

ensure as high a level of attendance as possible.

Appendix A: The Blackwater Consortium

Schools in the Blackwater Consortium work together in partnership to promote the highest level of education for children in Maldon. Through effective links and strategic management of resources the staff at all schools collaborate to ensure effective practice in areas including teaching and learning, assessment, emotional well-being, behaviour and attendance.

The Blackwater Cluster of schools includes:

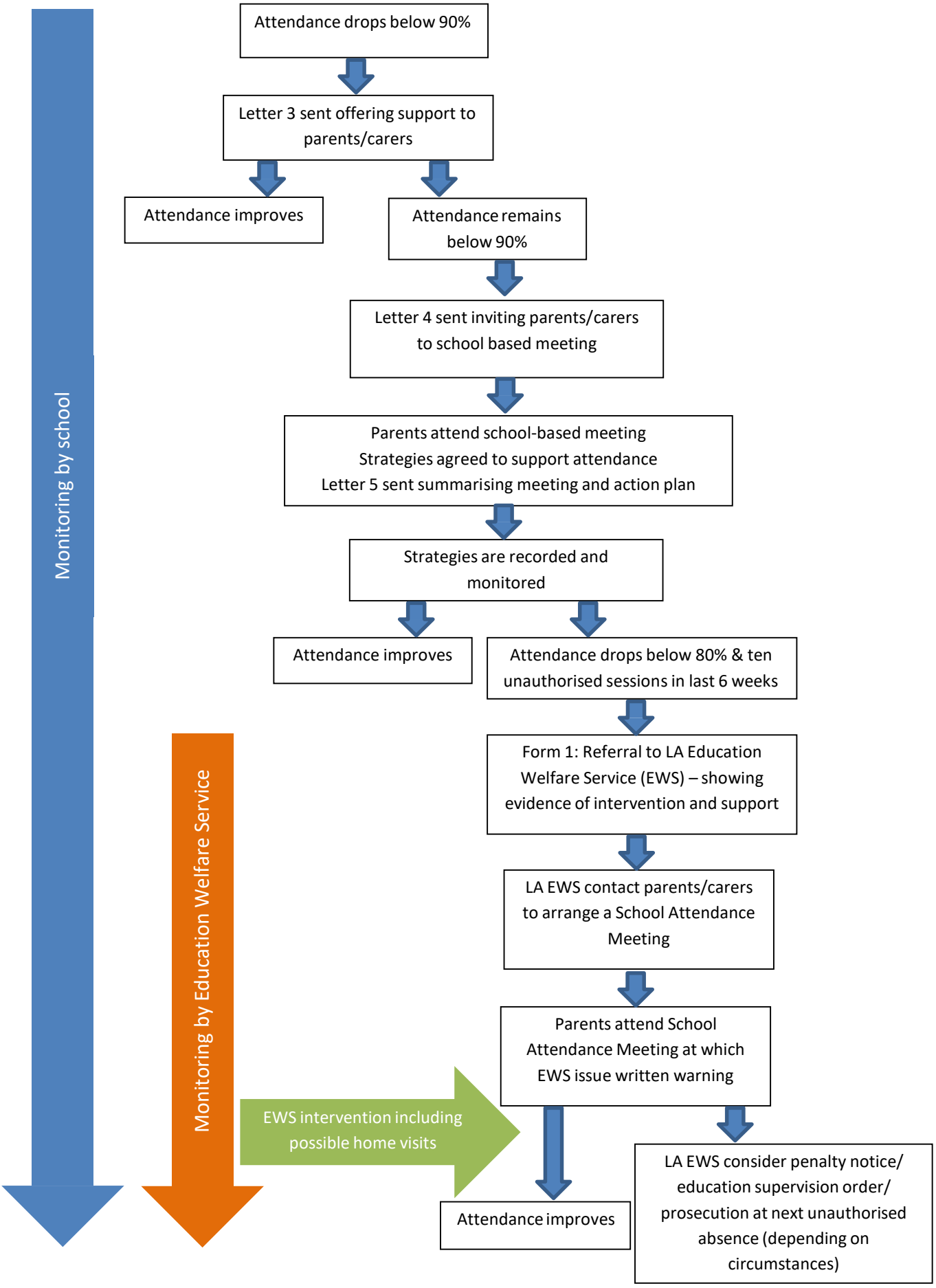
- All Saints C of E Primary School
- Maldon Court Preparatory School
- Maldon Primary School
- Great Totham Primary School
- Heybridge Primary School
- The Plume School
- St Francis Catholic Primary School
- Tollesbury School
- Wentworth Primary School
- Woodham Walter C or E (VC) Primary School

Appendix B: Attendance Codes

Use of Symbols

Code	Description
/	Present (AM)
\	Present (PM)
B	Educated off site (NOT Dual registration)
C	Other Authorised Circumstances
D	Dual registration (attending other establishment)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (NOT agreed or days in excess of agreement)
H	Annual Family holiday (agreed)
I	Illness (NOT medical or dental appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit
W	Work experience
!	Non-compulsory school age absence
Y	Enforced closure
Z	Do not use
#	School closed to pupils
*	Pupil not on roll
-	All should attend / No mark recorded

Appendix C: Escalation Flow Chart



Appendix D: Standard Letters and Forms

LETTERS TO PARENTS/ CARERS

Letter 1 following persistent lateness

Letter 2 requesting a reason for absence

Letter 3 offering support to improve their child's attendance, after it drops below 90%

Letter 4 requesting a school based attendance meeting if attendance does not improve and remains below 90%

Letter 5 summarising the school based attendance meeting and agreed actions

Letter 6 authorising a leave of absence

Letter 7 declining to authorise a leave of absence and warning penalty notice may be issued by the Education Welfare Service

FORMS

Form 1 recording and monitoring strategies to support attendance

Form 2 referral to Local Authority Education Welfare Service, showing evidence of intervention and support if attendance drops below 80% and there are ten unauthorised sessions in a six week period

Form 3 Intention to remove pupil from school roll

Form 4 Missing Pupil Checklist Action for Schools

Form 5 Application for leave of absence during term time

Form 6 Request for the issue of a penalty notice for an unauthorised term time holiday

Letter 1 following persistent lateness

Date

Address details

Dear

Punctuality - Child's Name:

From our weekly monitoring of the attendance registers I notice that your child/ren's punctuality has been very poor to date.

Childs name has been late **number** days so far this term.

The school runs to a structured time table, so it is important that your child doesn't miss anything during their time in school. The School Doors open at 8.40am and registration takes place at 8.50am.

All children must be dropped off and picked up on time, if there is a problem please contact the school office on the above number. If your child arrives after the gates have closed your child will receive a late or unauthorised mark.

Yours sincerely

Head teacher

Letter 2 requesting a reason for absence yellow/red slip

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

It has come to my attention that PUPIL NAME has been away from school recently and at present we do not appear to have a record as to the reason for the absence(s).

All schools are required by law to maintain accurate records on pupils absent from school. Therefore, I would be grateful if you could please complete, sign and return this form to the school office as soon as possible.

Many thanks in advance for your cooperation.

Yours sincerely

Headteacher

✂----------

Date of absence 1	COMPLETE DATE
Reason for absence	Illness/ Appointment/ Family Circumstances/ Other
Details – please be specific	
Date of absence 2	COMPLETE DATE
Reason for absence	Illness/ Appointment/ Family Circumstances/ Other
Details – please be specific	
I confirm that the above information is correct. Signed ……Parent/Carer	

Letter 3 offering support to improve their child's attendance, after it drops below 90%

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

During this academic year PUPIL NAME has been absent on a number of occasions, which gives an attendance level of PERCENTAGE %. The acceptable level of attendance as set by the school is PERCENTAGE %. This level of absence could impact significantly on PUPIL NAME's academic progress. Regular attendance is important to maintain consistent progress and achievement in both curriculum knowledge and understanding, and personal and social skills.

We appreciate that absence is sometimes due to sickness or other unavoidable circumstances. However, we hope that you will do your best to ensure that PUPIL NAME's attendance improves and is sustained throughout the rest of the year. We want all the students to achieve the very best they can and for this they need to be in school regularly.

If you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Headteacher

Letter 4 requesting a school based attendance meeting if attendance does not improve and remains below 90%

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

I wrote to you on DATE OF LETTER 3 regarding PUPIL NAME's attendance which was PERCENTAGE %. I am concerned that PUPIL NAME's attendance has not improved and is currently PERCENTAGE % for this academic year.

Regular attendance is important to maintain consistent progress and achievement in both curriculum knowledge and understanding, and personal and social skills. We want PUPIL NAME to do their best at school and therefore you are invited to a meeting on DATE at TIME with STAFF POSITIONS to discuss this matter further.

The focus of the meeting is to support you in improving your child's attendance.

Please contact the school to confirm your attendance at the meeting.

Yours sincerely

Headteacher

Letter 5 summarising the school based attendance meeting and agreed actions

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

Following our meeting on DATE at TIME with STAFF POSITIONS to discuss PUPIL NAME's attendance, please find below a summary of the meeting and agreed actions.

SUMMARY – e.g. We discussed…. Mr X reported that…

ACTION – specific agreed action

ACTON – specific agreed action

If you have any questions about the above, please do not hesitate to contact me.

Yours sincerely

Headteacher

Letter 6 authorising a leave of absence green slip

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

I acknowledge receipt of an application for PUPIL NAME to be absent from school due to exceptional circumstances.

During term time we strongly discourage any leave of absence and cannot stress strongly enough the detrimental effect any break during term time has on your child's progress in their education.

On careful consideration, I have authorised this period of absence, equating to DAYS days, DATES. This will be noted on the student's records and no further leave will be authorised except in exceptional circumstances.

I hope that PUPIL NAME is proactive on their return from the period of absence and makes every effort to catch up on work missed and minimise the overall impact on their learning and overall attainment.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Headteacher

Letter 7 declining to authorise a leave of absence and warning penalty notice may be issued by the Educational Welfare Service

Date

Address details

Dear

Name: **DoB:**

I refer to your application dated ********** for leave of absence for ********** to be absent for ********** days.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head Teachers granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application. Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional.

I must warn you that, if you do take your child out of school for this time, the absences will not be authorised and the Missing Education and Child Employment Service may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

The matter will also be recorded on your child/ren's school record.

If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances which mean the holiday cannot be taken during a school holiday period, please contact me to arrange an appointment.

Yours sincerely,

Mrs D Dack
Head Teacher

Form 1 recording and monitoring strategies to support attendance

PUPIL NAME			
ACTION	NOTES	DATE	ATTENDANCE %
LETTER 1 SENT TO PARENTS			
LETTER 2 SENT TO PARENTS			
DATE OF SCHOOL BASED ATTENDANCE MEETING			
ACTION			
ACTION			
DATE ATTENDANCE DROPPED TO 80% and 10 unauthorised sessions in 6 week period			
DATE OF REFERAL TO EWS			
FURTHER ACTION			

Form 2 referral to Local Authority Education Welfare Service, showing evidence of intervention and support if attendance drops below 80% and there are ten unauthorised sessions in a six week period

Essex Education Welfare Service Referral Form

- All fields must be completed to minimise delays
- If referring more than one child in a family, a form must be completed for each child
- Criteria for referral to EWS is below 80% attendance in the last 6 school weeks with a minimum of 10 unauthorised absences

School/Academy	
Referrer name	
Referrer telephone number	
Date	
Pupil's name	
Pupil's date of birth	
Gender	
Ethnic origin	
Pupil's address	
UPN	
Year group	
Mother's full name	
Mother's date of birth	
Mother's address (if different to pupil)	
Contact numbers	
Father's full name	
Father's date of birth	
Father's address (if different to pupil)	
Contact numbers	
Full name of any other person with regular care (eg; grandparent / partner)	
Carer's date of birth	
Carer's full address (if different to pupil)	
Contact numbers	

If you require any advice prior to referral, please contact your local EWS Duty Officer:

Mid	**0300 003 4124**	**Mid.ews@essex.gov.uk**
NE	**01255 254646**	**Northeast.ews@essex.gov.uk**
South (Castle Point & surrounding)	**01268 361373**	**South.ews@essex.gov.uk**
South (Basildon & surrounding)	**01268 632380**	**South.ews@essex.gov.uk**
West	**01279 404436**	**West.ews@essex.gov.uk**

Pre-referral evidence:

- 12 week attendance record must be attached
- Include as much evidence of pre-referral work as possible - if there is insufficient evidence, it will delay the case whilst information is sought

Document	Details	Attached
12 week attendance record		
First day contact/other call logs		
Referrals to other agencies (including dates of safeguarding concerns)		
Letters and meeting invites		
Minutes from meetings		
Home visit contact notes		
Assessments		
Other evidence:		

Please send this form and all evidence, marked 'Private & Confidential' to the appropriate EWS Quadrant Office:

	Mid
Address	Allocation Panel, Education Welfare Service, Causeway House, Bocking End, Braintree, Essex, CM79HB
Fax	01376 346894
Email	Mid.ews@essex.gov.uk

Providing the case meets EWS criteria and there is sufficient evidence of pre-referral work supplied, it will be allocated to a Local Authority Education Welfare Officer, who will be in contact with the school/academy to agree a date for the School Attendance Meeting.

Form 3 Intention to remove pupil from school roll

Information required by Essex Education Welfare Service acting on behalf of the Local Authority in accordance with guidance from the Education (Pupil Registration) (England) Regulations 2006. This form should be completed in the following circumstances;

- The school have received written notification from the parent that the pupil is receiving education otherwise than at school
- Ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which s/he is registered
- Certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age

<table>
<tr><td colspan="3">Name of school:</td></tr>
<tr><td>Name of pupil:</td><td colspan="2">D.O.B</td></tr>
<tr><td rowspan="5">Address:</td><td>Subject to a child protection plan</td><td>Yes / No</td></tr>
<tr><td>A child in care</td><td>Yes / No</td></tr>
<tr><td colspan="2">Statemented / SA / SA+ (please circle)</td></tr>
<tr><td>Ethnicity:</td><td></td></tr>
<tr><td>UPN:</td><td></td></tr>
<tr><td>Name of parent/carer:</td><td colspan="2">Contact number/s:</td></tr>
<tr><td colspan="3">Reason for removal from roll:</td></tr>
<tr><td colspan="3">New address; (if applicable) please make every effort to ascertain new address if parent informs you they are moving</td></tr>
<tr><td colspan="3">Date that pupil will be removed from roll:</td></tr>
<tr><td colspan="3">Have you been contacted by a new school? Yes / No</td></tr>
<tr><td colspan="3">Name of new school; (if new school not identified, LA EWO must forward to CME[1])</td></tr>
<tr><td colspan="3">If receiving school does not request the child's files within 15 school days, a referral must be made to EWS allocation panel for relevant checks to be made</td></tr>
</table>

[1] If new address is in Essex please forward to cme@essex.gov.uk. If new address is no longer in Essex please forward to west.educationwelfareservice@essex.gov.uk

Are there any known siblings? (Please include their name, DOB and school they attend if known)

Please ensure CTF is uploaded to s2s database once pupil has been removed. If there is no new school identified to collect the CTF, please upload using one of the following codes;

- *MMM MMMM (for pupils who are no longer in the maintained system or have moved to a school in Scotland)*
- *XXX XXXX (lost pupil database)*

Signed:	Position:
Name:	Date:

Please send completed form to the Education Welfare Service allocation panel

Form 4 Missing Pupil Checklist Action for Schools

To be completed by schools when;

- A pupil has gone missing[2] and no contact can be made with parent/carer to establish reason for absence
- Ceased to attend the school and forwarding address of the family is not known
- When a child has not returned from holiday within 10 schools days of the expected date of return[3]

If a child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child' safety, Social Care must be informed immediately and the SET procedures followed.

Pupil						
Pupil's name:		DOB:		UPN:		Male / Female
School:				Ethnicity (please state if not known):		
Last known address;						
				Please delete as appropriate		
				Child in Care:	Yes	No
				Subject to a child protection plan:	Yes	No
Parent/carer name:				Traveller Family	Yes	No
Telephone number(s)						

Date last attended school:	

Siblings
Name(s) and DOB: (please state if no siblings are known)
School sibling(s) attend:
Following checks with sibling(s) school, are they currently attending? (please include any relevant information provided by school)

[2] A pupil is deemed to be missing from school when the school do not have reasonable grounds to believe the pupil is unable to attend by reason of sickness or any unavoidable cause and have failed, after reasonable enquiry, to ascertain where the pupil is

[3] and the school does not have reasonable grounds to believe the pupil is unable to attend school by reason of sickness or any other avoidable cause

Checks to be made within 1 - 10 days of absence (checks should be started no later than the 5th day of absence)					
	Date	**Time**	**Name of person contacted**	**Number**	**Response / outcome**
Carry out first day calling (if this is an automated system please make telephone contact manually)					
Attempt telephone contact with all known emergency numbers					
Write to last known address and address of emergency contact if known (please attach a copy)					

Any further information from other agencies, wider school community (e.g. staff, other pupils, friends)

If child is not located following checks, please send checklist to EWS allocation panel, no later than the tenth day of absence[4] *and continue checks as appropriate* ***(Do not remove child from roll until advised by LA EWO)***

Checklist completed by:	
Position:	
Date passed to EWS allocation panel (please attach copy of attendance record:	

[4] The proprietor of every school shall make to the LA a return giving the full name and address of every registered pupil who has been absent from school, where the absence has not been treated as authorised for a continuous period of not less than ten school days (The Education (Pupil Registration) (England) Regulations, 2006)

Form 5 Application for leave of absence during term time

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

In accordance with the DfES and Essex Code of Conduct Guidelines

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Important: Please complete one application per child.

Name of Child	
DOB	
Class	
Date of first day absence	
Date of last day of absence	
Number of days requested	

Reasons for leave of absence for exceptional circumstances:

……

……

……

……

Signed	
Print name	
Relationship to child	Date
	Office Use: Head teacher signature…… Childs Attendance……

F o r m 6 Request for the issue of a penalty notice for an unauthorised term time holiday

Pupil Name: PUPIL NAME D.O.B: DATE OF BIRTH

School: SCHOOL Year Group: YEAR GROUP

Parental names: PARENT NAMES

Parental address: ADDRESS

Parental reason given for requesting leave of absence: REASON

Dates of absence: From DATE to DATE (inclusive)

Please submit with this request:

- *Evidence of information provided to parents warning of the possibility of penalty notices being issued for unauthorised leave of absence e.g. attendance policy, prospectus, newsletters or other school literature that it is reasonable to assume that a parent should have accessed*
- *Copy of original request from parents/carers accompanied by a copy of any letters submitted by them in support of the request*
- *A photo copy of the original letter from the head teacher to parent refusing the absence, with warning of a penalty notice being issued*
- *An attendance printout that covers at least 12 school weeks prior to the absence being taken, demonstrating that the absence has been taken, and that the pupil has returned to school.*

Signed _____

Headteacher

Application to be forwarded to:

Email: Mid.ews@essex.gov.uk

Appendix E: Guidelines on Authorising Absence

Head Teachers will not grant any leave of absence during term time unless there are exceptional circumstances.

Illness, medical and dental appointments

If a child is too ill to attend school and the school is satisfied the absence is as a result of illness the absence will be treated as authorised.

If the school has reason to doubt the validity of an explanation further information may be requested from the parents/carers, for example a note from the doctor. Where the school continues to be dissatisfied the absence should be treated as unauthorised.

Leave for medical or dental appointments may be given, and the absence authorised, where confirmation has been received from the parent.

Where a pupil is present for registration but then has to attend an appointment, or where a pupil returns from an appointment after registration, the school need take no action other than to record in the school office, for the purposes of emergency evacuation, that a pupil is leaving or returning to the site.

Minding the house, looking after brothers or sisters

Explanations such as minding the house, looking after other children, or shopping trips within school hours will not normally be acceptable reasons for absence. If parents are too ill to bring their child in, alternative arrangements should be made after day one.

Special occasions

It is for the school to determine whether an absence in this category should be authorised or not and will depend on the circumstances of each particular case.

In considering individual cases the school will examine the nature of the event, its frequency, whether advance notification was given and the overall attendance pattern of the child.

Family bereavements

The school will respond sensitively to requests for leave of absence to attend funerals or associated events and has the discretion to authorise such absences.

Family holidays during term time

Head Teachers will not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers will determine the number of school days a child can be away from school if the leave is granted. Should parents wish to apply for a term time holiday due to exceptional circumstances, parents should put their request in writing to the Head Teacher in advance.

Should the Head Teacher not agree to grant leave but parents/carers take their child on holiday anyway, it will be counted as an unauthorised absence. If a term time holiday is taken without the Head Teacher's permission, they may be issued with a penalty notice.

Days of religious observance

Where a pupil is absent due to participation in a day of religious observance by the religious body to which the parents belong, such absences are classified as authorised.

Traveller children

The position of Traveller families is recognised by section 199 of the Education Act 1993 which protects parents from conviction if they can demonstrate that they are engaged in a trade or business which requires them to travel from place to place, the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits or where the child has attained the age of six years they have made at least 200 attendances, i.e. 200 sessions or half days, during the preceding twelve months.

Public performances

Leave of absence from school may be granted to enable a pupil to participate in approved public performances.

Off-site activities

During school activities where a full class is participating, registers will normally be called off-site and pupils marked present or absent as usual. Where smaller groups are absent at the point of registration but engaged in activities expressly authorised by the school, the activities will not be regarded as absences but will be marked in the register with an appropriate symbol.

Where an activity is of a more individual nature the school can authorise absence at its discretion.

Excluded pupils

Where a pupil has been temporarily excluded they should remain on the school roll and the period be treated as authorised absence.

Where a pupil has been permanently excluded the absence should be treated as authorised while any review or appeal is in progress. On conclusion of that process, if permanent exclusion is confirmed, the pupil should be struck from the school roll.

It is the parent/carers' responsibility to ensure the child is not in a public place during school hours, between days 1-5 of a fixed term exclusion. On the sixth day the school should be providing a provision for them.