



Attendance Policy (including Children Missing from Education) 2023-2024

Author:

C Phelps, Deputy Head Pastoral

Approved by the Governing Board:

September 2023

Date of next review:

July 2024

**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

Contents

Contents	1
1. Aims	2
2. Legislation and guidance	2
3. Equality statement	2
4. Principles and Definitions	3
5. Roles and responsibilities	3
5.1 The governing board	3
5.2 The Head	4
5.3 The Deputy Head Pastoral (Designated Safeguarding Lead)	4
5.4 The Pastoral Support Officer	4
5.5 Form Tutors	4
5.6 Parents/Carers	5
5.7 Pupils	5
6. Recording attendance	5
6.1 Attendance register	5
6.2 Unplanned absence	6
6.3 Planned absence	6
6.4 Lateness and punctuality	7
6.5 Following up unexplained absence	7
6.6 Reporting to parents/carers	8
7. Authorised and unauthorised absence	8
7.1 Approval for term-time absence	8
7.2 Legal sanctions	9
8. Strategies for promoting good attendance	9
9. Attendance monitoring	10
9.1 Monitoring attendance	10
9.2 Analysing attendance	10
9.3 Using data to improve attendance	11
9.4 Reducing persistent and severe absence	11
10. Children Missing from Education	11
10.1 Children 'Missing from Education' procedures	11
10.2 Reporting a child 'missing from education'	12
11. Monitoring arrangements	12
12. Registration requirements	12
13. Links with other policies	13
14. Useful contacts	13
Appendix 1 - Attendance codes	13
Appendix 2 - Half term letter sent to parents regarding lower than 90% attendance in a half term	17
Appendix 3 - Half term letter sent to pupils regarding 100% attendance in a half term	18
Appendix 4 - RBKC - School reasonable enquiry form	19

1. Aims

(At More House School) we are committed to meeting our obligation with regards to School attendance through our whole-School culture and ethos that values good attendance, including:

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

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [Part 6 of The Education Act 1996](#);
- [Part 3 of the Education Act 2002](#);
- Part 7 of the [Education and Inspections Act 2006](#);
- [The Education \(Pupil Registration\) \(England\) regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#);
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the School census, which explains the persistent absence threshold.

This policy refers to the DfE Keeping Children Safe In Education 2023 (including paragraph 175 and the DfE Guidance on [Children Missing in Education 2016](#)).

3. Equality statement

We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions;
- Are young carers;
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality;
- Have English as an additional language;
- Are known to be living in difficult situations - for example, temporary accommodation or where there are issues such as substance abuse or domestic violence;
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation;
- Are asylum seekers;
- Are at risk due to either their own or a family member's mental health needs;
- Are looked after or previously looked after;

- Are missing from education, and
- Whose parent/carer has expressed an intention to remove them from school to be home educated.

4. Principles and Definitions

Pupils are expected to attend School every day. Parents have a duty to ensure that their daughters attend School and the School is committed to working with parents to achieve as high a level of attendance as possible. Poor attendance is likely to have a serious and negative impact on both academic outcomes and wellbeing.

A pupil should only be absent if the reason is ‘unavoidable’. Allowing a child to be absent without good reason is unlawful, and ultimately parents can be prosecuted if they do not give their child an education. Parents will normally get warnings and offers of help from the local council first

Every half day absence from School has to be classified by the School, not the parents, as either **authorised** or **unauthorised**. Hence information about the cause of each absence is always required.

Attendance. This includes: field trips and educational visits, home and abroad (such as Activities’ Week); participation in or attendance at approved sporting activities.

- **Authorised absences** are morning or afternoon sessions where the School has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. More information can be found in Section 7.1.

Only the Head may authorise absence on these grounds:

- approved family reasons (e.g. bereavement, wedding)
- **Unauthorised absences** are those which no reason has been received or that the School does not consider reasonable and for which no ‘leave’ has been given or and may include keeping a pupil off for trivial reasons. Absence is to be left as unauthorised when one of the following is true:
 - the pupil concerned has played truant; or
 - the Head has deemed that the absence is unauthorised even though the parents have given permission for the pupil’s absence (parent-condoned truancy).

Suspected absences of this nature are to be followed up by the Pastoral Support Officer within two weeks of the original absence and followed up in line with this policy.

Pupils should never be kept off School for reasons such as shopping, looking after the house, theatre trips, holiday travel or looking after siblings or relatives.

5. Roles and responsibilities

5.1 The governing board

The governing board is responsible for:

- Promoting the importance of School attendance across the school’s policies and ethos;
- Making sure School leaders fulfil expectations and statutory duties;
- Regularly reviewing and challenging attendance data;

- Monitoring attendance figures for the whole School;
- Making sure staff receive adequate training on attendance, and
- Holding the Head to account for the implementation of this policy.

5.2 The Head

The Head is responsible for:

- Implementation of this policy at the School;
- Monitoring School-level absence data and reporting it to governors;
- Monitor the impact of any implemented attendance strategies, and
- Issuing fixed-penalty notices, where necessary.

5.3 The Deputy Head Pastoral (Designated Safeguarding Lead)

The Deputy Head Pastoral is responsible for:

- Supporting staff with monitoring the attendance of individual pupils;
- Leading attendance across the School;
- Offering a clear vision for attendance improvement;
- Evaluating and monitoring expectations and processes;
- Having an oversight of data analysis;
- Devising specific strategies to address areas of poor attendance identified through data;
- Arranging calls and meetings with parents to discuss attendance issues, and
- Delivering targeted intervention and support to pupils and families.

The Designated Senior Leader responsible for attendance is Ms Claire Phelps, who can be contacted via email at cphelps@morehousemail.org.uk

5.4 The Pastoral Support Officer

The Pastoral Support Officer is responsible for:

- Monitoring and analysing attendance data (see section 9);
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to School staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head;
- Taking calls from parents about absence on a day-to-day basis and recording it on the School system;
- Transferring calls from parents to the Deputy Head Pastoral in order to provide them with more detailed support on attendance;
- Working with educational welfare officers to tackle persistent absence, and
- Advising the Head/Deputy Head Pastoral (authorised by the Head) when to issue fixed-penalty notices.

The Pastoral Support Officer can be contacted via email at absent@morehousemail.org.uk.

5.5 Form Tutors

- Be the first point of contact with parents on pastoral matters;
- Record attendance on a daily basis, using the correct codes by 08.45am, and
- Work with their tutees to promote and achieve excellent attendance.

5.6 Parents/Carers

Parents/carers are expected to:

- Ensure that their child attends daily;
- Call or email the School to report their child's absence before 08.25am on the day of the absence and each subsequent day of absence, and advise when they are expected to return;
- Provide the School with more than one emergency contact number for their child, and
- Ensure that, where possible, appointments for their child are made outside of the school day.

5.7 Pupils

Pupils are expected to:

- Arrive in School and attend every timetabled lesson on time.

6. Recording attendance

6.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present;
- Attending an approved off-site educational activity;
- Absent, or
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry;
- The amended entry;
- The reason for the amendment;
- The date on which the amendment was made, and
- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not;
- The nature of the activity if a pupil is attending an approved educational activity, and
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Registration

- Registration is completed using the Information Management System “ISAMS”. If the system is down then a paper copy is taken and the Pastoral Support Officer is informed. The Pastoral Support Officer will complete the registration once the system is running again and a print out is available from her office for use during a Fire Drill.
- **Morning Registration:** Pupils should enter by the No. 24 door. It is important that all girls are in their form rooms by 08.25am each day. All pupils must attend a brief registration meeting with their form tutor to start the day from 08.25am - 08.55am as important notices or an activity to support learning are often given out during this time.
If a pupil has a music lesson or other activity that involves her being away from registration, she must report to her form tutor in advance of the registration. No kind of message, written or oral, is acceptable.
- **Afternoon Registration:** All pupils are expected to arrive at their Period 5 lesson directly after lunch at 14.05pm where they will be registered for the afternoon session.
If a pupil has a music lesson or other activity that involves her being away from registration, she must report to her form tutor in advance of the registration. No kind of message, written or oral, is acceptable.

The register for the first session will be taken at 08.25 and will be kept open until 08.45. The register for the second session will be taken at 14.05 and will be kept open until 14.15.

6.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08.25 or as soon as practically possible by calling the school or emailing the Pastoral Support Officer on absent@morehousemail.org.uk. Notification cannot be accepted by the pupil or a sibling.

If no contact is made by 08.45, the Pastoral Support Officer will make contact with parents/carers to establish a reason for the absence.

For all absences, parents are asked to email (absent@morehousemail.org.uk), specifying the reason and dates for each period of absence. Notes both written and signed by the parent/guardian can be accepted as an alternative to email and should be handed in to the office staff. Absence cannot be authorised without this procedure.

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

If the authenticity of the illness is in doubt, the School may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

6.3 Planned absence

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

Pupils with planned appointments to the doctor, dentist, etc. should email

absent@morehousemail.org.uk or give a note to the Pastoral Support Officer at least three days in advance. In these circumstances it is not necessary to telephone or email the School on the day of absence.

If a pupil is absent from School for reasons other than ill health, this must be discussed with the School on each separate occasion. Leave may be granted in an emergency (eg, bereavement) or for medical appointments which are necessary in School time, provided a written explanation is received by the Head.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of School for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 7 gives further information on which term-time absences the school can authorise.

Leave of absence

- Please note that we ask parents **not** to make holiday arrangements that require their daughters to miss days during term time. Holiday leave in term time will not be granted unless circumstances are exceptional. Our School terms are short and intensive and therefore a relatively long period of holiday is available.
- If your daughter needs to be away from School in exceptional circumstances, an email requesting permission should be sent to the Head at least two weeks in advance. Phone requests of this nature are not considered appropriate by the School.

6.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Pupils must attend registration on time. Parents are expected to ensure that their daughters are present at morning registration.

Pupils arriving between 08.26am and 08.55am are registered by the Pastoral Support Officer who will update this information on ISAMS.

Pupils arriving after 08.25am must enter the No.22 door and sign in at reception; parents are expected to contact the Pastoral Support Officer by way of a note, email or phone call to explain any lateness after 08.55.

Sanctions are imposed for persistent lateness (see Policy on Behaviour and Discipline).

6.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the School cannot reach any of the pupil's emergency contacts, the School may if deemed necessary contact the police;
- If the pupil has a Social Worker we will act with the best interests of the pupil's safety, welfare and educational by contacting the social worker in response to unauthorised absence where there are known safeguarding risks;

- Identify whether the absence is approved or not;
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session, and
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

Non-arrival at School: If a pupil has not attended morning registration and no explanatory message has been received by reception by 8.45am, parents will be contacted via text from the School office. If the parent has not responded to the text by 10.45, a phone call will follow to establish the reason for absence. If a parent believes the pupil should be in School, the Pastoral Support Officer will check whether the pupil is where she is timetabled to be at that time and, if she is not, will inform the Deputy Head Pastoral immediately. If the Deputy Head Pastoral (DHP) cannot explain the absence, the DHP will inform the Head who will decide on the next steps (see Action by the Head).

Missing during the School Day: If a pupil fails to attend afternoon registration or if she is noted to be absent during a lesson without explanation, the Deputy Head Pastoral should be informed immediately. If the Deputy Head Pastoral cannot explain the absence, she will inform the Head who will decide on the next steps (see Action by the Head).

Missing on an educational visit/sports fixture: If a pupil is found to be missing while on an educational visit or at a sports fixture, an immediate head count should be carried out to ensure other pupils are all present. An accompanying member of staff should alert the manager of the venue and/or search the immediate area as appropriate. If the pupil cannot be located then, depending on the age of the pupil and the circumstances in which she is found to be missing, the group leader may need to contact the police immediately. Otherwise, the group leader should inform the School office. The School office must notify the Head who will decide on the next steps. If the visit is outside School hours, the group leader should inform their emergency contact.

Action by the Head: The Head may ask the caretaker to organise a search of the School site. The Head will contact the pupil's parents and then ultimately the police if deemed necessary. In the absence of the Head, the Deputy Head Pastoral is delegated this responsibility.

Records: The Head will ensure that a record is made of any incident, the action taken and, if applicable, the reason given by the pupil for being missing.

6.6 Reporting to parents/carers

The School will regularly inform parents about their child's attendance and absence levels through the following:

- Parent portal;
- Written reports, and
- Half termly concern letters to those students with an attendance under 90%.

7. Authorised and unauthorised absence

7.1 Approval for term-time absence

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

We define 'exceptional circumstances' as a situation that is beyond the pupil's or their family's control and prevents the student from attending School.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and following a written request made to the Head. The Head may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments;
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;
- Family funeral
- Traveller pupils travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision;
- Study leave (but half-days on which pupils are in School to study or to sit exams are counted as attendance);
- Work experience;
- Exclusion;
- Self-isolating following public health advice or advice from a medical professional, and
- Other unavoidable causes.

7.2 Legal sanctions

The School or local authority can fine parents for the unauthorised absence of their child from School, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Head, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year;
- One-off instances of irregular attendance, such as holidays taken in term time without permission, and
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

8. Strategies for promoting good attendance

We are keen to celebrate improved and outstanding attendance. This may be done by:

- Verbal praise;
- Awarding credits;
- An email to parents, or
- An invitation to a special lunch (normally for 100% attendance in a half term at the discretion of the Deputy Head Pastoral) - see appendix 3 below.

9. Attendance monitoring

If a pupil's parents are reluctant for them to attend school or the pupil persistently fails to attend:

- In most cases (including one-off instances of unauthorised absence), the first step will be to set up a call or a meeting with the parents to give them an opportunity to identify their (or their child's) specific concerns. The School will then explain the steps it has and/or will take to address those concerns and look to agree a way forward with the parents.
- In addition, and following a review of half termly attendance:
 - To celebrate an attendance greater than 95% in any half term results in a letter home (see appendix 2)
 - Less than 90% attendance in any half term results in a letter and possibly a meeting between the parents and Deputy Head Pastoral
- We will be mindful of our obligations under the Equality Act 2010 to pupils whose reason(s) for absence are related to their own or their parent's disability.
- We will be clear with parents, from the outset, about their respective obligations to ensure that the child receives a formal education and our statutory reporting obligations if the child fails to regularly attend School and their absence is unauthorised (ie the School will report unauthorised absences of 10 days or more to the local authority).
- If, after the meeting, the parents are still reluctant for their child to attend School, or if their child continues to be absent from School, then we will seek advice from the Local Authority about how to escalate the matter.
- CPOMS will be used to keep a record of all concerns, meetings and subsequent actions.

9.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the School and at an individual pupil level, and
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

9.2 Analysing attendance

The School will:

- Analyse attendance and absence data half termly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families, and
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

9.3 Using data to improve attendance

The School will:

- Provide regular attendance reports to form tutors, and other School leaders, to facilitate discussions with pupils and families, and
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of School, and severe absence is where a pupil misses 50% or more of School.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Send attendance letters home at each half term to all pupils meeting the threshold for persistent absence;
- Hold regular meetings with the parents of pupils who the School (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at School, and
- Provide access to wider support services to remove the barriers to attendance.

10. Children Missing from Education

The School recognises that a child who goes missing from education is a potential indicator of abuse or neglect.

Children missing from education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation - particularly county lines.

Pupils who are most at risk of going missing from education include those who:

- Are at risk of harm or neglect;
- Come from Gypsy, Roma or Traveller families;
- Come from the families of service personnel;
- Go missing or run away from home or care;
- Are supervised by the youth justice system;
- Cease to attend a school, or
- Come from new migrant families.

Furthermore, the School acknowledges the particular vulnerability of its pupils who are already known to the LA children's social care and need a social worker (such as those on a Child in need or Child protection plan) of those who are on the SEN register.

The procedures outlined in this policy are designed to ensure that staff and especially those with particular responsibility for safeguarding to identify pupils who may be at risk at an early stage and prevent them from going missing in the future. More House School adopts the mantra that 'it does happen here' in its approach to absence from education and the possible links to forms of abuse.

The School addresses this issue with all new staff as part of the induction procedures.

10.1 Children 'Missing from Education' procedures

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the School without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

The School will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

10.2 Reporting a child 'missing from education'

If a pupil meets the threshold for a 'child missing from education', the School will make reasonable enquiries, in tandem with the relevant Local Education Authority, these may include:

- Contacting parents, relatives and neighbours using known contact details;
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems;
- Following local information sharing arrangements, making enquiries to:
 - Other local databases and agencies
 - Agencies known to be involved with the family
- Checking with the LA and school from which the pupil moved from originally, or any past LAs or schools that have educated the pupil;
- Checking with the LA where the pupil lives, if it's different from the one where the school is;
- In the case of children of service personnel, checking with the Ministry of Defence [Children's Education Advisory Service](#), or
- Conducting a home visit, following the LA policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives.

Throughout this process the School will keep a record of communications on CPOMS and RBKC School reasonable enquiry form (appendix 4).

11. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Head Pastoral. At every review, the policy will be approved by the full governing board.

More House School has a legal duty to promote attendance and to publish its absence figures, if required by the DfE.

The School is usually asked to disclose information on attendance and punctuality when writing references for pupils.

12. Registration requirements

We will keep our admissions register accurate and up to date by:

- Reminding parents to inform us of any changes to their information;
- As soon as a parent tells us about a change of address, we will record the following in our admission register:
 - The full name of the parent with whom the pupil will live;
 - The new address, and
 - The date from when it's expected the pupil will live at this address.
- We will amend our register as soon as changes to our roll are made
 - If a pupil starts or leaves the school at a non-standard transition point (for example, joining mid-year or leaving before the school's final year) we will:
 - Notify the Local Authority where the pupil resides within 5 days, and
 - Provide the Local Authority where the pupil resides with all the information held within the admission register about the pupil.

13. Links with other useful policies and documents

This policy links to the following policies:

- Child protection and safeguarding policy;
- Summary table of responsibilities for school attendance;
- Policy on Behaviour and Discipline, and
- [RBKC Children Missing Education Policy](#).

14. Useful contacts

- Children Missing Education Officers: 020 7745 6439 (RBKC) or 0207 745 6448 (Westminster)
- Gideon Mpalanyi (CME and EHE Officer)
 - Gideon.Mpalanyi@rbkc.gov.uk
- Sherifa Prince (Statutory School Attendance Manager, Royal Borough of Kensington and Chelsea)
Kensington Town Hall, Hornton street, W8 7NX
 - Tel: 020 7598 4580
 - Mob: 07971 024124
 - Sherifa.Prince@rbkc.gov.uk

Appendix 1 - Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip

		organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave

		during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 - Half term letter sent to parents regarding lower than 90% attendance in a half term

Dear Parents name,

Your daughter's attendance is currently less than 90% for this half of the academic year. [name's] current attendance is (%). Attendance is pivotal to raising standards in education and ensuring your daughter fulfils her potential. Guidelines from the Department for Education (DfE) also states that attendance should be reported to the Local Authority if:

- If a child has an attendance of under 90%, this is considered Persistent Absence;
- If a child accrues 8 sessions of unauthorised absences from school in a six week period, the parents may receive a fine in the form of a penalty notice (these sessions do not have to be consecutive);
- The school is required to notify the local authority if a child's attendance exceeds ten percent unauthorised absences in a six week period.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help her to address gaps in learning due to absence.

Please contact the school office on 020 7235 2855, if you would like to discuss this further.

Kind regards,

Ms C. Phelps

Deputy Head Pastoral

Appendix 3 - Half term letter sent to pupils regarding 100% attendance in a half term

Dear [name's]

The importance of attendance can not be underestimated in relation to your academic achievement and personal development whilst here at More House. There has been a lot of research that proves a direct link between attendance and likely success in your studies.

We are delighted to note that your attendance this half term is 100%, a fabulous achievement and one that you should be very proud of.

In order to celebrate this fantastic effort you are invited to a special lunch at 1.15pm on **Date**. Please come along to the studio to celebrate your own, and your peers, wonderful achievement.

Well done [name's]. We look forward to seeing you there.

With best wishes

Deputy Head Pastoral

Appendix 4 - RBKC - School reasonable enquiry form



SCHOOL REASONABLE ENQUIRY FORM

Leading to Children Missing Education/ Off Roll

When schools should use this form

- Where pupils have stopped attending, attempts to make contact have not been successful, no leavers form has been completed and where the destination of the child is not known.

When should schools NOT to use this form

- Pupils who have stopped attending but who have not moved (eg parent still liable for council tax at the home address) are non-attenders NOT CME; they must remain on the school's roll and be dealt with as non-attenders.

When is it appropriate to take a pupil off the school roll?

- 20 days continuous unauthorised absence, after both the school and Local Authority have tried to locate pupil and Reasonable Enquiry has been undertaken, and this form has been returned to the LA CME team who have agreed off rolling after council tax and social care checks, and/or confirmed referral made to CME in new LA.

SCHOOL NAME _____

SCHOOL ATTENDANCE LEAD _____

Please return your completed form by email to: missing.education@rbkc.gov.uk

PUPIL DETAILS	
NAME:	DOB: / /
Last attendance date / /	<i>Please attach school attendance certificate</i>
Parent Details	
ADDRESS	
FATHER/CARER NAME Number	
MOTHER/CARER NAME Number	
EMAIL	
Ethnicity	
ADDITIONAL and /or EMERGENCY CONTACT DETAILS	
FAMILY/FRIEND NAME	
Email	
Telephone number	

ENQUIRIES MADE BY SCHOOL			
PHONE CALL 1	Tel:	Date: / /	Outcome:
PHONE CALL 2	Tel:	Date: / /	Outcome:
PHONE CALL 3	Tel:	Date: / /	Outcome:
LETTER SENT	Date: / /	Outcome	
Name:		Tel:	
Home Visit Date: / /	Time, Visit made by ...		

Please return your completed form by email to: missing.education@rbkc.gov.uk

Appendix 5

Outcome: Anyone Home? Accommodation appears uninhabited? Bins Empty .Post Piled Up, Estate agent Other		
Neighbor checked House No. Outcome		
Letter sent by school	Date: / /	Outcome:

OTHER INFORMATION	
Was absence following a holiday?	Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>
Any previous long absences or holiday?	
Housing Check.	<input type="checkbox"/> Yes <input type="checkbox"/> No Outcome:
Known to Children's Social Care?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name of Social Worker: Social Worker Tel:
Any welfare/vulnerability concerns? E.g. domestic violence, SEN, temporary accommodation, mobility.	<input type="checkbox"/> Yes <input type="checkbox"/> No Give details:
Traveler's?	<input type="checkbox"/> Yes <input type="checkbox"/> No Previous known destinations:
Asylum Seeker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Friends Facebook?	Any comments
Previous Schools Attended?	

Please return your completed form by email to: missing.education@rbkc.gov.uk

Any recent breakdown in relationships known e.g. in school between pupils, or between pupil or parent and school? <i>E.g. over different opinions relating to behaviour, exclusions or SEN</i>	
--	--

ADDITIONAL INFORMATION

SCHOOL SIGNATURE	
Name:	Date: / /
Role:	
SCHOOL ATTENDANCE SERVICE WORKER SIGNATURE	
Name:	Date: / /
CME SIGNATURE	
Name:	Date: / /

Please return your completed form by email to: missing.education@rbkc.gov.uk

OFF ROLL DECISION	
Name:	Date:

Please return your completed form by email to: missing.education@rbkc.gov.uk