



Attendance & Punctuality Policy

Prepared/Updated : September 2023

Review Frequency : Every year

Next Review Due : September 2024

Contents

	<u>Page(s)</u>
Aim	3
Principles	3
Key Personnel	3
Duties	4
Roles and Responsibilities	4-7
Attendance Procedures	7
First day absence	8
Attendance concerns	8
Pupils with medical needs who have difficulty attending school	8
Promotion of good attendance	9
Types of absences	9-11
Leave of Absence	11
Penalty Notices	12
Alternative provision	12-13
Notifications school must admit to the local authority	13
Working together to improve school attendance	14
School attendance and the law	14-16

Aim

The aim of this policy is to encourage pupils to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is essential for pupils to maximise their chances of success. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance.

Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others and are better prepared for the transition to secondary school and eventually, higher education, training and employment.

It's very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, groups and the student body as a whole. The school classes good attendance as 97% or above.

Principles

- To improve the efficiency of monitoring attendance and punctuality and to identify, at the earliest possible stage, those students for whom attendance/punctuality to school and to lessons is a problem
- To develop the students' awareness of the necessity and importance of attendance and punctuality so that they gain the maximum benefit from their education in school.
- To reduce further the numbers of unauthorised absences.
- To reward those students who attend school on a regular basis and are punctual to lessons.
- To aim that all students want to come to school through successful implementation of the school's aims.

Key personnel

Principal is Mr M Eastham. The Principal is the only person who can authorise leave in 'exceptional circumstances'

SLT Link for attendance is Mrs D Crank

Family Support Manager is Mrs A Willis

Family Support Manager / Attendance is Mrs D Swire (PT)

Attendance Officer is Mrs E Brierley

Pastoral Managers are Mr G Shipton, Mr P Faulkner & Ms R Burbidge

Duties

The Education Act 1996 requires parents and guardians to ensure that their children receive efficient, full-time education. Parents / Carers have a legal duty to ensure that their children attend school regularly, if they are compulsory school age and registered at a school. Parents / Carers are also responsible for their child's school attendance and punctuality.

Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's roll. In addition, lesson registers are taken at the start of each period.

Roles and Responsibilities

The school will encourage and value high attendance rates. The school will recognise the external factors, which influence pupil attendance and will work in partnership with parents, the Attendance team and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

All staff should:

- Help to create an atmosphere, which is inviting, where pupils feel secure and comfortable.
- Be aware of factors that can contribute to poor attendance and punctuality
- Adhere to the procedures in plans within school to promote good attendance
- Work to provide a curriculum that meets the needs of all pupils
- Promote the link between attendance and educational attainment to pupils and parents
- Encourage pupils to be involved in all aspects of school life.
- Accurately record attendance/punctuality to lessons in accordance with the legislation and take appropriate action at departmental level when necessary.
- Ensure attendance/punctuality data is used when issuing related monitoring concerns.
- Comment on attendance/punctuality at parents' evenings and on school reports where these factors have hindered progress.
- Raise any concerns about attendance with the attendance lead, pastoral team and / or Principal

Form Tutors

- Register pupils accurately and on time
- Ensure pupils are provided with appropriate attendance and punctuality data
- Tackle pupils who persistently arrive late
- Notify the appropriate Heads of Year when punctuality/attendance deteriorates
- Work with pupils to improve punctuality/attendance
- Collect in and submit letters and medical evidence to the Attendance Officer

Attendance Officer

- First day response; contact parents if a reason for absence has not been provided and record this information accordingly. Contact emergency contacts if parents cannot be reached.
- Make sure all staff have up-to-date and correct registers
- Update attendance registers
- Contact parents / guardians when reasons for absence are unknown, or unauthorised. Letters home when no explanation is given for an absence
- Regularly monitor pupil attendance and punctuality
- Ensure agreed periods of absence are recorded
- Report school attendance statistics
- Ensure absence is correctly categorized
- Work with children and parents to remove barriers to regular and punctual attendance, using parental contracts where appropriate.
- Submit attendance data to the Department of Education on a termly basis
- Flag students with persistent poor attendance to the Attendance/Family Support Manager
- Promote regular attendance through the school newsletter, website, assemblies and ensure that the attendance policy is readily accessible
- Use strategies to improve attendance and punctuality for groups, classes or the whole school (eg. Incentives, reward schemes etc ...)

Attendance / Family Support Manager

Use attendance data to identify students who have poor attendance. Working with the Attendance Officer and Heads of Year to identify students for support and close monitoring.

- Work closely with parents of targeted students to provide support and pressure to get students to return to school.
- Present and prepare attendance assembly
- Keep in contact with long-term absentees and liaise with Culture & Reflection, LEAP and Heads of Year to ensure that effective reintegration strategies and identifying "catch up" needs.
- Contact parents where absences have remained unexplained despite the intervention of the Form Tutor/ Attendance Officer.
- Work with targeted students to improve attendance through parental contact, attendance reports, short-term targets and rewards. Paying particular attention to students who are at risk of becoming persistent absentee students.
- To visit homes where contact has been lost or where a child is refusing to attend school.
- Identify and prepare cases a referral for court action when required.
- Work with Pastoral Managers to involve outside agencies with individuals and groups of students.
- To work as an advocate for the student.
- Meet with students who are improving their attendance and suitable reward.
- Investigate reports of illegal juvenile employment of students and liaise with Pastoral Manager on appropriate action.

SLT

- Lead on giving attendance a high profile
- Ensuring the school confirms to statutory requirements regarding attendance
- Review attendance policy annually and assess its impact
- Monitor attendance/punctuality procedures and ensure correct implementation.
- Work with Heads of Year to ensure school attendance policies are being applied.
- Support Heads of Year, Attendance Officer and Attendance/Family Support manager when working with 'difficult' parents
- Authorise 'agreed' absence and 'educational visits.
- Liaise with Attendance/Family Support manager to ensure action is taken against persistent non-attendees
- Provide Trustees with a termly attendance / punctuality report.

Responsibilities of students

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the reception desk if they are late or leaving the school site during school hours.

Responsibilities of parents/carers

Parents are responsible in law for ensuring the regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems, which may affect a child's attendance.

Ensuring your child's regular attendance at school is a parent / carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school on the first day of absence
- Discuss with the form tutor/class teacher any planned absences well in advance
- Support the school with their child in aiming for 100% attendance each year
- Make sure that any absence is clearly accounted for by telephone, email or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for an exceptional circumstance.

Attendance Procedures

1. The school considers a good attendance record important: Good = 97% or above.
2. Each pupil is officially registered twice a day – once by the form tutor at 8.40 and then by the period 4 teacher at 12.15pm. In addition, their class teacher at the start of Periods 1, 2, 3, 5 and 6 registers each pupil. Pupils are expected to be on the school premises by this time and in form at the expected time. The register is completed by the form tutor at the start of the form session using Synergy and by subject teachers at the start of each lesson. There is a legal requirement to register pupils for both morning and afternoon sessions.
3. Latecomers, pupils who arrive after 8.40 am, must sign-in at reception. They then make their way immediately to their form or class; this will depend on time of arrival.
4. Pupils with three lates in any one week will be issued an after-school detention by the Attendance Officer. Pupils who arrive at school late should not be admitted to class until they have signed in at reception. This is important for health and safety reasons.
5. Arrivals after 9.30 are considered as absence and must be explained by parental contact. Otherwise, unauthorised absence is recorded.
6. Each absence is recorded and must be specifically explained as soon as possible (a statutory requirement). The school requires parents to contact the school, stating the precise dates of absence and the reasons for each period of absence.
7. Contact with the school should be made on each day of absence. Where parents fail to make contact, the School Attendance Officer will endeavour to contact them.
8. If a pupil is marked absent it is necessary to indicate the reason for this absence as soon as it is known so that all unauthorised absences can be identified. Absences still unexplained after 5 days will be recorded as unauthorised.
9. School finishes at 3.10pm

Late arrival

Pupils who arrive late to school will be picked up by the attendance team, names are recorded with reasons for late arrival and given an L on the register plus the number of minutes late. Registration lates are followed up by the attendance team and appropriate sanctions are recorded. Parents are made aware of punctuality issues via Synergy.

Punctuality

If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late can also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

If your child is often late you will be contacted by the attendance / pastoral team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems in getting your child to school on time.

SLT, pastoral team and attendance officer will monitor the late arrival of pupils to school and apply sanctions appropriately.

First day of absence

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts and if necessary, make a home visit. Please note such home visits may be unannounced.

Attendance concerns

Parents are expected to contact school at an early stage and to work with us in resolving attendance problems together; this is nearly always successful. However, if concerns persist, school will use the following procedures and interventions, as required, to support parents in improving their child's attendance and / or punctuality :

- Telephone calls and / or letters to make parents aware of school's concern about their child's attendance
- Invitation to meetings to discuss concerns with our attendance lead, Head of Year, Family Support Manager and / or Principal.
- Parenting contracts to identify barriers to regular attendance ways to overcome these and agree targets for improvement
- Early Help Assessment (EHA) process and / or referral to other agencies and services including School Nurse and Primary Mental Health Workers, if appropriate.
- For unauthorized absences, request legal interventions by the local authority such as penalty notices, prosecution, or other legal attendance-related court orders.

At any stage, we may seek advice from our School Attendance Consultant.

Pupils with medical needs who have difficulty attending school

Government guidance on supporting pupils at school with medical conditions emphasises the role of governing bodies ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents and other relevant professionals to minimize absence for reasons of ill-health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment.

When education is to be provided at an alternative location, this should always be done via the use of a direction.

When a pupil has been absent from school for an extended period, the Principal, SLT, pastoral team, the class teacher and other support services will work with the family to ensure that a smooth reintegration is achieved.

Pupils refusing to attend school

At Penwortham Priory Academy, we believe that every child has a right to a full-time education, and we would not accept 'school refusal' as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We may, with consent, make referrals to external parents such as Children and Family Wellbeing Service, Primary Mental Health Workers etc ... as appropriate to try to ensure the correct support is secured for the child and their family.

Promotion of good attendance

School will promote and incentivize attendance by acknowledging and rewarding good attendance by all pupils and efforts to improve attendance by individual pupils who have additional needs or challenging circumstances. Attendance will be celebrated routinely including for example through school newsletter, year assemblies, house assemblies, celebration assemblies and whole school assemblies.

Types of absence

Every half-day absence from school is classified by the school as either authorized or unauthorized, Therefore information about the cause of any absence is always required from parents / carers. As a school, we will work with parents (and other agencies, as appropriate) to understand the reasons for underlying absence.

Authorised absences

Authorised absences are mornings or afternoons away from school for a reason like illness, medical / dental appointing which unavoidably fall in school time, emergencies or other unavoidable cases.

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable. If school has followed its attendance procedures and a pupil continues to have unauthorised absences, the school may request legal interventions from the School Attendance Legal Team. Examples of unauthorized absences are :

- Parents / carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which are not explained satisfactorily
- Children who arrive at school after the register has closed
- Days off shopping, birthdays or looking after other children
- Day trips and holidays in term time which have not been agreed by the Principal
- Days that exceed the amount of leave agreed by the Principal

In line with LA guidance, pupils are allowed to take up to a maximum of two days per academic year for religious festivals e.g., Eid. School will authorize one day of absence per religious festival, and this will be marked as code R in the register. The day authorized will be that set aside by the religious body of which the parent is a member. Parents must request any additional leave in advance and this can only be authorised if the Principal agrees that exceptional circumstances apply; this would be marked in the register as code C.

An absence will be recorded as unauthorised if:

- School has not given approval in advance for a pupil to be absent
- School does not accept a given explanation as satisfactory justification for absence
- Medical evidence requested by school is not forthcoming

- No explanation of absence is received within two weeks

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised.

NB: In some cases, part of a requested leave of absence may be authorised due to exceptional circumstance, with the remainder of the requested absence being unauthorised. In this situation, a parent could still be fined if the unauthorised period exceeds the 10-session threshold.

In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date. Re-admission cannot be guaranteed. The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (i-iii) of the Education (pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

If a pupil of compulsory school age is absent, the register must show whether that absence is authorised or unauthorised. In cases where parents seem to condone unauthorised absence, school may involve the court officer.

Support mechanisms the school will use and the trigger points for the implementation of those actions. These include:

- Home contact by text, email or telephone
- Letters to clarify and, if necessary, warn of future sanctions
- Meetings in school
- Home visits by the Attendance/Family Support Manager
- Referrals through the Early Help Assessment / Plan (EHA/ EHP)
- Fixed Penalty notices
- Court Action

Participation in sporting events

Absence of pupils to take part in supervised educational activities outside the school but authorised by the school is recorded as "approved educational activity". This is the equivalent of 'present' for the purposes of the annual absence return and performance tables. Such pupils must be recorded as being off-site for health and safety reasons or in the event of an emergency.

Any leave of absence should be applied prior to the absence (see Leave of Absence section)

Participation in performances (eg. Television, theatre)

Parents of a child performer may request leave from school for their child to take part in a performance. A local authority license must be obtained before a child can take place in a performance. Before a license is granted, please discuss this with school and the Principal must be satisfied that the leave will not have a negative effect on the child's education. Where the license specifies the dates that the child is to be away from school the Principal should authorize those days. However, where the license does not specify dates, it is at the discretion of the Principal to authorize the leave request.

Any absence authorized for the child to take part in a performance will be recorded as code C.

Parents wishing to apply for a performance licence should go to Lancashire County Council Child performance licences webpage.

Other absences

If there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorized. This may be in the form of an appointment card or similar. Parents should not ask their doctor (GP) to provide 'sick notes' to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend school it is better to speak to the school as soon as possible to resolve the issue, rather than trying to cover up the absence, or give in to pressure for them to stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absences.

Persistent Absences (PA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorized or unauthorized (including illness, suspensions, holiday etc ...) Absence at this level will damage any child's educational prospects and we expect parents fullest support and co-operation to address this.

At Penwortham Priory Academy, we will track and monitor all absences thoroughly, therefore any pupil whose attendance indicates they are likely to reach PA threshold will be prioritised and parents contacted promptly. Parents can continually monitor their child's attendance via Synergy.

Leave of Absence

Recent instruction from the Department of Education (September 2013) now makes it very unlikely that permission for family holidays/leave of absence will be granted, except in the most exceptional of circumstances.

In determining whether an absence request is exceptional, the school will follow national guidelines and holidays/leave requests will only be authorised in extreme circumstances.

In line with the above procedures, all but absences in extreme circumstances will be recorded as unauthorised and parents may be issued with a Fixed Penalty Notice £60/£120 (per parent per child) if their child is absent without prior arrangement with the Principal.

Leave of Absence request form can be obtained from the school office or downloaded from the school's website.

Completed forms are then either emailed to attendance@priory.lancs.sch.uk or handed in to Mrs E Brierley in the main school office.

Term time absence: Final position following Isle of Wight Council v Platt decision in Supreme Court

The Supreme Court delivered its judgement in relation to the Isle of Wight Council's appeal which sought clarification on what is meant by "fails to attend regularly" in the context of a prosecution for unauthorised non-attendance at school.

The Supreme Court said that "regular" means "in accordance with the rules published by the school" and rejected the view that regular meant "sufficiently frequently". This clarifies the position regarding term time absence. The judgement confirmed that schools can determine whether an absence is authorised or not.

Penalty Notices

In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorized absence, This includes :

- Leave of absence which is taken without a prior request being made
- Leave taken after the request has been declined
- Days taken in excess of an agreed period of time, without good reason
- Other unauthorized absence that meets the required threshold, including sessions marked as late after the registration closed (code U)

The code of conduct and penalty notices and information and FAQs for parents can be found on Lancashire County Council education penalty notice webpage

Trustees have agreed to adopt the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence and persistent lateness to Registration.

Parents will receive a written warning of the possibility of a Penalty Notice being issued and will have 10 days to ensure an improvement in attendance and / or punctuality. Failure to ensure improvement will lead to the issue of a Penalty Notice.

Penalty Notices are issued by the court officer to the family home. The fine for unauthorised absence currently stands at £60/£120 per parent/carer per child. Non-payment of the Penalty within the 28-day time limit will trigger the prosecution process under the Provisions of Section 444 of the 1996 Education Act.

In circumstances where a Penalty Notice has been served with no impact or attendance patterns, show chronic poor attendance school may request a prosecution through Section 444 (1) of the 1996 Education Act. This will result in prosecution through the courts if there is no improvement in attendance.

According to government guidance, the term 'parent' means:

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child or young person; and
- Any person who has care of a child or young person i.e., lives with and looks after the child

Alternative provision and use of directions

There is a range of circumstances when pupils might be required to access educational provision at a venue other than their main school. The main reason are :

- Pupils who have been suspended, either for a fixed period of more than 5 days or

permanently excluded.

- Pupils unable to access provision at their main school for medical reasons
- Pupils required to attend another venue for the purpose of improving behaviour, either on a temporary basis or view to making a permanent move to the alternative provision (via a manage move)

When a pupil is required to attend medical provision for the purposes of improving behaviour, SLT lead of the main school will issue a written direction or notice informing all parents of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision for other reasons, the issuing of a written direction is considered best practice.

Notifications school must submit to the local authority

Admission

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to the youngest year unless the local authority requests for such information to be provided (currently Lancashire does not).

Leavers

All schools must notify the local authority when a pupil's name is deleted from the admission register under any grounds prescribed in regulation 8 of the Education (Pupil registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply when a pupil's name is removed after they have completed the school's final year unless the local authority requests for such information to be provided (Lancashire currently does not)

Where a school notifies the local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in the regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as Elective Home Education (EHE) team or the Children Missing Education (CME) team. Schools may contact their School Attendance Consultant for advice on removing children from roll.

Pupils who fail to attend

All schools (including mainstream) must inform the local authority if any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire schools, this can be done by schools contacting their School Attendance Consultant for further advice.

Children missing education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and their location is unknown, schools may make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake homevisit,

prior to a referral being made to the local authority Children Missing Education (CME) team.

Working together to improve school attendance at Penwortham Priory Academy

Monitor : we rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them.

Expect : aspire to high standards of attendance for all pupils and parents and build a culture where all pupils can and want to, be in school and ready to learn.

Listen and understand : when a pattern is identified, discuss with pupils and parents to listen to understand the barriers to attendance and agree how **all** can work together to resolve them.

Facilitate support : remove barriers in school and help pupils and parents to success support they need to overcome the barriers outside of school. This might include early help or whole family plan where absence is a wider symptom of wider issues.

Formalise support : where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalizing support through a parenting contract.

Enforce : where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupils' right to an education

School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents. The list below relates to this attendance policy, but is not exhaustive :

Parents and Carers

Duty to ensure children receive education

[Section 7 of the Education Act 1996](#) covers the duty of parents to secure education of children in their care who are of compulsory school age and 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

Offence if a child does not attend regularly

[Under Section 444 of the Education Act 1996](#), if a child does not compulsory school age who is registered at a school fails to attend regularly, their parents is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory

defences listed within the section of the Act ie.

- The child was absent with leave granted by the school
- The child was prevented from attending by reason of sickness or any avoidable cause
- Absence was in a day exclusively set apart for religious observance by the religious body to which their parent belongs

Compulsory school age

[Section 8 of the Education Act 1996](#) establishes that a child becomes of compulsory school age on the start date of the term following his / her fifth birthday or that day if his / her birthday falls on the day the term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday of June but before the start of the new school year.

Legal definition of 'parent' in relation to attendance

The law requires that all 'parents' are held responsible for their child's attendance. This definition can include any person who has care of the child. [Section 576 of the Education Act 1996](#) states that :

Meaning of 'parent'

- (1) In this Act, unless the context otherwise requires, 'parent', in relation to a child or young person, includes any person –
- (a) Who is not a parent of his but who has parental responsibility for him, or
 - (b) Who cares for him

Thus the definition of 'parent' means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and / or care for a child or young person.

Schools

Attendance and absence registration codes

[Working together to improve school attendance](#), DfE (Department for Education) published May 2022, applied from September 2022 and will become statutory no sooner than September 2023.

Duty for schools to include attendance information in reports for parents

[The Education \(Pupil Information\) \(England\) Regulations 2005](#)

Duty for schools to notify the local authority when pupils join or leave schools

[Regulation 12 of the Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Duty for schools to safeguard and promote the welfare of children

[Keeping Children Safe in Education : Statutory guidance for schools and colleges](#)

Legal Intervention

Legal interventions are available under the following Acts, Guidance Regulations:

- [Section 444 of the Education Act 1996](#)
- [Section 36 of the Children Act 1989](#)
- [Section 23 of the Anti-Social Behaviour Act 2003](#)
- [The Education \(Penalty Notices\) \(England\) Regulation 2007](#)
- [The Education \(Penalty Notices\) \(England\) Amendment Regulation 2013](#)
- [School attendance parental responsibility measures 2015](#)

Pupils with health needs who cannot attend school

[Supporting pupils at school with medical conditions: Statutory guidance, DfE, 2015](#)

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the [UN Convention of the Rights of the Child](#) and the [Equality Act 2020](#). Schools may wish to refer to the [Technical Guidance for Schools in England](#), published by Equality and Human and Rights Commission, which outlines the requirements of the Equality Act 2010 for schools.

Regulations for participation in performances

[The Children \(Performance and Activities\) \(England\) Regulations 2014](#)

Regulations regarding removal from roll

[Regulation 8 of The education \(Pupil Registration\) \(England\) Regulations 2006](#)