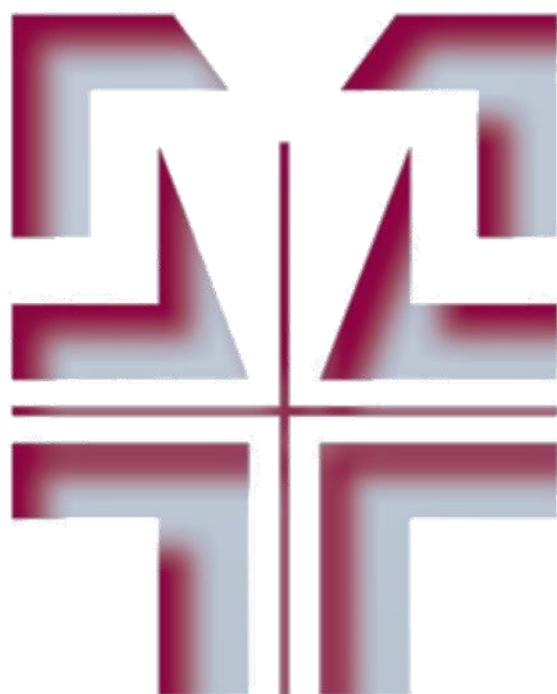


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Whole School Attendance Policy

Responsibility to present to Headteacher	Deputy Head – John Chadwick
Approval	Headteacher September 2024 Reviewed by Ethos, Staffing & Wellbeing Committee
Next Review	Headteacher September 2025 Review by Ethos, Staffing & Wellbeing Committee
Statutory	No (part of Register of pupils' admission to school and attendance (S))
Required on school website	No

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

A BRIEF SUMMARY OF OUR CHRISTIAN VISION

Our motto is '**Therefore choose [life]**' from Deuteronomy.



We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may flourish, experiencing the joy and hope of '**Life in all its fullness**'.

This is further explained in our Mission Statement,

'As a vibrant learning community
we choose to serve God,
pursue excellence
and celebrate the uniqueness of each individual.'

Contents:

1. Introduction
2. Roles and Responsibilities
3. Importance of Attendance at St Michael's High School
4. Types of Absence
5. Absence Procedures and Managing Punctuality
6. Persistent Absenteeism
7. Children who are absent from education
8. Strategies to improve Attendance and Punctuality
9. Home Visits
10. Planned Absence Requests
11. Legal Intervention
12. Alternative provision and use of directions
13. Notifications school must submit to the local authority

Appendices:

All appendices are examples of what school might use. Depending on the situation, changes may be made to reflect this.

1. Attendance – Letter 1 (95%)
2. Attendance – Letter 2 (92%)
3. Attendance – Letter 3 (90%)
4. Attendance – Final Warning Letter
5. Punctuality – General
6. Punctuality – Letter 1
7. Attendance Codes
8. Attendance Support Plan
9. Attendance Contract
10. Daily Attendance Procedures
11. School Attendance and the Law

Legal Framework

This policy meets the requirements of the Working together to improve school attendance and school attendance guidance from the Department for Education (DfE 2024) 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:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education 2024'

1. Introduction

St Michael's Church of England High School encourage excellent attendance for all pupils by offering an environment in which pupils feel happy, safe and valued as part of 'Team St Michael's.' Excellent attendance underpins our aim that all pupils should be given opportunities to grow in body mind and spirit; to flourish as a child of God and experience the joy and hope of 'life in all its fullness.' For our pupils to gain the greatest benefit from their education it is vital that they are in school and arrive on time each day.

The law relating to school attendance states in Section 7 of the [Education Act 1996](#) states that the parent of every child of compulsory age shall cause him/her to receive fulltime Education suitable:

- a. to age, ability and aptitude and
- b. to any special educational needs he/she may have either by regular attendance at school or otherwise.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to the children and their parents or carers the importance of regular attendance.

2. Roles and Responsibilities

Parents and Carers

- Ensure children attend on time, each day (unless ill or other authorised circumstances)
- Contact school on any day of unplanned absence by 8.30am via phone or School Synergy
- Avoid leave in term time wherever possible
- Support school and child with attendance at meetings and involvement in support plans etc

School:

Headteacher and Senior Leadership Team

- Ensure all staff promote high levels of attendance across the school
- Liaise with Lancashire County Council regarding attendance related issues
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Take overall responsibility for ensuring the school conforms to statutory requirements
- Consider each request for leave against the 'exceptional circumstances' criteria
- Provide regular reports to the governing body on all aspects of school attendance

Attendance Officer

- Ensure the school conforms to all statutory requirements in respect of attendance
- Act as the first port of call for all attendance related issues
- Collate all leave of absence request forms communicating decisions with parents/carers
- Provide early identification of absent children and patterns of absence
- Contact parents if a reason for absence has not been provided
- Update attendance registers.
- Regularly monitor and analyse data to identify any patterns
- Work with parents/carers to ensure attendance, using Attendance Contracts where appropriate
- Promote regular attendance through the school newsletter, website and displays
- Use projects and strategies to improve attendance and punctuality for all children

Tutors

- Ensure that all pupils are registered accurately
- Promote and reward good attendance of children at all appropriate opportunities
- Liaise with the Pupil Manager and Attendance Officer on matters of attendance and punctuality
- Support children with absence to engage with their learning once they are back in school

Pupil Managers

- Liaise with the Attendance Officer and SLT on matters of attendance and punctuality

- Promote & reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a child's absence and monitor any safeguarding issues
- Support pupils and parents to overcome barriers to attendance, arrange meetings and signpost appropriate support

Pupils

- Attend school each day and on time
- Speak to parents/carers and/or a member of staff if they are concerned about attendance
- Cooperate and participate in interventions and support offered by school or other agencies

All School Staff

- Provide a welcoming atmosphere for children and provide a safe learning environment.
- To see pupils' attendance as the responsibility of **all** school staff
- Participate in training regarding school systems and procedures

Governors

- Adopt a strategic overview to attendance and punctuality
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for maintaining and improving the school's attendance figures
- Work with the Headteacher in establishing criteria against which absence requests will be considered. This is important to ensure the process is equitable and consistent.

Lancashire County Council:

School Attendance Support Team

Each school has a named contact in the School Attendance Support Team who can advise schools on attendance related matters, and with whom termly Targeting Support Meetings will be held.

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions in the event of failure to attend school regularly, the SALT undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

3. Importance of Attendance at St Michael's High School

Promoting excellent attendance:

We at St Michael's see that everyone has a part to play in helping to create a pattern of regular attendance. This includes pupils, parents/carers and all members of school staff. Our pre Covid average attendance figure was 97.2%. We are very proud of our pupils' excellent attendance record and emphasises the enjoyment many of our young people experience here at St Michael's. To help us in our drive for regular attendance we will:

- Create a culture across the school which identifies the importance of attendance and punctuality
- Provide information about attendance in our termly newsletters
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by displaying individual and class achievements

- Reward excellent or improving attendance
- Carry out transition work when pupils move to St Michael's
- Make attendance and punctuality a priority for everyone associated with school including parents/carers, pupils, staff and governors
- Set targets to improve individual pupil and whole-school attendance
- Work in conjunction with parents/carers and members of the pastoral team to improve attendance
- Undertake home visits and create action plans when concerns are identified

Excellent attendance is important because:

- Statistics show a direct link between underachievement and attendance below 95%
- Excellent attenders make better progress both socially and academically
- Excellent attenders find school routines, schoolwork and friendships easier to cope with
- Excellent attenders are more successful in transferring between primary school, secondary school and higher education, employment or training

4. Types of absence

Legally, the register must be marked twice daily. Once at the start of school (tutorial period) and again in the afternoon at the start of period 7. Each day therefore has two sessions of attendance.

St Michael's Church of England High School is required to classify every half-day absence from school as either **authorised** or **unauthorised**. This is why the information about the cause of any absence is always required.

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

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences without reasonable explanation / medical evidence
- Children who arrive at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been authorised by the headteacher
- Any other absences which have not been authorised by the headteacher

Unauthorised absence can lead to the Authority using sanctions and/or legal proceedings.

Parents should be aware that the decision whether to authorise an absence or not rests with the school. If there is any ambiguity relating to an absence, school may request further evidence from parents before an absence may be authorised. This may be in the form of a medical appointment card or similar.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. This gives the impression that attendance does not matter and usually make things worse.

Please see the following for guidance on situations when it might be appropriate to keep your child off school and when they should attend school. [Is my child too ill for school \(NHS\)](#)

5. Absence Procedures and Managing Punctuality

Unplanned:

- Day 1: Parents/carers MUST contact school as soon as possible and no later than 8.30am by using School Synergy or by phone (selecting option 1).
- Subsequent days: Parents/carers MUST contact school as soon as possible and no later than 8.30am by using School Synergy or by phone (pressing option 1).

Should your child be absent from school for three continuous days or we are concerned about the number of days of absence on different occasions school will contact parents and we may request medical evidence of some form.

Planned:

The Attendance Officer should be notified of any medical / dental appointments at the earliest possible convenience. *We ask parents/carers to make medical and dental appointments out of school hours where possible. Whatever, the child should be out of school for the minimum amount of time necessary.*

Any other request for absence must be for exceptional circumstances only. These are done by completing the absence request form found on our school website here. [Absence request form](#). Such requests should be made at least 2 weeks prior to the absence wherever possible.

If your child is absent on any particular day without reason we will:

- Send an attendance alert out via Synergy by 9.30am.
- If no response we will call home that day.
- If no contact made the absence will be marked as unauthorised. Depending on vulnerabilities, a home visit may be made or the police contacted.
- If by day 3, no contact is made, a second home visit may be made. Police and Child Missing Education (CME) team may be contacted.

Parents can monitor their child's attendance via School Synergy

Letters: (See appendices)

At St Michael's we monitor attendance very closely and have specific procedures if your child's attendance drops below certain levels.

1. Below 95% - Your child's education is beginning to suffer and you will receive a letter home informing you of the situation and your child's current attendance. We are at this stage requesting parental support to help improve the attendance of the child.
2. Below 92% - Your child's education is suffering even further and they are close to being classed as 'persistently absent'. Parents/carers will be sent a second letter, outlining our concerns and stating that any further absences may not be authorised without appropriate medical evidence. E.g. medical appointment cards / messages, photograph of a prescription label or other evidence to suggest medical advice has been sought. You may be invited into school to meet with a member of the pastoral team to discuss how we can support parents/ carers and the child.
3. Below 90% - Your child's attendance is now a very serious concern. Pupils are now classed as 'persistently absent' and are among the lowest attenders in the school. Parents/carers must attend a meeting in school with their pupil manager in order to complete an Attendance Contract that will highlight our concerns and provide further strategies of support. If parents/carers fail to engage with this or the child's attendance does not improve then school will use legal intervention.

If at any point, we do become concerned about your child's attendance we may carry out a home visit to see where we can support both parents/carers and the child.

Should your child be absent from school for three continuous days, or we are concerned about the number of days of absence on different occasions we may request medical evidence of some form. Parents and carers should understand that this is not necessarily about challenging the legitimacy of the absence, it allows us to clarify reasons and gain greater understanding of the absence but is also a part of our safeguarding responsibilities towards all children in our care.

Punctuality:

Poor punctuality is not acceptable. A pupil who arrives 5 minutes late each day will have missed 3 entire days of school by the end of the year. When a pupil arrives late to school, the impact can be significant:

- They miss out on essential instructions given at the beginning of lessons.
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils, to explain what is going on for the lesson.

The school day starts at 8.50am and we expect your child to be in their tutorial at that time. Your child will receive a late mark if they are not in class by that time.

At 9.15am the registers will be closed. In accordance with our attendance policy, if your child arrives after that time, they will receive a 'U' mark (U – late after the register has closed). This shows them to be on site but will count as absent for the morning session. This will be logged as an unauthorised absence unless there is a valid reason to code it otherwise. The afternoon session starts at 1.55pm, a child arriving after 1.55pm will be recorded as late.

In summary:

- In tutorial before 08.50 - **Present**
- Arrive in tutorial after 08.50 but before 09.15 - **Late**
- Arrive in school after 09.15 - **Unauthorised absence, morning session** unless valid reason.
- Arrive to P7 by 13.55 - **Present**
- Arrive to P7 after 13.55 - **Late**

If your child is persistently late you will receive a letter informing you of the issue. You will be asked to meet with the child's Pupil Manager and/or a member of the Pastoral team to help try to resolve the problem. School will try and support you if you are having problems getting your child to school on time.

Any child arriving late to school without an acceptable reason will receive a lunchtime detention that same day. Children not attending this detention will be given further consequences. Please note children who are late due to 'traffic' or 'public transport' will be coded as late (Absent for the morning session if after 9.15). School may choose to override this if there is clearly an accident/incident in and around the local area. Such consequences are important as it helps the child understand the importance of punctuality in their life beyond education.

There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness (10 or more sessions of unauthorised absence due to lateness in a 10-week period) will be subject to legal proceedings by Lancashire County Council.

Children who are unwell during the school day

We will always do our best to keep children in school but on occasions where the child is clearly unwell, we will call parents/carers to arrange for them to be collected. Calls will be made to contacts in the order they appear on our system. It is the responsibility of the parent/carer to arrange for the child to be collected by an appropriate adult. Please can we ask that those collecting come in to school reception (middle drive) rather than wait in their cars. We will only allow a child to leave when the adult is at reception.

There may be occasions when you wish the child to make their own way to a specific place (dentist, relation, etc) This will only be allowed in exceptional circumstances and when we have written consent from the parent/carer.

Pupils with medical needs who have difficulty attending school

Government guidance on supporting pupils at school with medical conditions (see appendix 11) emphasises the role of governing bodies in 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 minimise absence for reasons of ill health. This may be in the form of reasonable adjustments, 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 (see separate section).

When a pupil has been absent from school for an extended period, the Pupil Manager and or other pastoral staff along with other support services will work with the family to ensure that a smooth reintegration is achieved.

Pupils refusing to attend school

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/carers to identify the reasons why a child may be reluctant to attend school. We may request advice from the School Attendance Support Team and, with consent, make referrals to other external partners such as the Children and Family Wellbeing Service or Primary Mental Health Workers, as appropriate, to try to ensure the correct support is secured for the child and their family.

Contacts on Synergy

With the above in mind, please can we remind all parents/carers that it is vital that we have **at least two** (ideally more) up to date contacts that we can call on in case of emergency. At least one of these **MUST** be available to take calls at any time.

6. Persistent Absenteeism (PA):

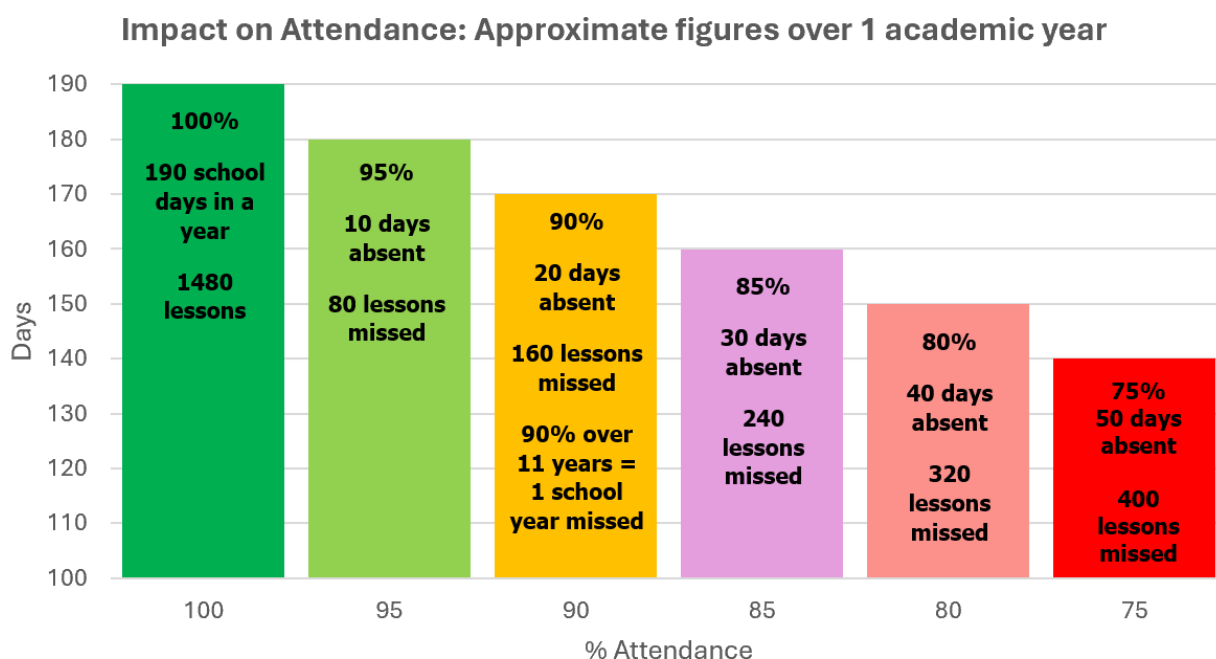
A pupil becomes a 'persistent absentee' when their attendance drops below 90% across the school year **for whatever reason**. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and co-operation to address this.

We monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be given priority consideration, and parents will be informed of this immediately. PA pupils are tracked and monitored carefully through our pastoral systems, and we may also combine this mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an Attendance Plan. These plans are designed to help and support the child and parents/carers in improving their attendance/punctuality. The plan may include

support through the use of a mentor, individual incentive programmes, attendance contracts and participation in activities around raising attendance. The plan may also include potential consequences of any targets not being met.

The table below highlights the importance of excellent attendance. Children whose attendance falls below 90% are considered 'persistently absent'. Absence at this level is doing considerable damage to a child's educational prospects.



7. Children who are absent from education:

A child who is absent from education can be a warning sign of a range of safeguarding issues. There are many circumstances where a child may be absent from education, but some children are particularly at risk.

In response to the guidance in Keeping Children Safe in Education (2023) the school has:

- Staff who understand what to do when children do not attend regularly
- Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
- Staff who know the signs and triggers for travelling to certain countries.
- Procedures to inform the local authority when we plan to take pupils off-roll when they:
 - leave school to be home educated
 - move away from the school's location
 - remain medically unfit beyond compulsory school age
 - are in custody for four months or more (and will not return to school afterwards); or
 - are permanently excluded

We will ensure that pupils who are expected to attend the school but fail to take up the place will be referred to the local authority.

When a pupil leaves the school, we will contact the pupil's new school on the expected start date.

8. Strategies to Improve Attendance/Punctuality

Parents are expected to contact school at an early stage to work with us in resolving any problems. When this is the case, most issues have a successful outcome. If further action is required, then school may consider using some of the following strategies to help support parents/carers in improving their child's attendance and/or punctuality. These might include:

- Celebration assemblies / certificates
- Meetings in school between parents/carers, pupils and pastoral staff
- Every Child Matters interviews
- Use of Early Help Assessments (EHA) and referral to outside agencies
- Use of the Emotionally Based School Avoidance (EBSA) Toolkit
- Warning Letters outlining the current situation and offering support
- Attendance Panel Meetings
- Attendance Support Plans
- Home Visits
- Attendance Contracts
- Legal Intervention

Emotionally Based School Avoidance (EBSA)

This guidance [EBSA Toolkit](#) has been produced by Lancashire Educational Psychology Service and is based on the current evidence base/best practice guidance, as well as understanding of our local context, regarding supportive strategies associated with positive outcomes for pupils with Emotionally Based School Avoidance (EBSA). We often use this toolkit and particularly the section on 'mapping the landscape' (pg 34-40 to help identify any barriers to attending school)

9. Home Visits:

Government guidance in relation to [Children Missing Education](#) identifies that all schools have a safeguarding duty and that "as part of this should investigate any unexplained absences". Paragraph 37 goes on to state:

When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and/or the school will complete a home visit and if necessary, make enquiries with neighbours/relatives.

Whenever possible parents will always be informed of a potential home visit. Home visits are mainly used for the following reasons:

- If there is a safeguarding concern
- A child is refusing to come into school
- When there are attendance issues/concerns
- When several communication attempts have been made but no response received

If a home visit is made and there is no response. A note of the visit will be posted through the letter box. However, if the visit raises concerns, depending on the nature of the concern or the vulnerability of the child the police/other agencies may well be contacted at this initial stage.

Please see Appendix 10 for when a home visit might be made.

10. Planned Absence Requests:

School is not, by law, able to grant any leave of absence during term time unless there are "very exceptional circumstances". It is unlikely that leave of absence will be authorised if a pupil's attendance is below 93% or they are in Year 10 or 11. "Very exceptional circumstances" might include such circumstances as

- 1 day for the funeral or wedding of a close relative
- representing school at county or national level
- interviews at further education establishments
- National accredited examinations such as dance or music
- Performance license requests

However, as always, granting leave is at the head teacher's discretion. Factors that would be taken into consideration include the length and frequency of the absence(s) requested and how learning will continue if absence occurs, eg the sports club or association providing an approved education tutor.

Taking pupils out of school for the purpose of holidays will not be authorised. Parents may, of course, choose to take their children out of school without permission but the consequence of any unauthorised absence will include the potential issuing of fines under a penalty notice.

It is worth noting here that any financial savings you may make by taking a holiday in school time are offset by the immeasurable cost to your child's education.

In considering any request for leave in term time we will look at various factors such as:

- The timing of the request. Avoiding the starting of the year and when starting school as these are important transition period. Avoiding time before, during and after any examination period.
- When a pupils attendance record already shows any unauthorised absence.
- When a pupil's attendance record is already below the average of 97% or will fall to or below that level as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

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

Religious Absence

The school will authorise one day 'leave' (i.e. the day set aside by the Religious Body of which the parent/child is a member) per religious festival, e.g. Eid, but no more than 3 days in any one academic year. Parents must request this leave in advance.

Participation in performances

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted, and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Parents wishing to apply for a performance licence should go to the Lancashire County Council [Child performance licences webpage](#).

11. Legal Intervention

The school and LA will make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in specific cases after considering the individual circumstances of a family. These might include;

- Education supervision orders
- Parenting orders

If these fail to make the required impact, school will work with Lancashire to take the next steps including:

- Fixed penalty notices
- Attendance prosecution

Local authorities can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. The code of conduct for penalty notices and information and FAQs for parents can be found here [Lancashire County Council education penalty notice](#)

Penalty Notices

The law gives powers to the Local Authority and other designated bodies to issue penalty notices where a parent/carer is considered to have failed in their legal duty to ensure their child's regular attendance at school. Reducing absences from school is a key priority nationally and locally because missing school damages a pupil's education and attainment levels and disrupts school routines and the learning of others.

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

Young people are sometimes, for various reasons, reluctant to attend school. Any difficulties or problems with regular attendance are best sorted out between school, the pupil and the parent or carer. If a pupil is reluctant to attend parents and carers must contact the child's Tutor or Pupil Manager in the first instance. Parents should not condone this absence or try and 'cover it up' as this gives the impression that attendance does not matter and makes the situation worse.

Explanation of Penalty Notices

Parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised. Depending on the circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996.

A penalty notice is an alternative to prosecution. Where parents/carers pay the fine they can avoid being prosecuted and receiving a criminal conviction.

Method of Delivery

Penalty notices will always be issued by 1st class post to your home and are issued to each parent/carer individually in respect of each child.

Criteria for Penalty Notices

Lancashire County Council has adopted a code of conduct that sets out the circumstances where penalty notices may be used such as:

- Leave of absence which is taken without a prior request being made

- Leave taken after a request has been declined
- Days taken in excess of an agreed period of leave, without good reason
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

On 19 August 2024 new penalty notice arrangements came into force, with changes to the cost of a penalty notice and to the thresholds at which penalty notices may be requested by school. The DfE now requires that schools **must** consider if a penalty notice is appropriate when the thresholds are met. The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- If a school requests a penalty notice for absences other than unauthorised holidays, including being late after the register has closed, the local authority School Attendance Legal Team may issue a Notice to Improve to parents. A Notice to Improve is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued.

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

Warnings

In cases of unauthorised absence and persistent lateness, you will receive a written warning of the possibility of a notice being issued. This will include a copy of your child's attendance details. The warning letter will advise you of a 15-school day monitoring period during which your child should have no unauthorised absences from school, otherwise a penalty notice will be issued. In cases of unauthorised leave, warnings will be issued where sufficient notice of the intended absence has been given. This means that in some cases, penalty notices may be issued without a warning.

Appeals

There is no statutory right of appeal once a penalty notice has been issued. However, on receipt of a warning or penalty notice, you can make representations should you wish. Penalty notice timescales cannot be extended or put on hold whilst representations are being considered by the school.

Payment

Details of payment arrangements will be included on the penalty notice. You need to be aware that payment in part or by instalment is not an option with penalty notices. No reminders will be sent.

Consequences of Non-Payment

You have up to 28 days from receipt of the notice to pay the penalty in full, after which the authority is required in most instances to commence proceedings in the local magistrates' court for the original offence of failing to ensure your child attends school regularly.

In the event of non-payment of a penalty notice, further correspondence regarding court proceedings will be issued. In some instances, attendance at court may not be necessary; the court paperwork you receive will explain the procedures and what to do next. If you are convicted, this can attract a range of sentences including fines up to £2,500 and/or up to three months imprisonment. Other disposals such as Parenting Orders or Community Sentences can be imposed depending upon the circumstances. Costs may also be imposed.

Payment of the notice discharges your potential liability for conviction for that period. However, it could be the case that a prosecution might be considered for further periods of poor attendance not covered by the notice, depending on the circumstances.

If you have concerns regarding your child's attendance, you should contact school the support available.

12. 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 reasons are:

- Pupils who have been permanently excluded or suspended for a period of more than 5 days.
- 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 with a view to making a permanent move to the alternative provision (via a managed move).

When a pupil is required to attend alternative provision for the purposes of improving behaviour, the governors of the main school must 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.

13. Notifications school must submit to the local authority

Admissions

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 pupils who are added to the admission register at the start of the school's youngest year.

Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the 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 where the pupil's name is removed after they have completed the school's final year.

Where a school notifies a 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 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 the Elective Home Education team or the Children Missing Education team. Schools may also contact the School Attendance Support Team for advice on removing children from roll.

Pupils who fail to attend

All schools (including academies) must inform the local authority of 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 via a variety of means and school can contact the School Attendance Support Team 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 her or his location is unknown, schools must 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 a home visit, prior to a referral being made to the local authority Children Missing Education team.

Appendix 1

Attendance Letter 1 – 95%

Date:

Dear Parent/Guardian

Pupil Name

Attendance %

As a school we encourage excellent attendance for all pupils by offering an environment in which pupils feel happy, safe and valued as part of 'Team St Michael's.' Excellent attendance underpins our aim that all pupils should be given opportunities to grow in body mind and spirit; to flourish as a child of God and experience the joy and hope of 'life in all its fullness.' For our pupils to gain the greatest benefit from their education it is vital that they are in school and arrive on time each day.

We are writing to you, in accordance with our school's attendance policy, to make you aware that **your child's attendance is currently below 95%**. This % over the course of a full year would equate to at least **80 lessons missed** – learning that simply cannot be retrieved. Whilst we appreciate that these absences may be due to genuine illness, we want to ensure that you as parents/carers are fully informed of their attendance pattern and the impact that further absences will have on their education.

In line with our policy, if your child's attendance falls below 92% then medical evidence may be required for all absences relating to illness.

School attendance is a legal requirement and the Department for Education (DfE) states that pupils need to attend school regularly to benefit from their education and we support this whole heartedly. As a school we aim for every child to have an attendance of least 97%.

Please contact school if you need to discuss this further or require any assistance in this matter; speaking in the first instance with your child's tutor or the attendance officer.

Thank you for your support with this matter. We have your child's best interests at heart and only by working together can we achieve the best educational outcomes for them.

Appendix 2

Letter 2 – 92%

Dear Parent/Guardian

Pupil Name

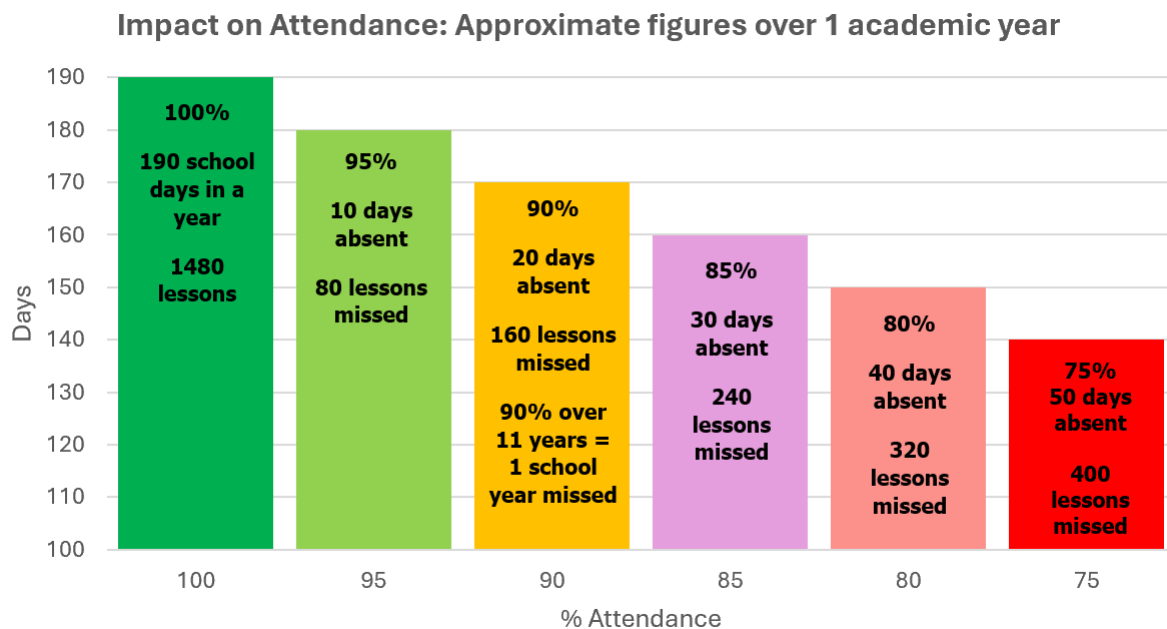
Attendance %

As we are sure you are aware, excellent attendance underpins our aim that all pupils should be given opportunities to grow in body mind and spirit; to flourish as a child of God and experience the joy and hope of 'life in all its fullness'.

We are writing to you, in accordance with our school's attendance policy, to make you aware that **your child's attendance is now below 92%**. This % over the course of a full year would equate to around **120 lessons missed** – learning that simply cannot be retrieved.

You were previously sent a letter highlighting that your child's attendance was below 95% and within that letter you were made aware that if your child's attendance falls below 92% then we may require medical evidence for absences relating to illness. **Unfortunately, school may no longer be able to authorise absences without this medical evidence** e.g. medical appointment cards, photograph of a prescription label or other similar evidence including from the NHS app.

The table below highlights the importance of excellent attendance. Children whose attendance falls below 90% are considered 'persistently absent'. Absence at this level is doing considerable damage to a child's educational prospects.



We want to work in partnership with you to ensure an improvement in your child's attendance.

If you wish to discuss this further or require any assistance in this matter please do contact school, speaking in the first instance with your child's pupil manager. School will continue to monitor the attendance of your child and should our concerns remain, you will be invited to an attendance meeting to consider support strategies and the use of an attendance support plan if necessary.

Appendix 3

Letter 3 90%

Re: Pupil Name **DOB:** **School Attendance:** XXX%

Dear Parent/ Carer,

School previously wrote to you highlighting that your child's attendance had dropped below 92%, that medical evidence might be required for all further absences.

We are writing to you again as your child's attendance is now below 90%, which puts them in the category of a persistent absentee under government guidance.

Why is attendance below 90% a concern?

In one full academic year, if your child's attendance continues to be 90% or less, they will have missed a significant amount of learning in the classroom. **At least** the following:

- 160 lessons
- 20 school days (4 weeks of schooling)
- 20 English lessons
- 20 Maths lessons

This is learning that simply cannot be retrieved. From a social perspective, your child is missing out on extra-curricular activities & additional pastoral support all of which contributes to your child's overall development to grow in 'Body, Mind and Spirit' and flourish.

As outlined in our policy, should unauthorised absences reach:

- 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.

we have a duty to inform Lancashire to start legal proceedings. We do not want to follow this route and would much rather work with you and your child to ensure attendance at school improves.

We would therefore like to invite you to an attendance meeting in school to discuss next steps and look at ways we can support you. The meeting will be with your child's Pupil Manager and/or a member of the pastoral team on the date and time below. If this time is particularly inconvenient for you, please do let us know and we will try and accommodate a mutually convenient time.

Date of Meeting:

Time of Meeting:

We hope that we can work together with you to ensure an improvement in your child's attendance. Please contact school if you need to discuss this further or require any assistance in this matter; speaking in the first instance with your child's pupil manager. Working together we can achieve success. May I thank you in advance for your continued support.

Appendix 4

Final Warning Letter: Legal Proceedings

Child:

Date:

Dear

Despite several attempts to improve your child's attendance, their unauthorised absence has continued to increase due to not engaging in the support that has been offered. This has included: (Delete/add as appropriate)

- Letters sent
- Home Visit
- Mentor assigned
- Change in classroom seating arrangements
- Wellbeing pass provided
- EBSA Mapping the Landscape completed
- Temporary Reduced Timetable
- Temporary working in the Personalised Learning Centre
- Spending time with friends at break and lunch times
- Referral to the school nurse
- Completion of an Early Help Assessment
- Attendance Support Plan
- Attendance Contract
- Supporting referral to CAMHS as requested by the GP

With guidance from the Lancashire County Council Attendance Support Team it is advised that school now submit a request to commence legal proceedings in relation to your child's non-attendance.

As stated in previous meetings and letters, due to your child's low attendance, medical evidence is required to authorise any absences that are due to illness or medical appointments. Unfortunately, no evidence has been provided for any of these absences.

We hope that we can continue to work in partnership with you to ensure their attendance improves and they feels able to attend school.

Please do not hesitate to contact us at school if you wish to discuss this further. We have your child's best interests at heart and together we can bring success.

Appendix 5

Punctuality - General Letter

Dear Parent / Carer,

I am writing to remind you that we are working hard to improve the punctuality of our pupils. I am sure you will agree that it is essential that our pupils arrive at school on time, ready to begin learning. The school day starts at 8.50am and we expect your child to be in their tutorial at that time. Your child will receive a late mark if they are not in class by that time.

At 9.15am the registers will be closed. In accordance with our attendance policy, if your child arrives after that time, they will receive a 'U' mark (U – late after the register has closed). This shows them to be on site but will count as an unauthorised absence for the morning session unless there is an acceptable reason to code it otherwise. The afternoon session starts at 1.55pm, registers are completed by 2.00pm. A child arriving after 2pm will be recorded as late.

If your child is persistently late you will be asked to meet with the child's Pupil Manager and/or a member of the Pastoral team to help try to resolve the problem. You can contact school for support if you are having problems getting your child to school on time.

Any child arriving late to school without an acceptable reason will receive a lunchtime detention that same day. Children not attending this detention will be given further consequences. Please note children who are late due to 'traffic' or a 'public bus' will be coded as late (Absent for the morning session if after 9.15). School may choose to override this if there is clearly an accident/incident in and around the local area.

A pupil who arrives 5 minutes late each day will have missed 3 entire days of school by the end of the year. When a pupil arrives late to school, the impact can be significant:

- They miss out on essential instructions given at the beginning of lessons.
- Pupils often feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils, to explain what is going on for the lesson.
- There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness (10 or more sessions of unauthorised absence within a rolling 10-school week period. The 10 school weeks may span different terms or consecutive school years) will be subject to a penalty notice by Lancashire County Council (£80-£160 fine).

If you have any concerns or questions about your child's punctuality please contact your child's tutor in the first instance.

Appendix 6

Punctuality - Letter 1

Dear re: Child

We are working hard to maintain the high standards of punctuality of our pupils. I am sure you will agree that it is essential pupils arrive at school on time, ready to begin learning. We know that you will appreciate that arriving to school on time is not only a statutory requirement, but moreover is also part of our collective responsibility to ensure that we help to prepare our young people for life when they leave school, where poor punctuality is not acceptable either at college or in the workplace.

You are receiving this letter because your child is not currently meeting expectations in relation to their punctuality to school or to individual lessons. We are therefore asking for your full support in helping them to address this matter.

The following is a reminder of the morning register procedures:

- In tutorial before 08.50 - **Present**
- Arrive in tutorial after 08.50 - **Late**
- Arrive in school after 09.15 - **Unauthorised absence, morning session** unless acceptable reason.
- Arrive to P7 by 13.55 - **Present**
- Arrive to P7 after 13.55 - **Late**

Pupils who arrive late to school are currently issued with a lunchtime detention. If pupils are late more than once they will receive a detention after school.

If your child is unable to make improvements to their punctuality following receipt of this letter, then you will be asked to meet with their Pupil Manager and/or a member of the pastoral team to help try to resolve the problem.

In working in partnership, we are sure that we can bring a swift resolution to this situation. If you do feel that you are having problems in getting your child to school on time, then please do contact us so that we can work with you.

Appendix 7

Attendance Codes

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
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

Appendix 8

Attendance Support Plan

Name of pupil:		Tutorial:	Date:
Parent/Carer:		Staff Present:	
Current Attendance:	Lates:	Attendance Target:	
Reason for absences			
Strategies/Support: Mentor, ECM, EBSA, EHA			
Targets Pupil ?% by date			
Targets Parent/Carer			
Targets School			
Agreement	<p>I understand and agree with the targets raised in this 'Return to school support form'.</p> <p>Signed (pupil)_____ Date_____</p> <p>Signed (Parent/Carer) _____ Date_____</p> <p>Signed (school)_____ Date_____</p>		
Review Date			
Review Outcomes			
Attendance Contract	Yes/No		

Appendix 9

Attendance Contract – St Michael’s CE High School Date: _____

Name of Child		D.O.B.	
Tutorial		Current Att.	

Name & address of Parent 1	
Contact Details	

Name & address of Parent 2	
Contact Details	

REASONS FOR THE PARENTING CONTRACT

(Brief history of events leading to the contract)

- Attendance including reasons:
- Punctuality including reasons:
- Wellbeing concerns:
- Behaviour concerns:
- Safeguarding concerns:
- Health concerns:
- Home concerns:
- Voice of child:
- Voice of parents/carers:
- Schools thoughts:

Support already offered / completed

- Other Agency involvement:
- EBSA Completed:
- Other support offered:

Attendance Contract Agreement

(a) **School will:**

- Make sure that a member of staff contacts parents/carers immediately when they are expected in but have not got a mark.
- Have someone available before or after school if there is anything parents/carers wish to discuss in person.
- Provide advice, guidance and support to parent/carers as required.

(b) **Parent/carers will:**

- Contact school by phone no later than 8.30am if the child is going to be absent that day. Phone: 01257 264740
- Seek medical attention for the child if they feel they are too unwell to attend.
- Provide school with evidence in the form of appointment cards, prescriptions etc when medical help has been sought.
- Notify school of any potential issues that may result in the child refusing to attend school.

TARGET:

To be in school on time every day until the next review meeting. (2 or 4 weeks depending on the situation)

This will be reviewed at the next meeting on (Date):

Contract Agreement

We agree to work together to meet the agreements set out in this Attendance Contract to help the child to attend school regularly and punctually. Amendments can be made at each review to reflect any concerns noted or support offered.

	Name and Signature	Date
Parent/carers		
School		
Lancashire (if present)		

If there is no improvement in the child's attendance/punctuality, then school will refer to Lancashire County Council for legal interventions to commence. This will involve the sharing of information discussed in this meeting/contract.

Appendix 10

Daily Attendance Procedures

Parents / Carers MUST inform school no later than 8.30am on any day of an unplanned absence. This can be done via School Synergy or phone (selecting option 1).

At any stage of the procedures below, depending on the level of concern/vulnerability of the child, a home visit may be made. If there is no response, we may choose to make an agency referral (Lancashire Safeguarding Team, Children Missing Education Team, Police)

Day of Absence	Procedure	Staff Member
1 st	<ul style="list-style-type: none"> Those pupils marked as N with no reason given will be sent an Attendance Alert by 9:30am. If there is no response to the Attendance Alert a phone call will be made later that morning. If AO unable to make contact, then the absence will be marked as unauthorised. 	Attendance Officer (AO)
2 nd	<ul style="list-style-type: none"> Absence alert to be sent if pupil is coded as N. If no response to Absence Alert, then AO to attempt telephone contact with all contact numbers provided on Synergy. If AO unable to make contact, then the absence will be marked as unauthorised. 	AO
3 rd	<ul style="list-style-type: none"> Absence alert to be sent if pupil is coded as N. If no response to Absence Alert, then AO to attempt telephone contact with all contact numbers provided on Synergy. If still unable to make contact, then a Home Visit will be completed. If no contact is made a notification of the visit will be posted through the letterbox. 	AO/Pastoral Team
4 th	<ul style="list-style-type: none"> Continued absence without contact and no reason provided. 2nd Home Visit to be carried out. Letter to be hand delivered informing of need to make contact, reason required for absence, possible Fixed Penalty Notice (PN1). If no contact is made, we will inform the Pupil Missing Education (PME) team and the Police if appropriate. 	AO/Pastoral Team
5 th	<ul style="list-style-type: none"> Assess the situation with PME Team/ Police. If appropriate, begin Legal Proceedings for unauthorised absence of 5 days (10 sessions) Medical evidence must be provided for all absences lasting more than 3 days due to illness/medical reasons (even those where a reason has been provided daily to the attendance team). Otherwise, the absence may not be authorised. 	AO

Appendix 11: 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 and carers. The list below relates to this attendance policy but is not exhaustive. Some elements of government regulations and DfE guidance do not apply to academies and independent schools (but may apply to independent special schools).

Parents and carers

Duty to ensure children receive education

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

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 of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that 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 unavoidable cause;
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

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 her/his fifth birthday, or that day if her/his fifth birthday falls on the day 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 in 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:

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 has care of 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 statutory guidance 2024, explains which codes schools should use to record attendance and absence in their registers, and specifies the DfE's expectations of schools and local authorities with respect to school attendance.

Data protection

Schools must ensure that personal data is handled in accordance with the [Data Protection Act 2018](#). See St Michael's Privacy Notice for information about how personal data will be used.

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 school

[Regulation 13 of The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Duty for schools to report attendance concerns about individual pupils to the local authority

[Regulation 13 of The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Duty for schools to safeguard and promote the welfare of children

[Keeping children safe in education](#), DfE statutory guidance, regularly updated

Duty for schools to share attendance data with the Government

[Section 537A of the Education Act 1996](#) and

[Share your daily school attendance](#), DfE guidance 2024

Leave of absence

[Regulation 11 of The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following acts, guidance and 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 \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)
- [School attendance parental responsibility measures](#), DfE guidance 2015

Pupils experiencing social, emotional or mental health issues

[Mental health issues affecting a pupil's attendance: guidance for schools](#), DfE 2023

Pupils with health needs who cannot attend school

[Arranging education for children who cannot attend school because of health needs](#), DfE statutory guidance 2023

[Supporting pupils at school with medical conditions](#), DfE statutory guidance 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 on the Rights of the Child](#) and the [Equality Act 2010](#). The [Technical Guidance for Schools in England](#), published by the Equality and Human Rights Commission, outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

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

Regulations regarding removal from roll

[Regulation 9 of The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Regulations regarding the school day and number of sessions

[The Education \(School Day and School Year\) \(England\) Regulations 1999](#)

Requirement for mainstream, state-funded schools to deliver a school week of at least 32.5 hours

[Length of the school week](#), DfE guidance 2023

[Specialist and alternative provision settings are also encouraged to consider extending their core week where appropriate.](#)