



Attendance Policy

Document Version	Version 1.0
Date of Last Review	<i>10th January 2023</i>
Next Review Date	<i>10th January 2024</i>
Approving Body	<i>Board of Governors</i>
Document Author	Will Chitty - Principal

Revisions Log

Date	Pages/Whole Document	Description of Change	Origin of Change (e.g. Routine Update, request for Review)

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1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will 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.

Our aim is for every student to attend school every day of the academic year however we understand that ill health can sometimes hinder a student's attendance. We know that every day at school is valuable and as such believe that no student should miss school unnecessarily.

2. Legislation and guidance

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

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

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The Vice Principal and school attendance officer

The Vice Principal and school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Principal
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal when to issue fixed-penalty notices

3.4 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily and lesson by lesson basis, using the correct codes, and submitting this information to the school office using SIMs/Edulink or on paper if the electronic systems fail.

1. Students must arrive by 8.25am and report to reception to be given their mark. Students arriving up to 9.29am will be marked 'L'. Those arriving after 9.30am will be marked 'U' (a half day unauthorised absence).
2. The afternoon session mark is given during period 4. It is our expectation that the register is taken at the start of the lesson and saved by 12.10pm at the latest.
3. Lesson registers should be taken initially within the first 10 minutes of the lesson. To support the monitoring of student progress in lessons the usual attendance mark (/) is substituted by the following alternatives:
 - 1 – Made above expected progress
 - 2 - Made expected progress
 - 3 – Made less than expected progress
 - K – Onsite in an otherwise approved activity (counselling, mock exam, pastoral meeting)
 - N - No reason yet provided for absence, and student is not in your classroom or marked K elsewhere.
4. Registers must be accurate and use the appropriate codes. Where a teacher or tutor is unclear about an entry they should consult their SLT year team leader in the first instance.
5. During the school day if a teacher notices a student has been marked present in a previous lesson or registration period but fails to arrive to their scheduled lesson the teacher should report that student as missing to On Call who will begin the missing student procedure.

3.5 School admin/office staff

School admin/office staff are expected to take calls from parents about absence and record it on the school system.

3.6 Missing student procedure

If a class teacher or tutor notice a student is missing from their session but has been marked present earlier in the same day, they must notify 'On Call' immediately. The member of staff 'On Call' and any other available staff will check the scheduled class again, ask other students, check toilets and other communal spaces in an attempt to locate the student. Reception staff should check if the student has signed out. It may be appropriate to send an all staff email.

If the student cannot be located within a reasonable time, but no more than 60 minutes, then parents should be alerted that we cannot locate their child. The parent should be asked to "call your child and ask them to present themselves to

the school reception immediately” and then call us back. The parent should also be told that “if we cannot locate your child then we will report them as missing to the police on 101”.

If the parent (and all other emergency contacts) cannot be contacted either then the student must be reported as missing to the police on 101.

4. Recording attendance

4.1 Attendance register

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

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

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes & the Crewe UTC lesson progress codes.

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

Pupils must arrive in school by 8.25am on each school day.

The register for the first session will be taken no later than 8.30am and will be kept open until 9.29am. The register for the second session will be taken at 12.00pm and will be kept open until 1.00pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.30am or as soon as practically possible (see also section 7).

Absence notification can be made using the Edulink app, by calling reception on 01270 218150, or in person.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

Parents/carers of students who have been identified as presenting an ongoing attendance concern may be notified in advance that any absence will need to be supported by medical evidence before being authorised.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorized.

4.3 Planned absence

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

Notification can be made using the Edulink app, by calling reception on 01270 218150, or in person. Copies of appointment cards may be requested.

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

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

Arriving punctually to school ensures students start each day in the best possible frame of mind for learning. Arriving late disrupts learning and teaching. Persistent lateness can quickly escalate into absenteeism.

Procedure and Sanctions

Students must arrive by 8.25am ready for an 8.30am start. 'Activate' starts promptly at 8.30am.

Students arriving after 8.30am must report to reception to be given their mark. Students arriving up to 9.29am will be marked 'L'. Those arriving after 9.30am will be marked 'U' (a half day unauthorised absence).

Students who arrive late must attend a same day break time detention in JL125. Students who are repeatedly late must attend an after school detention

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by sending an alert using the Edulink or making a phone call
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Students' complete attendance record can be viewed in the Edulink parent app and is included as a summary percentage figure on the students' termly report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence due to Exceptional Circumstances

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school reception. The Principal may require evidence to support any request for leave of absence.

School will respond in writing to the request. If school take the view that the request for leave of absence is not an exceptional circumstance then the absence will be coded as unauthorized. If the period of absence is for 5 consecutive school days or more (10 or more sessions), then school may contact the Local Authority for a Penalty Notice to be issued. This means each parent may be issued with a £60 Penalty Notice for each child that has been taken out of school and if the Penalty Notice remains unpaid after 21 days it will increase to £120. Non-payment of the Penalty Notice may result in prosecution in the Magistrates Court. If proved guilty, the parent/carer will receive a criminal record.

5.2 Improving attendance and reducing persistent absence

Good attendance is vital to ensure students make the best possible progress. We understand that there may sometimes be legitimate reasons for short term, long term and continued sporadic absences. The interventions listed below, and the guide percentage attendance figures, are not exhaustive and will be applied on a case by case basis by the pastoral team.

Between 100%-96%

Those students meeting their attendance targets are regularly celebrated on an individual, tutor group and year group level. Further information on rewards can be found below.

Each term the following winners are announced:

- Students with over 96%
- Most improved individuals
- Most improved tutor group

Students with 100% at the end of each term will also receive an attendance award and special recognition will be given to students with one or more full year's attendance in the end of year assembly.

Between 92%-95%: Stage 1

Pastoral leaders and tutors will work closely with students, and their families, who are approaching the threshold for persistent absenteeism to identify barriers to regular school attendance. Intervention strategies will include:

- Phone calls to parents/carers to explain concerns, discussion reasons for absence, explain support available and explain the next steps in our attendance policy.
- Meeting with student
- Formal meeting with pastoral leader and parents/carers.
- Referrals to internal support; SEN, careers, academic support.
- Referrals to external support; Young Carers liaison, CAMHS, doctors.
- Pastoral leaders/tutors will consider; access to curriculum, fixed term modifications to timetables, appropriate settings & groupings, participation in extra-curricular activities, financial/travel support.
- Parents/carers will be informed in writing that further absences will not be authorised without medical evidence being provided.
- Letter sent notifying parents of attendance below 95%
- Consideration of legal sanctions if no improvement occurs without good reason, and the student has 10+ unauthorised absences

Between 89-91%: Stage 2

- Phone calls to parents/carers to explain concerns, discussion reasons for absence, explain support available and explain the next steps in our attendance policy.
- Meeting with student
- Formal meeting with pastoral leader and parents/carers.
- Referrals to internal support; SEN, careers, academic support.
- Referrals to external support; Young Carers liaison, CAMHS, doctors.
- Pastoral leaders/tutors will consider; access to curriculum, fixed term modifications to timetables, appropriate settings & groupings, participation in extra-curricular activities, financial/travel support.
- Parents/carers will be informed in writing that further absences will not be authorised without medical evidence being provided.
- Letter sent notifying parents of attendance below 91%
- Consideration of legal sanctions if no improvement occurs without good reason, and the student has 10+ unauthorised absences
- Pastoral leaders liaise with SLT for support.

Below 89%: Stage 3 – Stage 4

- Attendance panel meeting will be called; parents/carers will be invited in writing to meet with pastoral leader and Attendance Officer

- Interventions which may include; daily morning phone calls, home visits, alternative tutor group

Continued absenteeism

As Above

- Penalty Notices, (Fixed Penalty Notices) can be requested from the Local Authority by the school when other interventions have not been successful or when parents/carers have removed students for unauthorised holidays of 5 or more consecutive days.
- PNs can be issued after 5 days or 10 sessions of unauthorised absence in a term
- In the most extreme cases the local authority may also decide to bring a prosecution against parents/carers who do not ensure their child attends regularly and without good reason

5.3 Legal sanctions

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices will be issued by the Local Authority officer or the police.

The decision on whether or not to issue a penalty notice or request a prosecution will 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

6. Strategies for promoting attendance

Those students meeting their attendance targets are regularly celebrated on an individual, tutor group and year group level. Further information on rewards can be found below.

Each term the following winners are announced:

- Students with over 96%
- Most improved individuals
- Most improved tutor group

Students with 100% at the end of each term will also receive an attendance award and special recognition will be given to students with one or more full year's attendance in the end of year assembly.

7. Attendance monitoring

The pastoral team and attendance officer at our school monitors pupil absence on a daily basis while also reviewing patterns of attendance over longer periods of time.

A pupil's parent/carer is expected to contact the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving an education welfare officer/Consultant.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. A student with 90% attendance has had approximately 19 days of absence in a full year. This is equal to 6 days of absence per term or 3 per half term. These thresholds are used to help make decisions on suitable interventions.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside

the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Attendance data is collected and analysed to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each year by the Vice Principal. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendices

1. Attendance meeting templates
2. Attendance meeting form, Educational Penalty notice request and letter proformas
3. Part time timetable Guidance, agreement and forms
4. Guidance for Schools on the use of reduced time-tables

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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

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

Code	Definition	Scenario
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Crewe UTC Lesson Attendance Codes Indicating Student Progress

Code	Definition	Scenario
1	Made above expected progress	
2	Made expected progress	
3	Made below expected progress	
K	Not in lesson for legitimate reason, but on site	Receiving pastoral support/mentoring/counselling, completing mock exams etc

Appendix 2: Attendance meeting form, Educational Penalty notice request and letter proformas

Attendance Meeting

Stage (.....)

Pupil:	
Year:	
Attendance 2021/2022:	
Attendance 2020/2021:	
Date of initial meeting:	
Present at meeting:	

This attendance intervention agreement has been made in a bid to improve the student's attendance to school and timetabled lessons. The aim of the agreement is for the student to return full time to timetabled lessons.

This agreement has been made with the support of parents / carers. Throughout the process the pupil will be supported in school by:

Minutes of the meeting

Summary of barriers to regular attendance as identified by parents/carers/student/pastoral

Action	Duration/Review Date	Further Details

Review:

Date:

Present:

Educational penalty notice request

Pupil:	
Year:	
Attendance 2021/2022:	
Attendance 2020/2021:	
Date of initial meeting:	
Present at meeting:	

This pupil is being supported by an attendance intervention agreement in a bid to improve their attendance to school and timetabled lessons. The aim of the agreement is for the student to return full time to timetabled lessons.

This agreement has been made with the support of parents / carers. Throughout the process the pupil will be supported in school by:

Barriers to regular attendance as identified by parents/carers/student/pastoral team:

Intervention Strategies and Outcomes/Impact		
Action	Date	Outcome
Stage 1: Phone call home to raise initial concerns.		
Stage 1: KON meeting with student.		
Stage 1: Referral to Dept. intervention		
Stage 1: Meeting with SLT Year Lead, KON parent and carer.		
Stage 1: Referral to SENCO or other professionals, services or agencies		
Stage 1: Modifications to provision (Visyon, KON support, timetabling etc)		
Stage 1: Home Visits.		
Stage 1: Parents/carers informed in writing that medical evidence will be required to authorised further absences (MEL)		
Stage 2: Attendance meeting will be called; parents/carers will be invited in writing to meet with the VP and Student Welfare		

Officer for a minuted meeting.		
Stage 2: Review of agreed actions from stage 2 panel meeting		
Stage 3: Student liaison interventions inc: fixed term home pickups, 8am phone calls, home visits		
Stage 3: Attendance Panel Meeting called: Parents/carers will be invited in writing to meet with VP & Student Welfare Officer for a minuted meeting		
Stage 3: Review of agreed actions from Panel Meeting 3		
Stage 3: Education Penalty Notice requested from the Local Authority		

Template letter – Stage 1 (on Headed Paper)

Letter of Concern

Address

Address

Address

Address

Address

Date

Dear Parent/Carer

Re:

DOB:

As has been discussed on the telephone with **STAFF NAME**, we are concerned at the number of absences **NAME** has had since the start of the academic year.

Their attendance is currently **XX%** for this academic year.

Our concern is that their academic progress will be affected if this number of absences continues. It is expected for students to attend school regularly and we hope to see an improvement.

If you would like to discuss this matter please contact me as soon as possible to arrange a convenient appointment.

Yours sincerely



Mr W Chitty

Principal

Template Letter - Stage 2 (on headed paper)

**** During school hours the student will meet parent or carer in reception.**

Address

Address

Address

Address

Date

Dear Parent/Carer

Re:

DOB:

Your son/daughter's attendance during this academic year continues to be a cause for concern. Your child's Registration Certificate is enclosed and shows the current percentage attendance.

I would like to invite you to a meeting at Crewe Engineering & Design UTC on **DATE** at **TIME**** to discuss **NAME**'s attendance, as I am concerned that his/her attendance does not appear to be making any positive improvements.

This meeting will be useful to discuss how we can work together to improve the attendance of your child in order that we do not have to consider any legal action.

You should be aware that 10+ unauthorised absences in any one term, may result in you receiving a Penalty Notice. This is a penalty to be paid of £60 per parent/carer to be paid within 21 days rising to £120 to be paid within 28 days if attendance does not improve and unauthorised absences continue. If no payment is received the Local Authority will pass the matter to the Magistrates Court.

Please make every effort to attend this meeting so we can help to support you in securing **NAME**'s regular school attendance.

If you would like to discuss this matter please contact me as soon as possible to arrange a convenient appointment.

Yours sincerely



Mr W Chitty

Principal

Template letter – Stage 3 (on headed paper)

Address

Address

Date

Dear Parent/Carer

Re:

DOB:

A registered pupil at: Crewe Engineering & Design UTC

I am concerned that **NAME**'s attendance at Crewe Engineering & Design UTC continues to be unsatisfactory.

Since **DATE** He/she has been absent from school on **NUMBER** occasions out of a possible **NUMBER**.

As there does not appear to be a legitimate explanation for **NAME**'s unsatisfactory school attendance, I must remind you of your legal responsibility that under the terms of Section 7 of the Education Act 1996 which states that:

“the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –

- a) to his age, ability and aptitude, and
 - b) to any special educational needs he may have either by regular attendance at school or otherwise”
- Sections 444 (1) and (1A) Of the Education Act 1996 state that:

“if a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his parent is guilty of an offence 444 (1)

If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails to cause him to do so, he is guilty of an offence” 444(1A)

These are criminal offences which upon conviction carry a criminal record.

There are specific defences to this offence which are summarized on the enclosed information sheet.

I must advise you that unless **NAME** resumes regular school attendance or you support a legitimate reason for the absences within the next 10 days the Local Authority will consider taking legal proceedings against you in the Magistrates Court.

If you would like to discuss this matter please contact me as soon as possible to arrange a convenient appointment.

Yours sincerely



Mr W Chitty

Principal

Appendix 1: Guidance for Schools on the use of reduced time-tables

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 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 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, particularly on repeat occasions, 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 LAs 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 one in order to support a pupil who cannot attend school full-time for a short, agreed period.

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 need.
- 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.
- Guidance issued 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 (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 or 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. (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 local authority of its intention to implement a reduced timetable for a pupil. The appropriate form needs to be completed: <https://www.cheshireeast.gov.uk/schools/school-attendance/part-time-timetables.aspx>
- Convene a meeting to discuss the proposals for a reduced timetable. This must include parent / carer. This will also include the local authority 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 cannot be implemented without parental / carer agreement.
- Consider Completing an Early Help Assessment Tool to establish if there are wider needs and support is required from other partner agencies.
- Monitor the overall use of this strategy within the school and report this to governors each term
- Ensure effective communication with parents / carer 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 as soon as it becomes operational
- Send a copy of subsequent reviews and any extension plans (up to a maximum of 6 weeks)
- 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 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, approved, and monitored on a daily basis by the 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 attendance.
- Monitor the overall use of this strategy within the school and report this to governors termly.
- Ensure effective communication with parents / carer and local authority with regard to progress towards full-time reintegration to school.
- **For Census purposes record these pupils as Full-time pupils.**