



*‘Through
God’s Love We Learn and Flourish Together’
Corinthians 16:14*

ATTENDANCE POLICY

Policy Lead Committee: Local Academy Committee **In consultation with:** Senior Leadership Team

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1. Introduction

At Aylburton and English Bicknor C of E Primary Schools, our Christian vision that *'Through God's love we learn and flourish together'* underpins our approach to attendance. In order for pupils to flourish, we believe that pupils need to attend school regularly to benefit from their education and achieve their potential. Regular attendance means that pupils attend school each day (every day that the school is open). Our vision of love guides that the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

This attendance policy sets out what is expected so that this may be achieved.

2. Aims

We are committed to meeting our obligations with regards to school attendance through our whole-school culture and ethos that values good attendance alongside those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), including:

- Developing and maintaining a whole school culture that promotes the benefits of high attendance.
- Reducing absence, including persistent absence.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require support with their attendance and put in effective strategies.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families, listening to and understanding barriers to attendance and working with families to remove them.
- Offering incentives and praise for those with good attendance.

We also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

We believe that attending school regularly (every day that the school is open) is essential in a child receiving the best possible education they can.

Good attendance starts with close and productive relationships with parents/cares and pupils where all partners are working together.

3. Roles and Responsibilities

3.1 Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed, equipped and in a fit state to learn.
- Seek support, where necessary, for maintaining good attendance, by contacting a member of the Senior Leadership Team or our ELSA/ Listening Post trained counsellor.
- Keep to any attendance support agreements implemented by the Headteacher.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know, by telephoning before 9.00 a.m., on the first day of absence from school, why their child is absent and when they are expected to return.
- Ensure that, where possible, appointments for their child is made outside of the school day.
- Seek permission from school prior to any absence that is not medical.
- Avoid taking their child on holiday during term-time.
- Notify school if they intend to remove their child permanently from the school for any reason.
- Provide the school with more than 1 emergency contact number for their child.

3.2 The school will:

- Make suitable arrangements for the safe, daily reception of children.
- Ensure the school day runs from 8:45am-3:15pm each day.
- Open the gates at 8:40am to ensure the children can be in and ready to learn at 8:45am.
- Implement this attendance policy at school.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, termly, of their child's attendance level.
- Monitor school-level absence data and report it to the Local Academy Committee.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, are working on a part-time timetable or are excluded.
- Notify the LA and/or the Department for Education of absence figures for the school and, where necessary, individual pupils.
- Notify the child's social worker or youth offending team worker if there are unexplained absences from school.
- Share the daily attendance figures electronically to the DfE.

- Support pupils and families by working together to address any in-school barriers to attendance which will be led by all staff.
- Ensure joined up pastoral care is in place where needed, particularly when children are struggling due to poor mental or physical health. Consider whether a time-limited phased return to school would be appropriate where needed.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability.
- Put formal support in place in the form of a parenting contract or an education supervision order, where necessary.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns.
- Work with the School Attendance Support Team to carry out termly Targeted Support Meetings, where necessary.
- Issue fixed-penalty notices, where necessary.

3.3 The Local Academy Committee

Improving attendance requires constant focus, and effective whole school approaches which require regular, ongoing support, guidance and challenge.

Therefore, all trusts and the Local Academy Committee are expected to:

- Recognise and promote the importance of school attendance across the school's policies and ethos.
- Regularly monitor and review attendance data for the whole school, groups and individuals, discussing and challenging trends, helping the school leaders focus improvement efforts with the individual pupils or cohorts who need it most.
- Ensure school leaders fulfil expectations and statutory duties.
- Ensure school staff receive adequate training on attendance - importance, wider issues, legal requirements, strategies and procedure for tracking, following up and improving attendance.
- Evaluate the effectiveness of the school's monitoring processes and improvement efforts to make sure they are meeting pupil's needs.
- Make sure the school works effectively with local partners to help remove barriers to attendance.
- Ensure the school maintains high aspirations for all pupils, but adapts processes and support to pupil's individual needs.

3.4 The Board of Trustees

The Board of Trustees is responsible for:

- Recognising and promoting the importance of school attendance across the Trust's policies and ethos.
- Setting high expectations of all Trust and school leaders, staff, pupils and parents.
- Monitoring attendance figures for the whole Trust on at least a termly basis.
- Identifying and monitoring attendance patterns across the Trust's schools to identify common issues and barriers.
- Sharing effective practice on attendance management and improvement across schools.
- It also holds the Chief Executive Officer to account for the implementation of this policy.

3.5 The Chief Executive Officer

The Chief Executive Officer is responsible for:

- Ensuring the policies are implemented consistently across all Severn Federation Academy Trust schools.
- Driving attendance improvement across the Trust.
- Working with education welfare officers to tackle persistent absence.
- Monitoring school-level absence data and reporting it to Trustees.
- Sharing effective practice on attendance management and improvement across the trust, providing regular opportunities for staff from different schools to come together, learn from each other and share resources.

3.6 The School Administrator

The school administrator:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Arranges calls and meetings with parents to discuss attendance issues

3.7 Pupils

Pupils are expected to:

- Attend school every day on time.

4. School Procedures

4.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an electronic attendance register, and all pupils must be placed on this register.

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		

Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason

		given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

When the school has planned to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

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
- The name and position of the person who made the amendment

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.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

The school day starts at 8:45am and ends at 3:15pm. The school gate will be open daily at 8:40am. Pupils must arrive in school on time each day.

The register for the first session will be taken at 8.45am and will close at 9.15am.

The register for the second session will be taken at 1:00pm.

4.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – Parents should notify the school office before 9:00am or as soon as practically possible.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness. School will not diagnose or treat physical or mental conditions, however they will work with families and other agencies with the aim of ensuring regular attendance for every pupil.

If the authenticity of the illness is in doubt, the school may ask parents 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 will be notified of this in advance.

4.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Parents should bring details of appointments (letter from hospital, appointment cards etc.) to the school office at least 24 hours prior to the appointment. Staff will record details of the appointment on your child's record. Parents collecting pupils from school mid-session should, for safety reasons, notify the office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Again, for safety reasons, pupils should report to the office on arrival.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

4.4 Longer Absences

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life.

If pupils are persistently absent from education, including absences for part of the school day, support from Early Help will be sought.

Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues (please see safeguarding policy).

4.5 Lateness and Punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

4.6 Following up Absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

After close of registration, registers will be checked by the school office.

Where the register shows an unexplained absence and there has been no message received at school by 9.00 a.m. a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. All telephone messages will be dated and recorded in writing.

Where any pupil we expect to attend school does not attend, stops attending, without reason, the school will call the pupil's parents 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 refer to the Education Welfare Officer and/or Police.

Where relevant, the school will report the unexplained absence to the pupil's youth offending team officer.

Where appropriate, the school will offer support to the pupil and/or their parents to improve attendance.

Once the reason for the absence is ascertained, the correct code will be used – this will be no longer than 5 working days after the session(s) for which the pupil was absent.

Where the register shows five separate late marks over a school term, school will contact parents.

Where support is not appropriate, not successful, or not engaged with or the register shows 10 separate late after registration marks over the last 10 weeks the Local Authority may issue a fixed penalty notice. A written warning of this will usually be issued, in the first instance, by the school.

4.7 Part-time Timetables

Where it is in the pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. A part-time timetable will only be in place for the shortest time necessary and not be treated as a long-term solution. Any part-time tables will be formally reviewed on a regular basis with the child and parents/carers.

4.8 Flexi-Schooling

Requests for flexi-schooling arrangements are at the discretion of the Headteacher. Each request will be considered on a case-by-case basis.

If Flexi schooling is agreed (Exceptional circumstances)

The school will work hard to maintain a smooth transition between education at home and education at school so that the child remains happy, supported and challenged.

If it appears that parent/carers are not providing a suitable education as agreed between the school and the parent, the school may ask the parent to take remedial action. If the parent declines to do so or the school is still concerned about the provision of education at home, the school may withdraw its agreement to the flexi schooling arrangement. The child would then be required to attend at school on a full-time basis.

The school will have a formal written agreement with the parents/carers about the flexi schooling arrangements so that expectations and understandings are clear for both parties.

Attendance Requirements

Before flexi-schooling commences an Attendance Agreement will be completed between the school and the parents/carers stating which school days / sessions the child will attend and how absences will be monitored and recorded. These days have to remain the same each week, unless there has been a formal meeting to make changes to the Attendance Agreement. There will be no flexibility to change these days in the event of a school trip / special event at school.

Review & Right to Withdraw

Flexi Schooling agreements will be reviewed at least each term, or as required. The school retains the right to withdraw a Flexi-schooling agreement at any time. Further information and guidance can be found on the Gloucestershire Council Website:

<https://www.gloucestershire.gov.uk/education-and-learning/home-education/>

4.9 Reporting to Parents

Parents will receive an attendance report termly. This will be sent out via email and with your child's end of year school report in the summer term. Should you require a copy of your child's attendance report at any time, please contact the school office.

5. Authorised and Unauthorised Absence

5.1 Granting Approval for Term-time Absence

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

Please note to have a week's holiday in school time because the cost is cheaper during term time, does not constitute an exceptional circumstance.

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

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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,
- Taking part in a regulated performance, certain educational activities, or to attend other schools or settings.
- A temporary, time-limited part-time timetable.
- 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.
- If the pupil is currently suspended or excluded from school and no alternative provision has been made.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

5.3 Penalty Notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

The threshold for issuing a penalty notice is 10 sessions of unauthorised absences in a rolling period of 10 school weeks. This period of 10 weeks can span different terms or school years and unauthorised sessions missed being consecutive or not.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This 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
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

5.4 Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies to Support Good Attendance

To support our Attendance policy we;

- Will treat attendance as a priority;
- Promote good attendance at every opportunity – at Parents evenings, at Induction, in newsletters, in worship, on the website, on notice boards etc.
- Always use first day telephone contact;
- Celebrate good and improved attendance;
- Set attendance targets for the school (and for each year group if necessary);
- Keep parents/carers informed of their child's attendance level;
- Make good use of attendance data by specific analysis;
- Share our daily attendance with the DfE;
- Notify the Local Academy Board at every meeting of attendance levels;
- Notify the Trustees at Board of Trustees meetings;
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.

6.1 Success Criteria

- We are meeting or exceeding our attendance targets.
- Our attendance is in line with, or exceeds that of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted, LA etc.
- Everybody is clear about what to do if a child is absent from school.

6.2 Monitoring Attendance

The school will:

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

Pupil-level absence data will be collected each term and the data shared with the Local Academy Committee, comparing it to the National data.

6.3 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly 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.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

6.4 Using Data to Improve Attendance

The school will:

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

6.5 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.
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

6.6 Pupils Absent due to Complex Barriers or Mental/Physical ill health or SEND

Our Family Support Worker, ELSA trained councillor and the SLT work closely to support individual families putting in bespoke support for their children's individual needs/barriers/mental health.

Where a pupil has an educational health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

6.7 Children Missing Education

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'.

CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:

- has not taken up an allocated school place as expected,
- has 10 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

7. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the Local Academy Committee.

8. Links to Other Policies

- Child Protection & Safeguarding
- Behaviour

9. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Gloucestershire Virtual School Attendance Policy – January 2024](#)

This policy is available on the school's websites:

[English Bicknor C.E. Primary School - School Policies \(englishbicknorcofeprimaryschool.co.uk\)](#)
www.aylburtoncofe.co.uk/policies.

Paper copies are available on request from the School Office.