

Mersey Park Primary School Attendance Policy



Signed: Jan Lambeth (Attendance Governor)

Date: February 2021

Date for review: February 2022



Rights Respecting School: Article 28

Every child has the right to an education

Mersey Park Primary School

Attendance Policy



Introduction

Mersey Park Primary School is a successful and happy school and every child plays their part in making it so. However, for our children to gain the greatest benefit from their education it is vital that they attend regularly and all children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable or has been approved by the headteacher. Regular attendance at school enables children to gain maximum benefit from the range of educational and wider opportunities available to them.

It is very important therefore that we make sure that every child attends regularly and this policy sets out how, together, we will achieve this.

Our whole school attendance target at Mersey Park Primary School is 97%

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Responsibilities and Expectations of Parents/Carers

For the purposes of this policy and other education related issues, a parent is as defined under section 576 of the Education Act 1996:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- any person who, although not a natural parent, has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of their relationship with the child, is considered to be a parent in education law.

Children at Mersey Park Primary are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, pupils will not carry blame and be made to feel unhappy if their parents/carers are not supportive or effective in these areas.

Parents/Carers have a legal responsibility to ensure that their child attends school regularly, and is in school for every lesson after they have registered. Ensuring children's regular attendance at school is the legal responsibility of parents/carers and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Parents/Carers are expected:

- To ensure children attend school every day that the school is open unless there is genuine and unavoidable reason that prevents them from doing so;
- To trust that school staff will contact parents/carers during the school day if a child is too unwell to be in school;
- To ensure that school has at least two sets of full contact details, and that these are kept updated;
- To inform school, by phone, email, note or in person, if a child is unable to attend, on the first day of absence, outlining the reason for the absence;
- To continue to inform school on a daily basis if absences continue beyond a single day;
- To provide medical evidence for any absences that are due to ill-health that continue for 3 days or more;
- To make all medical appointments outside school hours whenever possible and to inform school in advance of any medical appointments that cannot be scheduled out of school time. For absence to be authorised as a medical absence, school requires evidence, such as an appointment card or letter;
- To ensure that their child arrives at school on time with a reason offered for any lateness (see page 6 for start of day times for each year group);
- To ensure that their child is collected on time at the end of the school day or to provide written permission for children in Years 5 and 6 to walk home unsupervised;
- To talk to school staff as soon as possible should their child be reluctant to come to school for any reason, or if there are any other issues impacting on school attendance. This is so that any problems can be quickly identified and overcome;
- To work closely with the school and the Attendance Service to resolve any problems that may impede a child's attendance;
- To take family holidays during school holiday periods and be aware that there is no entitlement to withdraw children for authorised leave of absence during term time. Any requests for leave of absence during term time should be made in writing and in advance to the head teacher on the form available from the school office. Requests for holidays during term time will be refused except in exceptional circumstances (see Appendix 4);
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS;
- To provide evidence, if requested, if there are repeat absences for medical reasons to enable school to gain a greater understanding of the child's health issues.

In situations where a child's attendance record is of concern, usual practice would be for parents/carers to be invited into school to meet with a member of staff. This provides an opportunity for concerns from both home and school to be shared, and for an agreed plan of action to be put in place to address any identified difficulties.

Please remember that parents/carers are encouraged to contact school at an early point should they have any concerns that are impacting on their child's school attendance.

Absence Procedures:

It is important that parents/carers keep in touch with school about all absences. This information is used to help determine whether children's absence is recorded in the register as authorised or unauthorised. The head teacher has the ultimate authority to determine whether absences are authorised or unauthorised. If parents do not communicate with school, and staff are unable to establish contact, the absence will be recorded as unauthorised.

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

If a child is absent parents/carers must:

- Contact school as soon as possible on the first day of absence, by telephoning the school office (0151 647 8197) or sending an email (schooloffice@merseypark.wirral.sch.uk) or note into school or informing a member of the school office staff in person;
- Continue to keep school informed if absences continue beyond a single day.

If your child's attendance falls below 93% you may be asked to meet with the Headteacher or Attendance Panel to resolve the problem, but you can approach school staff at any time if you are having problems getting your child to school.

What to do if your child is reluctant to attend school:

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work or homework, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some case you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

Make sure that your child gets plenty of sleep and gets up in plenty of time each morning. Ensure that your child leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education. Be interested in what your child is doing in school; chat to them about the things they have learnt, what friends they have made and even what they had for lunch.

Medical Evidence:

The most common reason for children being persistently absent from school is illness. Though we always ask you to let school know when your child has been absent, we may need more evidence, particularly if absences continue for three or more days or if there are repeat absences for medical reasons. This will help school to decide whether or not the absence should be authorised, and to see whether any additional support is required.

We will accept the following as medical evidence:

- GP certificate;
- Letter from a health professional;
- Appointment card/letter - dated;
- Prescription or medication in the name of the child;
- Text message from GP or NHS confirming an appointment;
- Care of the chemist – date stamped slip to show medical advice has been sought;

This is not an exhaustive list.

In some cases, we may need to ask parents/carers for permission to get the School Nursing Service involved and/or a Doctor if there are particular concerns about health-related absences.

See Appendix 2 for advice in relation to required absence periods for identified health issues.

Mental Health:

We acknowledge that children are at a higher risk of missing school if they have issues around their emotional wellbeing and mental health. This can then lead to further problems in terms of children falling behind with work, and of feelings of social isolation. It is particularly important in these circumstances that parents/carers work together with school to ensure that appropriate help and support is offered to respond to concerns as they arise. Early Help means taking action to support a child, young person, and/or their family as soon as a problem emerges.

Types of absence:

Every session (half day) absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for reasons such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Acceptable reasons for an authorised absence:

- The child is ill or is prevented from attending by unavoidable cause;
- The child lives over a certain distance from the school and either the LA has failed to make suitable arrangements to register the child at a nearer school or the LA has failed to make suitable transport arrangements;
- The child is absent on days exclusively set apart for religious observance in their particular faith;
- The child is absent 'with leave'. This refers to leave being granted by the school if authorised for exceptional circumstances.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. It is this type of absence which can lead to the Authority using sanctions and/or legal proceedings and includes:

- Parents/carers keeping children off school unnecessarily;
- Truancy during the school day;

- Absences which have never been properly explained;
- Children who arrive at school too late to get a mark;
- Shopping, looking after other children or birthdays;
- Parents/carers own health issues;
- Day trips and holidays in term time which have not been agreed.

In the case of unauthorised absences, an Education Penalty Notice may be issued. Head Teachers may submit a written request to the Education Social Welfare Service using the appropriate proforma asking for an Education Penalty Notice Warning Letter to be issued to parents/carers. If improvements in attendance are not evident then an Education Penalty Notice may be issued.

Persistent Absence (PA):

Persistent Absence is when a pupil misses 10% or more (19 days) of their schooling across the full school year for whatever reason. Absence at this level is doing great harm by creating gaps in a child's learning. Research shows that these gaps affect attainment when attendance falls below 95%. Therefore, we need parent's/carer's and pupil's complete support to address this.

Priority will be given to any pupil either at the PA level or at danger of reaching it and parents/carers will be informed of this immediately so that together we can put a plan in place to get that child back into school. All PA cases are also automatically made known to the Education Welfare Officer.

Lateness:

Regular and punctual attendance at school is a legal requirement and poor punctuality is not acceptable. If your child misses the start of the day they can miss work and spending time with their class teacher getting vital information and news for the day. Late arriving pupils are disrupting not only their own education but also that of the other pupils and this can be embarrassing and upsetting for the child. Lateness can also encourage absence as some pupils would rather not attend school at all, rather than have to arrive late.

How we manage lateness:

- The school day starts for each year group at the following times and we expect your child to be in punctually:
 - Foundation 1: 8.45am/12.20pm
 - Foundation 2: 9.00am
 - Year 1: 8.50am
 - Year 2: 8.45am
 - Year 3: 9.00am
 - Year 4: 9.00am
 - Year 5: 8.45am
 - Year 6: 8.50am
- Registers are marked up to 10 minutes following each year group's start time and your child will receive a late mark (L) if they are not in by that time.
- At 9.30 am the registers will be closed. If your child arrives after that time they will receive a mark that shows them to be present on site (U), but this will not count as a present mark in law and it will mean they have an unauthorised absence.

- Any late pupils should enter school through the main entrance. The administration staff will ask the parent/carer to sign their child in using the electronic system.
- Children should not arrive unaccompanied by a parent/carer if they are late. If they do arrive alone, the office staff will ask the pupil to offer a reason for lateness and this will be followed up by a phone call.
- If lateness becomes a regular occurrence parents/carers will receive a phone call to enquire about reasons and will be offered support as necessary.
- If lateness persists, parents/carers will be invited to attend a meeting in school to agree an action plan. If support is declined or the plan is not followed, and a child has 10 or more sessions of unauthorised absence due to lateness, an Education Penalty Notice may be issued (see page 14).

Children with Medical Needs:

The school's Governing Body ensures that arrangements are in place to support pupils with medical conditions in school. The SENCo develops individual healthcare plans, and these provide clarity about what needs to be done, when, and by whom in order to ensure that children with medical needs may access and enjoy the same opportunities at school as any other child (see DfE statutory guidance issued in April 2014: 'Supporting pupils at school with medical conditions').

The primary aim of educating children and young people who have medical needs is to minimise, as far as possible, the disruption to their normal schooling by allowing them to continue their education and to progress as much as their medical needs allow. 'Medical needs' encompass both physical health and mental/emotional health issues.

In circumstances where a child has complex health needs and is medically unfit to attend school, referral may be made to The Home Education Service which is a local authority service based on the Hilbre High School Humanities College site. Medical referrals to the Home Education Service must come jointly from both school and paediatrician, NHS specialist consultant, CAMHS psychiatrist or senior CAMHS therapist/psychologist.

Children on Part-Time Timetables:

All pupils of compulsory school age are entitled to a full-time education. There may, however, be exceptional circumstances where a part-time timetable is needed as a time-limited intervention to respond to a child's individual needs. Schools are asked to submit information about such arrangements to Wirral Attendance Service using the template included as Appendix 12.

Responsibilities and Expectations of the Pupils

As a Rights Respecting School, pupils will be taught that they have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available to them.

Pupils are expected:

- To do all they can to attend school regularly and punctually;
- To promptly arrive in class for both morning and afternoon register;
- To inform a trusted adult if there is a reason they are not happy to attend school such as any issues that are making it difficult for them to come to school, or that are affecting their wellbeing in school;
- To be aware of their attendance targets and work towards meeting them.

Responsibilities and Expectations of the School

School attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount.

School staff are expected:

- To create a school ethos that pupils want to be part of;
- To meet the legal requirements set out by Government;
- To give a high priority to punctuality and attendance;
- To consistently record authorised and unauthorised absences on the register using the correct attendance code (see table Appendix 2). This duty also extends to ensuring that N coded absences are resolved in a timely manner. Parents/carers should be made aware that if school cannot establish an acceptable reason for their child's absence, the missed sessions will be recorded as unauthorised absence;
- To have sensitive support systems in place for vulnerable pupils which recognise the complexity of children's lives and family circumstances;
- To analyse and evaluate a range of accurate attendance data to improve individual pupil and whole school performance, and to identify any vulnerable groups of pupils whose attendance is below what would be expected. There are robust tracking procedures in place with respect to the attendance of pupils with special educational needs and disabilities, children in receipt of Pupil Premium, and children who are Looked After by the Authority or have an allocated Social Worker;
- To inform the local authority of any part-time or flexible education arrangements in place for individual pupils, together with plans for tracking and review (see Appendix 3);
- To identify a senior leader (Mrs R Tootell - Deputy Head) who has responsibility for attendance, and for the achievement and wellbeing of all children who are on the school roll but not accessing education in the usual way, such as those pupils in alternative provision placements;
- To encourage open communication channels between home and school to improve attendance and punctuality. This will include meetings with parents/carers in school, where any support needs can be identified and addressed, together with the joint formulation of realistic plans for improving individual pupils' attendance;
- To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance and to develop procedures for the reintegration of long term absentees;

- To have support plans in place to ease pupils' transition between each phase of education when there is a change of school, with particular reference to the needs of more vulnerable children;
- To seek advice from the Authority's designated Locality Attendance Officer (LAO) both in respect of the management of whole school attendance matters, and of individual children whose attendance gives cause for concern;
- To have a clear understanding of the roles and responsibilities of the school and other support agencies in relation to the provision of additional support for pupils whose attendance difficulties are symptomatic of wider family issues and/or indicative of safeguarding concerns where a multi-agency response is required;
- To engage in partnership working with the Authority's Attendance Service to ensure appropriate use of legal sanctions in order to reinforce parental responsibility for securing regular attendance;
- To adequately provide for pupils with health difficulties, including mental health, within the bounds of resources available;
- To give parents/carers data on attendance in our regular newsletter;
- To provide governors with sufficient data and information about pupils who are not attending regularly or accessing education in the usual way, so that they can evaluate and challenge the effectiveness of school's arrangements;
- To report to parents/carers each term on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- To incentivise, reward and celebrate good and improved attendance on an individual, group, and whole school level – creating a positive culture in which good and improved attendance is highly valued. School encourages ownership of attendance reward schemes by seeking and acting on pupils' views in this respect;
- To refer children who are, or who are at risk of becoming, Children Missing from Education (CME) to the Local Authority in accordance with Wirral Policy;
- To notify the Local Authority of any child whose name is deleted from roll at parental request in order to pursue elective home education.

First Day Contact:

Parents are encouraged to contact school on each morning that their child is absent. If a child is absent, and no contact from parent has been received by school:

- School will endeavour to telephone parents/carers to ascertain a reason for absence in accordance with 'first day contact' procedures;
- School may also telephone any other persons on the pupil's contact list if they are unable to make contact with the parent;
- Home welfare visits may also be undertaken in connection with concerns around a child's absence (particularly when parents do not respond to requests for contact from school staff);
- Priority tracking should take place where safeguarding is a known issue. School's Designated Safeguarding Lead/Children Looked After Lead should be alerted should there be any concerns in respect of the absence of children subject to Child in Need arrangements or Child Protection Plans, or children Looked After by the Local Authority.

Those people responsible for attendance matters in this school are:

- Mrs Thomas, headteacher, decides on the classification of absences and puts cases forward for prosecution or Penalty Notices.
- The school governors, with Mrs J Lambeth as attendance link governor, are responsible for overseeing school attendance and checking policies and procedures. Mrs J Lambeth may also attend Attendance Panel meetings.
- All class teachers, monitor their pupil's attendance and set the weekly attendance targets for their classes.
- Mrs Tootell, deputy headteacher, collates and monitors school attendance information, keeping an overview of whole school, class, and individual attendance rates, looking particularly at overall absence, levels of unauthorised absence, and patterns of absence; supports pupils to improve their attendance and punctuality; reports attendance figures to parents/carers, staff and governors; invites parents/carers into school to discuss attendance issues (including Attendance Panels); seeks advice from and makes referrals to the Attendance Service; and follows up any absences that are potential cause for concern.
- Mrs Hardy, our Home/School Liaison Officer, who takes and records messages from parents/carers regarding absence; makes first day absence telephone calls if a message has not been received; records details of children who arrive late; and supports families to improve attendance and punctuality.

Link with Safeguarding/Education Neglect:

- Safeguarding and promoting the welfare of children is everyone's responsibility.
- Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- School has a key role in ensuring children and young people are kept safe. School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.
- The designated safeguarding lead, Mrs Tootell, will provide support to staff members to carry out their safeguarding duties and liaise closely with other services such as children's social care and early help services.
- Schools is alert to unauthorised absence as being a potential indicator of educational or wider neglect. Neglect is the most common reason for a child to be the subject of a Child Protection Plan in the UK. **Working Together 2018** identifies neglect as: 'The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.'

Stepped Interventions:

The following are examples of interventions which may be considered by school to support the promotion of regular attendance. All of these interventions would be underpinned by the offer of ongoing support to address identified difficulties:

97% to 95%	Early Warning	Early warning letters, phone calls home, monitored by class teachers
95% to 92%	School Monitoring	Letters to targeted families, 1:1 meetings, home visits, concerns escalated to senior staff
92% to 90%	School Intervention (stage 1)	Attendance Report Card, letter home explaining the issuing criteria for Education Penalty Notices in cases of unauthorised absences, continued school support
90% and below	Attendance Service and School Intervention (stage 2)	Attendance Panel, Parenting Contract, Attendance Report Card, home visits, meeting with Attendance Officer and possible Education Penalty Warning or Notice which could lead to prosecution
Unauthorised attendance that falls below 75% can be an underlying risk factor and indicative of a safeguarding concern. School would seek advice from social care.		

The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and will provide information to assist the school to strategically manage attendance issues. The Attendance Service will also have access to this information and will use the reports to support their role.

Strategies used to promote good attendance and punctuality:

- Class teachers will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals. Pupils with attendance of below 93% will complete a daily Attendance Report Card with a member of the SLT to reward good attendance, address any issues and identify patterns.
- Pupil attendance figures will be published with the annual academic reports, and at the Home/School Discussion evenings in October and February.
- Positive verbal reinforcement is given to pupils who have been absent from school for a period of time and attendance actions are developed to help them catch up with any missed curriculum and promote future attendance.

- Attendance is given a high profile through the weekly awards assembly.
- A weekly attendance league will promote and celebrate class attendance and 'Daley Bear' will be awarded to the class with the best attendance each week.
- 100% attenders in the winning class will enter a family prize raffle.
- A weekly £5 for 5 reward will be awarded to a randomly selected child if they have 100% attendance that week. If not, the £5 will rollover.
- Parents will be informed of the school's policy on attendance when their child first starts at the school and an updated attendance leaflet will be sent out each year. The policy and leaflet are available on the school's website.
- Attendance expectations will be included on the home/school agreement.
- Parents will be regularly informed of the whole school attendance target and the current position in meeting that target.
- Attendance Panels will be offered as a means to support parents/carers of pupils whose attendance is a cause for concern. The Attendance Governor may also attend these meetings. At an Attendance Panel Meeting a Parenting Contract will be written, which includes a statement by the parents/carers that they agree to comply with whatever requirements are set out in the plan.
- Education Penalty Notices will be issued through referral to the Attendance Service where parents/carers do not engage with the school to support an improvement in attendance.
- 97%+ attendance will be celebrated at the end of each term and 100% certificates are awarded each term.
- 100% attendance will be rewarded at the end of the year, with reference made to pupil's having 100% attendance in consecutive years.
- Attendance displays in public areas will promote and celebrate good attendance and punctuality.
- Monthly Fitness/Well-being Fridays will help pupils and their families understand the importance of looking after both physical and mental health and the impact this has on attendance.
- Locality Attendance Officers from the Authority's Attendance Service will be requested to send positive letters to pupils and their families to recognise and reinforce progress made in terms of securing improved attendance. School will also invite Locality Attendance Officers to be involved in celebration assemblies.

Responsibilities and Expectations of the Local Authority and Wirral Attendance Service

The Local Authority is expected:

- To promote regular school attendance of children who attend Mersey Park, and to work towards breaking the cycle of poor attendance, reduced attainment, and social disadvantage.
- To help school in its work to reduce overall and persistent pupil absence. This involves working with school staff, parents/carers, children, and various partner agencies to develop and implement practices which can help raise and sustain individual pupils' attendance levels.
- To carry out statutory duties in relation to the enforcement of school attendance.
- To carry out statutory duties in respect of the identification and tracking of children known to be, or at risk of becoming, missing from education (CME).

Attendance in Early Years

Children must start full-time education once they reach compulsory school age. This is on 31 December, 31 March, or 31 August following their fifth birthday - whichever comes first. If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date.

Absence data in respect of four and five year olds who are not of compulsory school age is collected and reported upon separately at national level. Data relates only to an overall absence percentage, as children not of compulsory school age cannot technically accrue unauthorised absence. There are high expectations in place for this cohort of children in terms of attendance, so that good habits are established from the outset of a child's school career.

Holidays in Term Time

In line with Local Authority and Government guidance, leave of absence in term time will only be considered in the most exceptional of circumstances and when parents/carers have made an application in advance. The principles for defining exceptional are: rare, significant, unavoidable and short, with unavoidable meaning an event that could not reasonably be scheduled at another time.

Taking holidays in term time will affect a child's education as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to a leave of absence in school time to go on holiday.

All applications for leave of absence must be made using the leave of absence request form which can be obtained from the school office (see Appendix 4).

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as an Education Penalty Notice (see Appendix 4). If we contact a parent/carer who has not put in a request for leave of absence and the dialling tone would indicate that they are abroad, school will proceed following the guidance for issuing an Education Penalty Notice.

The Legal Framework

Parents are responsible for ensuring that their children of compulsory school age receive a suitable, full-time education. This can be by regular attendance at school, at alternative provision, or by elective home education.

The Local Authority has a range of legal powers to promote and enforce regular school attendance:

- Penalty Notices (Section 444A Education Act 1996)
- Prosecution of Parents / Carers in Magistrates' Court (Section 444 (1) / Section 444(1A) Education Act 1996)

- Application to the Family Court for an Education Supervision Order in respect of the child (Children Act 1989)
- School Attendance Order (Section 437 Education Act 1996)
- Parenting Order (Section 8 of the Crime and Disorder Act 1998)

Each case is considered on an individual basis, but the circumstances in which a Penalty Notice for non-attendance may be issued by the Local Authority include:

- Unauthorised absence from school
- Unauthorised leave of absence during term time
- Unwarranted delayed return from authorised leave of absence, e.g. in excess of the agreed number of days
- Persistent late arrival at school after the register has closed.

Head teachers can submit written requests to the Authority's Attendance Service asking for a formal Warning Letter to be issued to parents in respect of their child's unauthorised absence, and for an Education Penalty Notice to be subsequently served should there be no immediate improvement in the situation.

A minimum evidential requirement of ten (10) school sessions lost to unauthorised absence by any pupil in any one term, or across two half terms, is required to trigger the Penalty Notice process. A session is a half-day.

Where the Local Authority is of the opinion that a pupil's level of attendance is so low that initiating prosecution proceedings in the Magistrates' Court would be more appropriate, the Authority reserves the right not to issue a penalty notice.

Deletion from Roll

School can only lawfully remove a child from our school roll under certain circumstances in accordance with Government Regulations (see Appendix 5). School is required to inform the Local Authority of the details of all children who are removed from roll at non-standard transition times.

If your child is leaving our school (other than when transferring to secondary school) parents/carers are asked to provide written confirmation to the school office, the following information:

- New address and telephone numbers (if moving house);
- Date of the move (if moving house);
- Name, address and telephone number of the child's new school;
- Start date at the new school.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing Education'. This requires schools and Local Authorities to then carry out investigations to try to locate your child, which includes liaising with Children's Services, the Police and other safeguarding agencies. By giving us the above information, these investigations can be avoided.

Elective Home Education

One of the grounds under which a child can lawfully be removed from the school roll is if a parent/carer notifies the Headteacher in writing that they are withdrawing their child from school in order to take full responsibility for provision of the child's education. School will then notify the Local Authority, as the Authority will then have responsibility for assessing the suitability of education that is being provided for the child. The Authority must first consent to elective home education when a child has special educational needs and is placed in specialist provision.

School and the Authority respect that it is a parental right to pursue elective home education. It is, however, important that when parents/carers opt to home educate, this is a positive choice and in the best interests of the child, rather than the option of last resort. Parents/carers should be aware that elective home education is not a route to obtaining a place in a school of their choice which may have previously been declined, or a way of accessing alternative provision.

Children Looked After (CLA)

The attendance of children in the care of the Local Authority is also monitored by the Headteacher and Governors of the Virtual School. Use of the B and C codes will be agreed with the Headteacher of the Virtual School. The use of the N registration code for looked after children will be rare, as reasons for any absence will be obtained as a matter of priority. It is essential that contact is made with a child's social worker and the Authority's LACES team as soon as attendance concerns emerge. The school's designated teacher for looked after children (Mrs Tootell) will regularly monitor looked after children's attendance rates.

Pupils Attending Off-Site Educational Provision

Any pupil who is attending off-site educational provision will be marked using registration code D or B by their main school (according to the circumstances of the individual placement).

Code B should be used when pupils are present at off-site educational provision that has been approved by school. School is ultimately responsible for the safeguarding of pupils educated off-site, and use of the B code signifies that the education is supervised and measures are in place to ensure the safeguarding and welfare of the pupil.

School must ensure that the B codes reflect the daily attendance of the pupil at the off-site provision. For example, if a pupil misses a day due to illness, then the main school attendance register will show this day as an I and not a B.

It is important that agreement and clarity are reached between school and the off-site provision with respect to arrangements for daily tracking and follow-up of any absence. There should be daily communication between school and the off-site provision in respect of individual pupils' absence.

The law allows for dual registration of pupils at more than one school. The D code is used to signify that the pupil was not expected to attend the session because they were scheduled to attend the other school at which they are registered. Again, an agreement must be in place with respect to who has responsibility for the daily tracking of attendance and absence.

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 staff are committed to working with parents/carers as the best way to ensure as high a level of attendance as possible.

Monitoring and review

This policy will be reviewed annually by school and updated in accordance with any new legislation or guidance, or changes to any other relevant procedures or documents. This policy should be read in conjunction with the Authority's policies on Enforcement Procedures, Children Missing from Education, and Elective Home Education.

The Attendance Lead in school reports to governors regularly about the effectiveness of the policy and school's current attendance data. The attendance policy is the governors' responsibility.

Appendices

Appendix 1	Health Advice: exclusion table
Appendix 2	Pupil Registration
Appendix 3	Guidance for Schools on the use of Reduced Timetables (including standard notification template)
Appendix 4	Leave of Absence during term time (including Local Authority Application for Parents / Carers)
Appendix 5	Deletion from Roll: Lawful Grounds (including deletion from roll notification template)
Appendix 6	School Attendance: Statutory Guidance
Appendix 7	Addendum: Covid19 (including reference to the Authority's Vulnerable Children's Panel)

Appendix 1

Health Advice

Infection	Absence Period	Comments
Athlete's Foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken Pox	Five days from onset of rash and all the lesions have crusted over.	
Cold Sores (Herpes simplex)	None.	Avoid kissing and contact with the sores are generally mild and heal without treatment.
Conjunctivitis	None.	If an out/break occurs, consult your local HPT.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9.
Diphtheria *	Exclusion is essential. Always consult with your local HPT.	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT.
Flu (influenza)	Until recovered	Report breakouts to your local HPT.
Glandular Fever	None	
Hand, Foot and Mouth	None	Contact your local HPT if many children are affected. Exclusion may be considered in some circumstances.
Headlice	None	Treatment recommended.
Hepatitis A*	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of Hepatitis, A, your local HPT will advise on control measures.
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice.
Impetigo	Until lesions are crusted/healed or 48 hours after treatment.	Antibiotics treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered.	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal Meningitis/ septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and Pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed.

Infection	Absence Period	Comments
Meningitis* Viral	None	Milder illness than bacterial meningitis. Siblings or other close contacts of a case need to be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information.
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella (German Measles)	Four days from onset	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or Midwife.
Scarlet Fever	Excluded until 24 hours of appropriate antibiotics	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of 2 or more cases please contact your local HPT.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek/fifth disease/ parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or Midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Always consult with your local HPT BEFORE disseminating information to staff/ parents/ carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact spread.
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping Cough (Pertussis)*	Two days from starting antibiotics treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, Non-infectious coughing may continue for any weeks. Your local HPT will organise any contact tracing.

*Denotes a notification disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). Health protection Agency (2010) Guidance on infection control in schools and other childcare settings. HPA: London

Appendix 2

Pupil Registration

Schools must take the attendance register at the start of the first session of each school day, and once during the second session. On each occasion, it must be recorded whether each pupil is:

- Present
- Attending an approved educational activity
- Absent

School must then follow-up on all pupil absences in order to:

- Ascertain the reason for absence
- Make sure that any safeguarding action is taken if needed
- Identify the correct registration code to insert in the electronic register

Nationally prescribed registration codes should be used consistently by all schools. These codes are used to give depth of meaning to the register and to provide statistical meaning to absences. Codes are all collected by DfE via download to the School Census System.

Code	School Meaning	Statistical Meaning	Note
/	Present (AM)	Present	Pupil must be present on school site during registration
\	Present (PM)	Present	
B	Off-site educational activity	Present: Approved Educational Activity	Used for a supervised educational activity that has been agreed by the school. School is ultimately responsible for the safeguarding and welfare of pupils educated off-site. Not to be used where a pupil is at home completing school work.
C	Leave of absence authorised by the school	Authorised absence	Exceptional individual circumstances
D	Dual Registered – at another educational establishment	Neither absent nor present for statistical purposes	Pupil scheduled to attend at the other school at which they are registered
E	Excluded but no alternative provision made	Authorised absence	Alternative provision must be made from the sixth day of any fixed period or permanent exclusion
G	Holiday not authorised by the school or in excess of the period determined by the head teacher	Unauthorised Absence	Cannot be changed retrospectively
H	Holiday authorised by the school	Authorised absence	Exceptional individual circumstances. Application made in advance.

I	Illness (not medical or dental appointments)	Authorised absence	Parents/carers should notify school on the first day of absence. Can ask parents to provide medical evidence (e.g. prescription, appointment card) if the authenticity of illness is in doubt. Can record absence as unauthorised if not satisfied but should advise parents of this decision.
J	At an interview at another educational establishment	Present: Approved Educational Activity	Interview to transfer to another educational establishment
L	Late arrival before the register closed	Present	Registers close at 9.30am
M	Medical or dental appointments	Authorised absence	
N	Reason for absence not yet provided	Unauthorised absence	Amend once the reason is known. This should not be left on a pupil's attendance record indefinitely. If no reason is provided after 2 weeks it should be replaced with code O
O	Absent from school without authorisation	Unauthorised absence	Unacceptable, or no, reason provided to account for absence
P	Participating in a supervised sporting activity	Present	Approved by the school and supervised by someone authorised by the school
R	Religious observance	Authorised absence	The day must be exclusively set aside for religious observance by the religious body to which the parents belong. May need to seek confirmation from the religious body
S	Study Leave	N/A	
T	Gypsy, Roma, Traveller absence	Authorised absence	Family travelling for economic / occupational purposes (and child not dual registered with a school in a different geographical area)
U	Arrived in school after registration closed	Unauthorised absence	
V	Educational visit or trip	Present: Approved educational activity	Trips or visits, including residential trips, organised by school or by an organisation approved by school
W	Work experience	N/A	
X	Not required to be in school	Attendance not required	When non-compulsory school age children are not expected to attend.

Y	Unable to attend due to exceptional circumstances	Attendance not required	School site is closed partially or fully due to an unavoidable cause/ transport provided by the school or LA is not available / time of local or national emergency resulting in widespread disruption to travel
Z	Pupil not on admission register	Attendance not required	Register set up in advance of pupils joining the school. Schools must put pupils on the admissions register from the first day that the school has agreed, or been notified, that the pupil will attend.
#	Planned whole or partial school closure	Attendance not required	Holiday periods (including bank holidays), INSET days, and use of school as a polling station. This code should also be used to record different term dates that have been agreed for different year groups

Guidance for schools on the use of reduced timetables

1. Purpose

This guidance is intended to safeguard both pupil and school, should a reduced timetable be required. It is intended to establish agreed approaches for all maintained Wirral Schools, Academy Schools, Free Schools and alternative provision settings, in the appropriate use of reduced timetables (sometimes referred to as 'part-time' timetables).

2. Introduction

The Local Authority has a statutory responsibility to identify and track any pupil missing from education. Any pupil on a reduced timetable is potentially at risk of missing education and therefore falls within this remit.

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. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The new Local Authority inspection framework now includes the need for each authority to report robustly on school age children who are not in full-time education. This establishes the need for Wirral Council to have guidance in place for all pupils on reduced timetables. It is important to highlight that there is no statutory basis upon which to establish a reduced timetable, however, in exceptional circumstances, schools may need to implement part-time arrangements in order to support a pupil who cannot attend school full-time for an agreed and time-limited period.

Wirral Council remains committed to supporting all children's entitlement to a full-time education, and makes clear the requirement that a reduced timetable cannot be implemented without written agreement from parent / carer and agreement from the EHCP Coordinator at Wirral Council where appropriate. Where a part-time timetable is in place, this should always be in the best interests of the child.

Schools have a safeguarding responsibility for all pupils on their roll and therefore must be aware that even with parental agreement to any arrangement they make, they are responsible for the safeguarding and welfare of pupils attending any off-site provision during school hours.

3. Full-time Education

- All education should be suitable to a child's age, ability and aptitude, taking into account any special educational needs.
- There is an assumption that pupils should receive full-time education consistent with their Key Stage. Schools have a statutory duty to provide full time education for all pupils. It is illegal for schools to discriminate against pupils on the basis of their special educational needs and/or disability.
- A timetable is considered reduced when it consists of something less than that which is provided to the majority of the pupil's peers in that setting.
- There is no statutory definition of 'full time' education, but guidance suggests the following periods as full time:

Age	Hours
5–7	21
8–11	23.5
12–14	24
14–16	25

4. When might a reduced timetable be used?

- **As part of an in-school support package:** The school, parent/carer and other professionals agree that a short-term (ideally no longer than 6 weeks) reduced timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour, emotional, or social needs.
- **Medical reasons:** A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the school and health professionals. Please see Supporting Pupils at School with medical conditions before offering a reduced timetable for this reason.
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- **Reintegration:** As part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal, etc. (ideally no longer than 6 weeks). This includes those pupils for whom reintegration after the shutdown of schools due to Covid 19 may be difficult.

5. Good Practice

In circumstances where the school consider that it may be necessary to establish a reduced timetable for a pupil, the school should:

- Notify the Attendance Service of its intention to implement a reduced timetable for a pupil. The appropriate form needs to be completed and submitted via schoolattendance@wirral.gov.uk.

- Convene a meeting to discuss the proposals for a reduced timetable. This must include parent / carer. This will also include Wirral Council where the pupil is a looked after child (a member of Virtual School), has an allocated social worker, or has a statement of SEN / Education Health and Care Plan (the EHCP Coordinator), and may include Early Help professionals who form part of any Team Around the Family.
- Establish a plan, for example a Pastoral Support Plan, Individual Learning Plan, Personal Education Plan etc., which will contain details of the proposed timetable to get the child back into full-time education.
- Review the schedule of supportive interventions that will accompany this reduction in time at school.
- Develop outcome and exit strategies that will identify to all stakeholders when the intervention has been successful
- Confirm and communicate the named person responsible for the plan within the school.
- Consider safeguarding measures for the duration of the reduced timetable. The school must carry out a risk assessment before implementation and the details recorded.
- Ensure that the parent / carer agrees the plan and teaching hours. A reduction in hours should not be implemented without parental / carer agreement.
- Consider completing an Early Help Assessment Tool to establish if there are wider needs requiring support from other partner agencies.
- Monitor the overall use of this strategy within school and report outcomes to governors each term.
- Ensure effective communication with parents / carers and Wirral Council with regard to progress towards full-time reintegration to school.

6. Monitoring and Review

The school must:

- Report the reduced timetable on the appropriate form to the Attendance Service as soon as it becomes operational by sending a signed copy of the completed and signed part-time timetable agreement form.
- Send a copy of subsequent reviews and any extension plans.
- Record the child's attendance accurately on the attendance register.
- Use the C Code when a pupil has a reduced timetable including sessions which have been mutually agreed not to involve attendance at school or at an alternative provision. The school must be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at school.
- Use the B Code if the pupil is receiving off-site provision, which is approved and monitored on a daily basis by school. This code should not be used for any unsupervised educational activity or where the pupil is at home doing school work.
- Use the D Code where a pupil is registered at two schools. The D code only applies where a pupil is attending a school other than their home school and where that school is coding the pupil's daily attendance and absence.
- Monitor the overall use of this strategy within school and report back to governors termly.
- Ensure effective communication with parents / carer and Wirral Council with regard to progress towards full-time reintegration to school.
- **For Census purposes record these pupils as full-time pupils.**

7. Wirral Council Responsibilities

- Request copies of the agreed plans in relation to part time education.
- Ensure that reduced timetables are appropriately recorded.
- Ensure that copies of part time education plans are shared with Children's Social Care where pupils are subject to Child Protection or Child in Need plans.
- Ensure a copy of the plan is provided to the Virtual School when a pupil is Looked After.
- Discuss any cases with schools when a pupil has been on a reduced timetable for longer than 6 weeks, or longer than the specified period in the original plan

8. For advice and support please contact:

Caroline Henderson, Attendance Service Manager
0151 666 5203 carolinehenderson@wirral.gov.uk

Damian Stormont, Enforcement Officer
0151 666 4964 damianstormont@wirral.gov.uk

Part-time Timetable Agreement Form

Pupil Forename:		Pupil Surname:	
Address:			
.....		Post Code:	
Date of Birth:		Ethnic Origin:	
Unique Pupil No (UPN):		School Year:	
Current school:			
Name of Lead Person in School:			

Is the child currently known to social care?	YES	NO
If yes, who is the named social worker?		
Is the social worker in agreement with this plan?	YES	NO
Is the child currently in the TAF process	YES	NO
Is the Lead Professional aware of this plan?	YES	NO
Is the child subject to an EHCP?	YES	NO
Who is the EHCP Coordinator?		
Has this plan been agreed with EHCP coordinator?	YES	NO
Has the child previously had a Fixed Term Exclusion	YES	NO
If yes, number of sessions missed due to FTE		

Parent 1

Title: Forename: Surname:

Address:

..... Post Code:

Tel No: Relationship to Pupil:

Parent 2

Title: Forename: Surname:

Address:

..... Post Code:

Tel No: Relationship to Pupil:

Reason for part time timetable (including interventions previously put in place):

Timetable (please insert the hours that the child is expected to be in school):

Monday	Tuesday	Wednesday	Thursday	Friday

Objectives of the part-time timetable:

Any other comments relating to this part-time timetable:

Date of meeting agreeing the part-time timetable:

Start date of part-time timetable:

Review date of part-time timetable:

End date of part-time timetable:

I understand my child has been placed on a part-time timetable for a limited period.

I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:

- take full responsibility for my child during the hours when not attending school
- ensure there is supervision of schoolwork during those hours
- ensure there is a flow between school and home for marking and guidance
- take full responsibility for the health and safety of my child when they are not in school.

Signature

(Parent/Carer):

Date:

.....

.....

During the period of the part-time timetable the school will:

- monitor the effectiveness of the part-time timetable
- hold a review on the agreed date and inform Wirral Attendance Service of the outcome
- provide work for the child to do whilst at home and mark all work completed
- mark the school register with a C for any session missed due to the agreed plan.

Signature

(School):

Date:

.....

.....

Leave of Absence during Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that leave of absence shall not be granted unless:

- an application has been made in advance to the head teacher by a parent with whom the pupil normally resides; **and**
- the head teacher, or a person authorised by the head teacher, considers that leave of absence should be granted due to the **exceptional circumstances** relating to the application.

This policy clarifies:

- there is no entitlement in law for parents to take their child on authorised leave of absence during term-time without obtaining prior approval from the school;
- the procedures to be followed whereby parents/carers can make applications for their child to be granted discretionary leave of absence during term-time;
- that each application will be considered by head teachers according to the individual circumstances surrounding the request. Head teachers determine the number of days, if any, a child can be away from school.
- the sorts of 'exceptional circumstances' which may warrant the head teacher granting discretionary leave of absence.

Examples of exceptional circumstances which could justify approval include:

- members of the armed forces who are returning home from active duties;
- parents / carers who are unable to take leave at certain times of the year (and can evidence that this is the case) e.g. emergency services personnel;
- the death of an immediate family member, e.g. parent, sibling or grandparent;
- an extended family that wishes to spend time together for support during a time of acute crisis;
- families who can evidence that they have experienced genuine disruption to their originally agreed return travel plans, e.g. severe weather conditions or civil unrest.

Education Penalty Notices for Unauthorised Leave of Absence during Term Time

Headteachers should write to the parents/carers to confirm whether or not their request for leave of absence has been approved. In cases where a request for leave has not been approved, parents should be informed that they face the possibility of being issued with penalty notices for failing to ensure their child's regular attendance at school should they go ahead with their plans.

However, it may not always be possible to issue warning letters in advance of leave of absence in instances where leave of absence is either not requested by parents, or requested with insufficient notice for a warning letter to be sent.

In the case of a pupil granted leave of absence, but that pupil then fails to return to school within 5 school days (10 sessions) of the agreed return date, a request to issue penalty notices to the parents can be made to Wirral Attendance Service (unless the school is satisfied that the pupil is unable to attend by reason of sickness or other unavoidable cause).

Parents should also be advised that if their child fails to return to school within 10 school days of the given return date, and joint enquiries made by school and the authority have failed to locate the child's whereabouts, they run the risk of their child's name being removed from the school roll, with no guarantee of re-admission. Prior to removal of a pupil's name from the school's admissions register, school should discuss the pupil's individual circumstances with their named Locality Attendance Officer or the CME Officer at Wirral Attendance Service. School and the Local Authority are jointly responsible for making all reasonable enquiries to locate a missing pupil prior to removal from roll.

Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

Parents/Carers wishing to apply for their child to have leave of absence from school should complete the following form and return it to school for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION				
Surname of child			First name	
Date of birth		Year	Class	
Full name of parent (1)				
Address of parent (1)				
Postcode			Telephone No.	
Full name of parent (2)			Telephone No.	
Address of parent (2)				
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why				
Departure and return date				
Would your child miss any national tests or examinations?			Yes / No	
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No	
Are there any other siblings? If yes please state their name and the school they attend			Yes / No	
Parent/Carer signature			Date	

SCHOOL SECTION			
Holiday in Term Time	(i) approved _____ school days	(ii) not approved _____ school days	
Reasons			
Date discussed with parent/ carer and/or date informed of approval/ non-approval			
Headteacher's signature		Date	

Deletion from Roll

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended	
1	8 (1) (a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8 (1) (b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8 (1) (c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8 (1) (d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8 (1) (e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	<p>8 (1) (f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
7	8 (1) (g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	<p>8 (1) (h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8 (1) (i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8 (1) (j) - that the pupil has died.
11	<p>8 (1) (k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8 (1) (l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8 (1) (m) - that he has been permanently excluded from the school.
14	8 (1) (n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8 (1) (o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>

RESTRICTED Data

Wirral Attendance Service: Leaver Notification

School		Date form submitted	Click here to enter a date.
Full name of pupil		UPN	
DOB		Year Group	Choose an item.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity	Choose an item.
Current (or former) home address			
Full name(s) of parent(s) / carer(s) and relationship to child			
Parent / carer contact 'phone number(s)		Contact email address	
New school (if known)		Date of Admission	
New local authority (if known)			
New home address (if known / applicable)			
Has the pupil been removed from the school roll?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What grounds* have been used / are proposed to be used?	Choose an item.
Date of removal?	Click here to enter a date.	Has this child been formally referred to CME?	Yes <input type="checkbox"/> No <input type="checkbox"/>

** In accordance with regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specify the grounds under which schools can lawfully remove a pupil's name from their admissions register.*

The effective sharing of information between schools and local authorities is crucial to ensuring that all children & young people of statutory school age are safeguarded and receiving a suitable education. Under the amended 2016 Regulations, all schools (including Academies, Free and Independent Schools) are required to inform the LA as soon as possible when they are about to delete a pupil's name from the admission register.

Please send to: schoolattendance@wirral.gov.uk

Appendix 6

Statutory Guidance:

- [School behaviour and attendance: parental responsibility measures](#)
- [Children missing education](#)
- [Supporting pupils with medical conditions at school](#)
- [Keeping children safe in education](#)
- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)
- [School exclusion](#)

Wirral Attendance Service Contacts:

- School Attendance: schoolattendance@wirral.gov.uk
- Enforcement Action: penaltynotices@wirral.gov.uk
- Children Missing from Education: cme@wirral.gov.uk
- Elective Home Education: ehe@wirral.gov.uk
- Children in Entertainment / Child Employment Licensing: childlicensing@wirral.gov.uk

Management of Attendance during the Coronavirus Pandemic 2020-21

Management of pupil attendance during the coronavirus pandemic has clearly brought significant challenges for all educational establishments.

The law around compulsory school attendance was reapplied in September 2020 in order to safeguard children's entitlement to education. As is always the case, schools will offer support, advice and reassurance to families to try and overcome any difficulties that are affecting a child's attendance.

All new requests for enforcement action will continue to be considered with due diligence and on a case-by-case basis. Formal warnings of enforcement action will be given to parents/carers in the first instance.

The Regulations around discretionary leave of absence during term time remain unchanged.

DfE has issued updated Attendance Guidance together with an addendum detailing new attendance recording procedures specifically for 2020/21. Both can be accessed via [this link](#).

Parents and carers should work in partnership with school staff during this difficult period to ensure that their children's education is disrupted as little as possible. This includes making sure that their children complete work at home during any periods of remote learning.

From the start of the Autumn Term, schools should return to using the nationally prescribed registration codes in use before the outbreak, with the addition of a new category (Code X): 'not attending in circumstances related to coronavirus (COVID-19)'.

- Code X should be used to record pupil sessions missed because their travel to, or attendance at, school would be:
- *contrary to guidance relating to the incidence or transmission of coronavirus from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)*
- *prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)*
- The X Code is to be employed for periods of pupil self-isolation or quarantine, and prior to the outcome of testing if required. Should a pupil subsequently test positive for coronavirus after a period of X coded absence, the I registration code should be used to record absence from the date of the test.
- The X Code will not count as an absence (authorised or unauthorised) for statistical purposes.
- Schools should continue to use Code X for non-compulsory school aged pupils who are **not expected** to attend a session.

Central government advice and guidance continues to be subject to change in order to reflect the national picture. Updates can be found at: [Actions for schools during the coronavirus outbreak](#)

Wirral Authority's Vulnerable Children's Panel (VCP)

The Local Authority is working closely with schools and all partners to support children and young people during this particularly difficult period of national lockdown and beyond.

The Authority established the multi-agency VCP at an early point in the first period of national lockdown in Spring 2020.

Chair: Kerry Metha (Head of Family Matters) / Di Hollis (Head of Service: Schools and Communities)

Membership:

- Family Matters
- Wirral Attendance Service
- Children's Social Care
- 0 – 19 Health Team
- Early Years
- Community Matters
- Wirral Ways to Recovery
- Youth and Play
- Contextual Safeguarding
- Hive
- Schools are also welcome to join the meeting to present their individual cases.

Cycle of Meetings: Weekly (Thursday p.m.)

Purpose: To discuss and review individual children who are considered 'otherwise vulnerable' and who are not attending school nor engaging in remote learning, and who are not being seen by any other professionals. Typically, these are the children within families who may previously have been 'hard to reach', and are not open to Authority or partner services.

Attendees at the meeting will look at how best children and young people can be supported, including how they can be supported back to school if this is appropriate.

Referrals: Schools should send the child and family's basic details (name, address, d.o.b., parent's name, siblings) together with a brief summary of why staff are concerned, to their named Locality Attendance Officer (please copy-in schoolattendance@wirral.gov.uk in case of any staff absence). Please do have an informal discussion with your Locality Attendance Officer in the first instance.

It is important that schools inform parents in advance that they are referring their child to the Vulnerable Children's Panel. A suggested form of words is as below:

Dear XXX

Although attendance at school is not compulsory at the moment, we are all still under a duty to make sure that children are learning in whatever ways they can. We are concerned about xxxx's attendance / engagement with remote learning, and have struggled to get in touch with you about this.

I am sure that you understand that it is our responsibility to do everything we can to support and encourage your child's learning. To ensure that we have explored all avenues of possible support, school will be seeking advice from a multi-disciplinary panel who meet regularly to discuss such cases. The panel includes health, social care and education colleagues so that we can look at any additional support that may benefit the family and help xxxxx to return to school / to be involved with remote learning