



Langham Primary School

Attendance Policy

Adopted	23rd June 2015	Author/ Owner	<i>Governing Body</i>
Last Reviewed	19th October 2021	Review Cycle	<i>Three Years</i>

Good attendance at school is essential in securing a good education for our children. This policy provides a summary of what the law says about school attendance and outlines school procedures in promoting good attendance.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

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. Since September 2006, schools have been required to use statutory registration codes. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an 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/carers, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application had been made in advance and the headteacher considers that leave of absence should be granted due to exceptional circumstances. Headteachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the aforementioned Regulations (2013). Whilst the headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised (G code) and a Penalty Notice **may** be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice, in accordance with the Essex Code of Conduct (£120 per parent, per child / £60 if paid within 21 days), where there have been 10 sessions or more of unauthorised absence recorded. If this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carers in the Magistrates Court.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

Roles Responsibilities and Procedures

School

- Morning registration opens at 8:45 and closes at 8:55. Afternoon registration opens at 1:00 and closes at 1:10. Children arriving after registration will be recorded as late.
- If the school has not been contacted about a child's absence by 9:30 (when morning registers have been checked) we attempt contact with parents by telephone. If no contact can be made we send an e-mail confirming that no reason for the absence has been received by the school and what efforts we have made to contact the family. National codes for unauthorised absence are used. This includes a code for 'unexplained' absence. Continued/ repeated unexplained absence may indicate a safeguarding issue. The school has a **Child Protection Policy** which explains how we deal with safeguarding concerns.
- Leave during term time can only be granted by the headteacher. Applications must be made in writing at least one full week before the date of absence.
- Attendance figures are monitored termly. Parents are contacted if attendance falls below 90%.
- The school will make arrangements for reintegration as appropriate following prolonged periods of absence.

Parents/carers

- Parents should call the school before 9:00am on the first day of absence to inform us of absence due to illness. Our phone number is **01206 272266**. There is no need to contact the school on the second or subsequent consecutive days' absence for the same illness.
- Parents are asked to inform us of planned medical visits in advance of the absence from school. This can be done by phone, written note to the school office or e-mail. admin@langham.essex.sch.uk
- Where a child appears to be having an unacceptable level of absence due to medical reasons, the school may request that medical evidence (such as appointment cards or prescribed medication) be provided to cover all absences. Failure on the part of the parent to provide such medical evidence, will result in absences being recorded as unauthorised and referral to the Missing Education and Child Employment Service (MECES)
- Requests for leave of absence must only be made in exceptional circumstances as family holidays will NOT be authorised under any circumstances. Applications forms for leave can be obtained from the school office.
- Parents are expected to work with school and/or MECES to resolve any attendance issues

The school may refer a pupil to MECES where attendance remains a concern following school intervention. The Education Welfare Service will work with schools and families to address attendance issues. However, if attendance fails to improve, legal action may be taken against parents/carers and could include a Penalty Notice, Education Supervision Order or Prosecution.

North East
ME&CE.NE@essex.gov.uk
Telephone: 0333 013 9983

Children Missing Education

All children, regardless of their circumstances are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing from education (CME) are at significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment or training) later in life.

The [Children Missing Education Policy and Procedures](#) document outlines the procedures that are to be followed within Essex to identify, locate and engage children who are Missing from Education, and to ensure that Essex County Council is effectively meeting its obligations under the Education Act (1996).

Schools, including Academies and Free Schools are required to inform the LA (The Education (Pupil Registration) (England) Regulations, 2006) of the details of pupils who have been absent from school for 10 continuous school days and contact cannot be made with the parent/carer to establish the reason for the absence and the absence has not been reported. In Essex schools are required to notify the LA via the [Missing Pupil Checklist](#)

On receipt of the checklist the Investigation Officer will carry out enquiries on behalf of the LA. If following these enquiries the whereabouts of the pupil cannot be established, the LA will advise the school in writing, to remove from roll not before 20 days of unauthorised absence. The school will then be required to upload the pupil's CTF (Common Transfer File) to the s2s lost pupil database. If the pupil is located and found to be living outside reasonable travelling distance to the school, the Investigation Officer will notify the school who may remove the pupil from roll. When removing a pupil from roll, schools are required to submit a [Statutory Notification of Deletion/Admission from/to Essex School Roll](#)

Where it comes to your attention that a child, **not on roll at your school**, appears to be missing from education you may refer their details to the Education Access team, via this [LINK](#). Completion of this online form will enable the local authority to conduct investigations into the matter and establish what educational provision is on offer and take action where such evidence is not available.

If you require any further advice or information please contact the Children Missing Education and Elective Home Education team on:

Tel: 03330 322 962

Email: cme@essex.gov.uk

Monitoring

The headteacher is responsible for monitoring attendance and reporting any issues/ trends to the governing body on a termly basis.

Evaluation and Review

The school will review this policy *every three years* and update accordingly to include changes in the law and guidance on good practice. The policy will be promoted throughout the school community and shared with outside agencies and partners as required.