

# Attendance Policy

Vision:	We collaborate, support and challenge each other in our endeavour to provide a world class education that allows our whole community to flourish.
Rationale:	To provide detailed information about how to ensure the best possible levels of attendance and punctuality for all our learners.

Author:	Dr Potter
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## **Purpose of Policy**

Longdendale High School believes that a learner's good attendance and punctuality is vital if they are to gain the most from the education we provide. It is a key stepping stone in aspiring to be successful. Good attendance and punctuality are demonstrable of "Professionalism", one of our key ASPIRE values.

Longdendale High School will provide the support, understanding and motivation necessary to encourage all our learners, with their parents, to strive for high levels of attendance.

The purpose of this policy is to define the ways in which all stakeholders at Longdendale High School will work to ensure the best possible levels of attendance and punctuality for all of our learners.

## 1. Organisational Scope

This is a school-wide policy and applies to all learners, their families and staff at Longdendale High School.

## 2. Enforcement

Any employee found to have violated this policy will be subject to the school's disciplinary procedures, as detailed in shared drive school policies.

Parents and learners found to have violated this policy will be subject to the procedures explained in this policy.

## 3. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Persistent Absence	A learner who has been absent for 10% or more of the sessions he/she has been eligible to attend.
Fixed Penalty Notice	A fine issued to parents who: <ul style="list-style-type: none"> <li>fails to ensure the regular attendance of their child (including term time holidays) of compulsory school age (5-16) who is registered at a state school or</li> <li>fails to ensure that their excluded child is not found in a public place during schools hours without a justifiable reason</li> </ul> From September 2013, this fine is £60 if paid within 21 days of issue or £120 if paid after 21 days but before 28 days.
Session	There are two "sessions" in a school day. An AM session and a PM session.
EWS	Education Welfare Service
CME	Child missing from education
EHE	Elective home education

## 4. Policy Content and Guidelines

### Standard Operating Procedures

#### Registration

Morning registration takes place promptly at 8:30 am, during Lesson 1, and registers are updated with late comers.

Registers are taken throughout the day at the start of each lesson. Staff are expected to complete these within the first five minutes of the lesson and update the register with any late comers. If a learner is absent that period but has been marked as present earlier in the day, the member of staff should notify the school's Admin Team.

Registers taken at the start of lesson 3 inform afternoon session registration.

## **Absence**

We expect and encourage all learners at Longdendale High School to strive for 100% attendance, but as a minimum we expect 97%.

We expect learners to be absent only when entirely necessary, because of illness or other authorised circumstance. As a diverse school community we will always respect a learner's right to religious observation and will authorise any related absences accordingly.

The school operates a first day response system to absence.

We expect parents to adhere to the following protocol if their child is absent:

- Assess whether the child is definitely required to be absent from school or whether or not they could be sent in.
- Contact school before 8:45 am on every day of absence to inform the school why their child is absent.
- If the child is absent through serious illness, they should seek medical advice/help for the child.
- Parents should obtain medical evidence for any absences that exceed 3 days.
- If the child is able to come in later in the day, they should.

We expect learners to adhere to the following protocol if they are going to be absent:

- Assess whether they are definitely required to be absent from school or whether or not they could come in.
- Catch up on any work missed from school.

As a school, if a learner is absent, we will:

- Send a notification through Insight before 9:45 am to all parents of absent learners, who have not yet contacted school.
- Ring all parents of absent learners, who have not contacted school before 9 am or as a result of receiving a notification through Insight.
- At the end of the school day parents who have not contacted the school to report an absence will receive a text message advising them the absence has been unauthorised and urging them to contact school.

If a learner is absent for 15 consecutive days due to illness or if an ongoing medical condition prompts 15 days of related absence, the school will notify the Local Authority's Education Welfare Service (see Health Care policy).

## **Punctuality**

We expect and encourage all learners at Longdendale High School to attend school on time, every day.

Learners who arrive after 8:30 am should report to the main Office where staff will mark them as late (before the register's closed) (L). Learners should then proceed to Lesson 1.

Learners who arrive after 9:00 am should report to the Main Office where staff will mark them as late (after the register's closed) (U). Learners who arrive after 9:00 am do not get an AM mark and are considered to have had an unauthorised absence. On arrival, learners should proceed to lessons.

Any learner who arrives late will receive an appropriate sanction as per the school's behaviour policy.

Given the school's unique geographic location and the fact the majority of learners travel to school by bus services there will be flexibility in how the school manages the marking of learners as late. For example, if learners are late to school, after 9:00 am, through no fault of their own because of a delayed bus service or significant traffic, the school may decide to mark these learners as late (before the register's closed) rather than late after the register's closed. This is at the discretion of the Head Teacher.

If there is a legitimate reason for lateness, i.e. doctors appointment etc., parents should notify the school before 8:45 am that their child will be late for this reason and on arrival at school should show their appointment card/letter at the Main Office. They will not be marked as late but will be given an authorised absence for medical reasons (M).

Persistently late learners may also be placed on punctuality report to a member of staff.

### **Medical Appointments**

We expect all medical appointments to be arranged for after school or in the holidays. Many surgeries will gladly provide appointments to learners studying for their GCSEs outside of school hours.

Learners who have unavoidable appointments made for school time should attend school before and after the appointment. This will minimise disruption to learning and enable them, in most cases, to still get their AM and/or PM registration marks. They should sign out of and back into school at the Main Office.

Parents should inform the school of any appointments and are expected to provide evidence for the appointment (card, letter, etc.) before the school can authorise the absence.

### **Leave of absence during term time**

The Department of Education states (April 2013) that: "The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if the leave is granted." At Longdendale High School, we will not authorise any absence in term time unless in exceptional circumstances.

Parents wishing to take their child/children out of school during term time should put this in writing to the Headteacher, detailing:

- The learner's name and tutor group
- How long the parent intends to keep the learner absent from school for

- The exceptional circumstances that makes it necessary for the learner to be absent during school time

Once the Headteacher has received the letter of application they will decide whether or not to authorise the absence and will then notify the parent in writing. Parents/carers can expect a written response within 5 working days.

Parents who then decide to take their child out of school during term time, without the Headteacher's permission or when the Headteacher has not authorised the absence, are likely to be issued with a Penalty Notice. Section 444(a) of the Education Act 1996 empowers the local authority to issue Penalty Notices to parents/carers if they take a leave of absence in term time without the school's authorisation.

### **Leaving school during the school day**

Learners wishing to leave school during the school day should approach their Tutor or the Attendance and Family Liaison Officer but only at break or lunchtime, unless sent from their lessons by a member of staff. Learners should not make their own arrangements with parents to leave school. If learners do make their own arrangements with parents to leave school, and have not consulted school staff, their absence will be unauthorised. Learners will only be allowed to leave school if they are ill or for other authorised circumstances (See First Aid Policy and Supporting learners at Longdendale High School with medical conditions policy). No learner will be allowed to leave school without the express permission of their parent or carer. Learners should sign out of school at the Main Office.

Learners are not allowed to go home at lunchtime unless with the expressed permission of the school's leadership team.

Learners have to leave the school site following a fixed term exclusion (E). Learners will only be allowed off site once contact with a parent/carers has been made. (See the school's Behaviour policy for more information).

Some learners may be placed on a part-time timetable to support their learning in school. This will be agreed between school, learners and parents and placed in a formal written agreement. Parents and learners will be made aware, specifically, of the times and dates of any part-time timetables. Learners on part-time timetables should sign in and out of school at the Main Office. Part-time timetables should only ever be used as a short term intervention.

### **Truancy**

Teachers take registers at the start of every lesson to determine lesson by lesson attendance. Staff will notify the Admin Team immediately if a learner who should be attending that lesson, does not. The Admin Team will attempt to locate the learner. If the learner cannot be located, the Admin Team will contact that learner's parent or carer to notify them that their child is no longer on school premises. If the learner has social care involvement, their allocated Social Worker will also be notified. The school will advise the parent/carers to contact the police to report the learner as missing.

Learners will be recorded as Truancing on the SIMs behaviour system and appropriate sanctions will be administered.

### **Authorising absences**

It is the school and not the parent/carer who authorise absences. The member of staffs who have this delegated responsibility are the Attendance and Family Liaison Officer and the Trust's Education Welfare Manager.

Absences will not be authorised if:

- Parents or carers do not contact school, within a reasonable time period, to inform us why their child is absent.
- Learners are, or have been, either Persistently Absent or at risk of being classified as Persistently Absent and have received written confirmation that medical evidence is required for authorisation of absences.
- Parents or carers keep their child absent from school for longer than 3 continuous days. After the third day of absence medical evidence will be required for authorisation.
- The school deems the child to be absent without an acceptable reason.
- The child has truanted or has refused to come to school.
- If the child's attendance is below 92% at the time of absence.

### **Children Missing from Education (CME)**

When a learner fails to attend school for a fixed period of time with no contact from parents they will become classified as a Child Missing from Education. This occurs when a learner does not attend for the first week (5 consecutive days) of a new term with no contact from parents or when a learner, at any point during the school year, does not attend for 10 consecutive days with no contact from parents.

In the event of a learner not attending school in the first week of a new term and there has been no contact from parents, the school will make every attempt to contact the parents (phone calls, home visits, etc.). If this is not successful the school will send a letter to the parent advising them that if they do not contact school within one week of receiving the letter the learner will be removed from the school roll and referred to the Education Welfare Service as a Child Missing from Education. The CME Officer will then attempt to trace the family and will report back to the school with an update after 4 weeks (following referral) and advise when the school can remove the learner from the school roll.

In the event of a learner not attending school for 10 consecutive school days and there has been no contact from parents the school will make every attempt to contact the parents (phone calls, home visits, etc.). If this is not successful the school will make a referral to the Education Welfare Service to report the learner as a Child Missing from Education. The CME Officer will then attempt to trace the family and will report back to the school with an update after 4 weeks (following referral) and advise when the school can remove the learner from the school roll.



## **Elective Home Education (EHE)**

Whilst home education is not supported or promoted by Longdendale High School because of the negative impacts of home education on educational outcomes, all parents have the legal right to elect to home educate their child/children should they wish to do so.

Any parent wishing to home educate their child should, in the first instance, arrange to meet with a senior member of staff at school to discuss this option and their reasons for wanting to home educate their child. Should the parent still wish to home educate their child/children after this meeting they should write to the Head Teacher notifying them of their decision.

Once the school is in receipt of this request, they will notify the Local Authority's Education Welfare Service and remove the learner from the school roll. Parents will be notified of this via letter.

The Education Welfare Service will carry out regular checks on any parent who elects to home educate their child/children.

Following home education, should parents wish for their child/children to return to mainstream education they will automatically be assigned the learner's previous school.

## **Roles and Responsibilities**

At Longdendale High School all staff are dedicated to ensuring learners achieve to the very best of their abilities and, as such, contribute to the whole school drive to improve attendance and punctuality. All staff play a role in ensuring learners' high levels of attendance and punctuality. The different roles and responsibilities are detailed below and have been shared with staff via the document "Staff Guide to Attendance and Punctuality":

<b>CEO/Headteacher</b>	<ul style="list-style-type: none"> <li>• Leads by example by demonstrating a commitment to improving attendance and punctuality.</li> <li>• Provides strategic leadership in improving attendance and punctuality.</li> <li>• Provides regular reports to the Local Governing Advisory Board/Trustees, Department for Education, Local Authority and Ofsted about school attendance and punctuality.</li> <li>• Monitors the work of all staff in developing and improving school attendance and punctuality.</li> <li>• Is available to parents, carers and learners who may wish to discuss specific problems or difficulties they are experiencing in ensuring good attendance and/or punctuality.</li> <li>• Considers requests for leave of absence during term time.</li> <li>• Provides opportunities to celebrate attendance in school.</li> <li>• Regular line management meetings to monitor progress and develop ways in which the school manages attendance and punctuality.</li> </ul>
<b>The Trustees/Local Governing Advisory Board</b>	<ul style="list-style-type: none"> <li>• Supports all stakeholders in the school in improving attendance and punctuality.</li> <li>• Challenges the school over poor attendance and/or high persistent absence figures.</li> <li>• Monitors the school's attendance and punctuality figures and the systems in place to combat poor attendance and punctuality.</li> <li>• Sets challenging attendance and persistent absence targets.</li> <li>• Delegates authority to a member, or members of staff, for authorising absences.</li> </ul>
<b>Assistant Headteacher</b>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to improving attendance and punctuality.</li> <li>• Regular line management meetings to monitor progress and develop ways in which the school manages attendance and punctuality.</li> <li>• Challenges and supports staff with responsibility for attendance and punctuality matters.</li> <li>• Lead and support the implementation of this policy.</li> <li>• Monitor and evaluate the work of staff to ensure that specific responsibilities are carried out consistently.</li> <li>• Provides opportunities to celebrate attendance in school.</li> </ul>

<b>Trust Education Welfare Manager</b>	<ul style="list-style-type: none"> <li>• Provides operational and strategic management for attendance and punctuality</li> <li>• Supervises and quality assures the whole school registration system, ensuring registers are completed accurately and on time and that registration records are accurate.</li> <li>• Supervises and quality assures the school's first day response system.</li> <li>• Takes responsibility for authorising absences.</li> <li>• Provides daily, weekly and half termly data to staff, learners and parents.</li> <li>• Liaises with SLT, Learning Leaders, Inclusion Staff and external agencies such as CSC, Inspire, Branching Out, School Nurses, HYM, etc.</li> <li>• Works with learners, with the aim of keeping PA figures below and overall attendance above National Averages.</li> <li>• Casework includes meetings with parents, pupils and other agencies, home visits, letters, etc.</li> <li>• Provides advice and guidance to stakeholders on all issues relating to attendance.</li> <li>• Lead and support the implementation of this policy.</li> <li>• Develops ways in which the school manages and improves attendance.</li> <li>• Monitors the attendance of learners attending provision off site.</li> <li>• Provides opportunities to celebrate attendance in school.</li> <li>• Ensures that any Children Missing Education are identified and procedures followed accordingly.</li> <li>• Manages Elective Home Education Procedures</li> <li>• Identifies those eligible for and requests Penalty Notice Warnings and Fines for poor attendance and unauthorised absence during term-time, in line with the Local Authority's Code of Conduct.</li> <li>• Prepares case files for prosecution in the Magistrates Court for poor or non-attendance.</li> <li>• Prepares case files for Education Supervision Orders where appropriate.</li> <li>• Attends CAF and Child Protection Meetings as appropriate for allocated learners.</li> <li>• Ensures that all pupils on roll at Longdendale High School have access to an appropriate education on or off-site.</li> </ul>
<b>Attendance and Family Liaison Officer</b>	<ul style="list-style-type: none"> <li>• Manages the whole school registration system, ensuring registers are completed accurately and on time and that registration records are accurate.</li> <li>• Collects registration information for learners who attend off site provision.</li> <li>• Manages and carries out the school's first day response system.</li> <li>• Manages the arrival and departure of learners during the school day, including truancy.</li> <li>• Maintains accurate records of evidence pertaining to absences.</li> <li>• Administers requests for leave of absence during term time.</li> <li>• Takes responsibility for authorising absences.</li> <li>• Provides daily, weekly and half termly data to staff, learners and parents.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaises with SLT, Learning Leaders and Inclusion Staff.</li> <li>• Works with learners, with the aim of keeping PA figures below and overall attendance above National Averages.</li> <li>• Casework includes meetings with parents, pupils and other agencies, home visits, letters, etc.</li> <li>• Provides advice and guidance to stakeholders on all issues relating to attendance.</li> <li>• Supports the implementation of this policy.</li> <li>• Supports CME and EHE procedures.</li> <li>• Requests Penalty Notice Warnings and Fines for poor attendance and unauthorised absence during term-time, in line with the Local Authority's Code of Conduct.</li> </ul>
<b>Tutors/Learning Leaders / Staff</b>	<ul style="list-style-type: none"> <li>• Monitor the attendance of the learners in their Tutor Group/Year/Class.</li> <li>• Encourage and support learners to have excellent attendance and punctuality.</li> <li>• Discuss absences with learners in their Tutor Group/Year/Class.</li> <li>• Liaise with and support the school's Attendance Team in tackling poor attendance.</li> <li>• Provides opportunities to celebrate attendance in school.</li> <li>• Administer the school's registration system accurately, completing registers accurately and on time.</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>• Ensure their child attends school regularly and only keeps them off for legitimate reasons.</li> <li>• Contact the school if their child is going to be absent.</li> <li>• Support and work with the school in improving their child's attendance, i.e. actively respond to school concerns, attend meetings etc.</li> <li>• Discuss issues and concerns with staff to avoid escalation.</li> <li>• Avoid taking their child away during term time.</li> <li>• Make medical appointments for their child outside of school hours.</li> </ul>
<b>Learners</b>	<ul style="list-style-type: none"> <li>• Ensure they attend school each day and only stay off for legitimate reason.</li> <li>• Support and work with the school in improving their attendance.</li> <li>• Discuss issues and concerns with staff to avoid escalation.</li> <li>• Not leave the school site without permission during the school day.</li> </ul>

### ***The Longdendale High School Attendance Procedures***

The school has a dedicated Attendance Team, comprising of a school based Attendance and Family Liaison Officer and a Trust Education Welfare Manager, which is supported by the school's inclusion team and Local Authority Education Welfare Service, to ensure all learners attend school regularly. Through work with learners and parents the school will endeavour to remove any barriers to good attendance. The school has developed the following procedures to do this:

**Stage 1:** When attendance falls below 95% and a learner is at risk of being classified as Persistently Absent, a letter will be sent to the parent or carer explaining that the school expects to see improvements in their child's current level of attendance and offering support. Parents will be informed they need to provide medical evidence for all future absences. The parents of eligible learners may receive a Fixed Term Penalty Notice for their child's poor attendance.

**Stage 2:** Having received a letter, the learner's attendance hasn't improved. The parent will be invited to meet with the Trust's Education Welfare Manager to discuss the reasons why and how to improve. Referrals to other agencies may be made at this stage. Parents will be reminded they need to provide medical evidence for all future absences. The parents of eligible learners may receive a Fixed Term Penalty Notice for their child's poor attendance.

**Stage 3:** The learner's attendance has worsened. The Education Welfare Manager will invite the parent in again to complete an Attendance Improvement Contract, where a set of targets and action points will be agreed. The learner will have their attendance monitored. Parents will be reminded they need to provide medical evidence for all future absences. The parents of eligible learners may receive a Fixed Term Penalty Notice for their child's poor attendance.

**Stage 4:** If the pupil's attendance fails to show significant and sustained improvement after Stage 3, the school will put together a prosecution pack which will be forwarded on to the Education Welfare Department at Tameside Council who will begin prosecution of the parent under Section 444 (1) or 444 (1a) of the Education Act 1996. Prosecution may result in a fine of up to £2,500, community service or even a prison sentence of up to 3 months.

During all of the stages laid out above, the school will engage with the learner and their family through telephone calls, home visits, learner mentoring and review meetings.

#### ***Fixed Term Penalty Notices***

The school works closely with the Education Welfare Service (EWS) at Tameside

Council who have responsibility for issuing Fixed Term Penalty Notices to parents/carers for non-attendance at school and unauthorised leaves of absence during term time. The school will, on a weekly basis, request the EWS issue Penalty Notices for learners who meet the requirements laid out by the EWS.

### **Good Attendance Through SUMs**

At Longdendale High School we use SUMs to improve attendance:

- **SUPPORT** – provide all stakeholders (learners, parents, staff, etc.) with the support necessary to ensure good attendance.
- **UNDERSTANDING** – provide all stakeholders with the information necessary to understand levels and the importance of good attendance.
- **MOTIVATION** – provide all stakeholders with the motivation to strive for good attendance.

A detailed approach to SUMs can found below.

<b>SUPPORT</b>	<b>UNDERSTANDING</b>	<b>MOTIVATION</b>
<p>At Longdendale High School we have a dedicated team who work hard to ensure learners attend school regularly and any barriers to good attendance are removed:</p> <ul style="list-style-type: none"> <li>• Trust Education Welfare Manager</li> <li>• Attendance and Family Liaison Officer</li> <li>• LA's EWS</li> <li>• Inclusion Staff</li> <li>• Senior Leaders</li> <li>• Learning Leaders</li> <li>• Tutors</li> </ul> <p>Learners who suffer from poor attendance are mentored by a range of staff who seek to build positive and proactive relationships with them.</p>	<p>At Longdendale High School we ensure all stakeholders understand the importance of good attendance. We discuss the barriers learners and parents may experience in ensuring good attendance and provide all stakeholders with up to date information on attendance.</p> <p>Longdendale High School Staff:</p> <ul style="list-style-type: none"> <li>• Receive detailed attendance data at the start of every half term which details learners' current level of attendance, previous trends in that learner's level</li> </ul>	<p>Through feeling supported and understanding the benefits of good attendance we hope that learners and parents are motivated to ensure good patterns of attendance.</p> <p>Learners are awarded Achievement Points for 100% attendance each week.</p> <p>Tutor groups will receive different rewards for having the best attendance in their year and/or school.</p>

<p>Parents of learners with poor attendance are contacted by staff, through phone calls, home visits and meetings in school, to ensure they are supported to improve their child's attendance.</p> <p>Where necessary, Longdendale High School staff will facilitate multi agency workings to ensure learners and parents have a network of support around them. The school will make referrals to external agencies.</p>	<p>of attendance and information on PA.</p> <ul style="list-style-type: none"> <li>• Receive attendance data on a weekly basis which details Tutor, and Year Group year to date and weekly attendance. Details about learner absences in the previous week.</li> <li>• Display attendance data in their Tutor rooms.</li> <li>• Can access support and advice from the school's Attendance Team.</li> <li>• Can access information on the reasons for absence and the interventions taking place through SIMs/PARs and weekly data.</li> <li>• Use data to inform the school's approach to tackling poor attendance.</li> </ul> <p>Learners:</p> <ul style="list-style-type: none"> <li>• Receive detailed attendance data at the start of each half term which details their current level of attendance. This is placed in their planner.</li> <li>• Have access to different areas in school and online which display information about attendance.</li> </ul>	<p>Specific learners, who have poor attendance or are at risk of having poor attendance, receive an Attendance Reward Card which rewards them for meeting agreed attendance targets.</p> <p>As a school we run whole school attendance competitions during specifically targeted periods based on previous trends in attendance. Learners can win an array of prizes.</p> <p>Good attendance is celebrated in Tutor Time and Assemblies.</p> <p>Learners with 100% attendance receive Bronze, Silver and Gold ASPIRE Badges and Achievement Points. Each half term the Head Teacher contacts the parents/carers of all learners with 100% attendance.</p> <p>Learners are nominated for "Learner of the Week" and "The Headteacher's Award" for</p>
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	<ul style="list-style-type: none"> <li>• Receive information about the importance of good attendance through Tutor time activities, Assemblies and discussions with staff.</li> <li>• Meet with and are mentored by staff.</li> <li>• Ensure learners understand the legal repercussions of poor attendance.</li> </ul> <p>Parents:</p> <ul style="list-style-type: none"> <li>• Receive detailed attendance data at the end of each term through the school's reporting system.</li> <li>• Receive letters from the school's Attendance Team which gives information about their child's attendance, the importance of good attendance and the legal issues surrounding poor attendance.</li> <li>• Receive specially tailored literature from school about good attendance and how this can be maintained.</li> <li>• Meet with staff.</li> <li>• Ensure parents understand the legal repercussions of poor attendance.</li> </ul>	<p>demonstrating improvements in their level of attendance or sustaining good attendance.</p>
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## 6. Legislative Compliance

The School is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education Act 2002](#)
- [The Education \(School Day and School Year\) \(England\) Regulations 1999](#)
- [The Changing of School Session Times \(England\) \(Revocation\) Regulations 2011](#)
- [Crime and Disorder Act 1998](#)
- [The Anti-social Behaviour Act 2003](#)
- [The Education Act 2005](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [Magistrates' Courts \(Parenting Orders\) \(Amendment\) Rules 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)
- [The Education and Skills Act 2008](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2012](#)
- [Copy of Attorney General's Guidelines for Crown Prosecutors](#)
- [Police and Criminal Evidence \(PACE\) Act 1984](#)
- [The Children Act 1989](#)
  - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 \(External link\)](#)
  - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013 \(External link\)](#)

## 7. Contact Person

The following people may be approached in relation to this policy:

Dr Michael Potter

Trust Education Welfare Manager