



**Attendance and Punctuality Policy**

| **Date Policy Created;** | July 2023 |
| --- | --- |
| **Policy Created by;** | Gemma Shakespeare Regan |
| **Policy Agreed by Governors;** | September 2023 |
| **To be reviewed;** | July 2025 |
| **UNCRC (United Nation Convention of the Rights of a Child) Articles included in this policy;** | 1, 2, 3, 4, 5, 6, 12, 15, 16, 17, 23, 24, 28, 34, 36 and 39 |
| **Our Mission Statement**  **At St Anne’s RC Primary School, we work together, learn together, play and care together in God’s love to enable each unique person to achieve their full potential. We aim to meet the needs of every child through a challenging, enriched curriculum, where everyone feels valued and respected. Providing a safe, secure and stimulating learning environment through an inclusive partnership between children, parents, our school, our church and the wider community.** | |

**Contents**

[1. Aims](#_heading=h.30j0zll)

[2. Legislation and guidance](#_heading=h.1fob9te)

[3. Roles and responsibilities](#_heading=h.3znysh7)

[4. Recording attendance](#_heading=h.2et92p0)

[5. Authorised and unauthorised absence](#_heading=h.tyjcwt)

[7. Attendance monitoring](#_heading=h.1t3h5sf)

[8. Monitoring arrangements](#_heading=h.4d34og8)

[9. Links with other policies](#_heading=h.2s8eyo1)

[Appendix 1: attendance codes](#_heading=h.3rdcrjn)

# 1. Aims

At St Anne’s, we are committed to meeting our obligations with regards to school attendance by:

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

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

# 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](https://www.gov.uk/government/publications/school-attendance) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

* Part 6 of [The Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/II)
* Part 3 of [The Education Act 2002](http://www.legislation.gov.uk/ukpga/2002/32/part/3/chapter/3)
* Part 7 of [The Education and Inspections Act 2006](http://www.legislation.gov.uk/ukpga/2006/40/part/7/chapter/2/crossheading/school-attendance)
* [The Education (Pupil Registration) (England) Regulations 2006](http://www.legislation.gov.uk/uksi/2006/1751/contents/made) (and [2010](https://www.legislation.gov.uk/uksi/2010/1725/regulation/2/made), [2011](https://www.legislation.gov.uk/uksi/2011/1625/made), [2013](https://www.legislation.gov.uk/uksi/2013/756/made), [2016](https://www.legislation.gov.uk/uksi/2016/792/made/data.html) amendments)
* [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made)

This policy also refers to the DfE’s guidance on the [school census](https://www.gov.uk/guidance/complete-the-school-census), which explains the persistent absence threshold.

# 3. Roles and responsibilities

**3.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. The Deputy Headteacher reports back to Governors on Attendance figures and monitoring accordingly. Using FFT data comparisons.

**3.2 The headteacher**

The headteacher is responsible for:

* Implementation of this policy at the school
* Monitoring of Attendance systems

The Deputy Headteacher/ Attendance Lead:

* Monitoring school-level absence data and reporting it to governors
* Supporting staff with monitoring the attendance of individual pupils
* Supporting the attendance administrator Issuing fixed-penalty notices, where necessary
* Reporting to the Headteacher on a regular basis regarding attendance procedures and concerns

**3.3 The attendance administrator**

The school attendance administrator:

* Monitors attendance data across the school and at an individual pupil level
* Reports concerns about attendance to the Deputy headteacher and the Safeguarding Team
* Works with education welfare officers, local authority attendance team to tackle persistent absence
* Arranges the admin procedures for letters and panel meetings with parents to discuss attendance issues
* Advises and supports the deputy headteacher with issuing fixed-penalty notices- including gathering of paperwork to support the same

**3.4 The class teachers**

Class teachers are responsible for recording attendance on a twice daily basis, using the correct codes, and submitting this information to the school office.

**3.5 School administration staff**

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

**3.6 Parents and carers**

Our Parents and carers have a very important part to play in supporting their children’s education. In order to secure their child’s regular and punctual attendance parents and carers are expected to:

* Talk to their child about school and take a positive interest in their child’s progress
* Instill the value regular and punctual attendance within the home environment
* Encourage their child to look to the future and have aspirations
* Contact school when their child is absent providing a reason and expected date of return
* Avoid unnecessary absences such as family holidays and wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
* Ask the school for help if their child is experiencing difficulties
* Inform the school of any change in circumstances that may impact on their child’s attendance
* Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
* Not keep their child off school to go shopping, to help at home or to look after other members of the family
* Provide supporting medical evidence for absences whenever requested to do so by the school
* Engage with intervention strategies if their child’s attendance and/or punctuality is highlighted as a cause for concern

# 4. Recording attendance

**4.1 Attendance register**

At St Anne’s, we keep an attendance register on SIMs, and place all pupils onto this register.

Our attendance register is taken at the start of the first session of each school day and at the start of the afternoon session.

It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

See **appendix 1** for the DfE attendance codes.

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

Pupils must arrive in school by 8.45 am on each school day- the school building is accessible for children from 8.35am when school staff are in their classrooms.

The register for the first session will be taken at 8.45 am and will be kept open until 8.50am. The register for the second session will be taken as the children return to class after their lunchtime break (Key Stage dependent).

**Absence**

When a registered pupil is recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the Attendance team and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil’s absence has been received

**4.2 Unplanned absence**

The pupil’s parent/carer must notify the school on the first day of an unplanned absence from 8am and no later than 8.30am or as soon as practically possible (see also section 7).

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

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

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

**4.3 Planned absence**

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

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

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

**4.4 Lateness and punctuality**

The register is taken twice a day. Once at the beginning of the morning session and again at the start of the afternoon session. Each school day therefore counts as two attendances.Parents are requested to make sure their child is on site and ready to come in to school at least 5 minutes before the morning register is taken. Pupils arriving after the stated time must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school. They will be marked as present but arriving late.

# Any lateness between 8.51am and 9.14am will be marked with an L code

* Any lateness thereafter will be marked with a **U code** ( unauthorised)

**4.5 Following up absence**

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

* Follow up on their absence with their parent/carer to ascertain the reason why
* Ensure proper safeguarding action is taken where necessary
* Identify whether the absence is authorised or not
* Identify the correct attendance code to use

**4.6 Reporting to parents**

Where attendance is not a concern, pupil attendance is reported to parents annually in the written end-of-year report it may also form part of parent consultation meetings

# 5. Authorised and unauthorised absence

**5.1 Approval for term-time absence**

The headteacher/deputy will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher’s discretion.

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

Valid reasons for **authorised absence** include:

* Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
* Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart. SChool will only authorise 2 Religious days a year and this must be requested in writing .
* Traveller pupils travelling for occupational purposes– this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

**5.2 Reducing persistent absence**

School procedures for targeting persistent absences include-

First day calling and messaging procedures

Standardised and escalating series of school letters

Late gate initiative

Text messaging, phone calls and/or home visits

Mentoring of identified pupils

Friendship /nurture/therapeutic groups

Referral to school health team

Referral to other agencies and /or the Local Authority for targeted support (Early Help Assessment)

Issuing of Penalty Notices

Documenting interventions used to a standard required by the Local Authority should legal proceedings be instigated and referring to the Local Authority for legal action

**5.3 Legal sanctions**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

* The number of unauthorised absences occurring within a rolling academic year
* One-off instances of irregular attendance, such as holidays taken in term time without permission
* Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

# 6. Strategies for promoting attendance

School strategies for rewarding and improving attendance include-

Regularly updating the whole school community about attendance matters and procedures through the weekly newsletters

Celebrating the achievement of the pupils through congratulation letters, certificates and rewards

# 7. Attendance monitoring

The Attendance Lead - deputy headteacher, monitors pupil absence on a monthly basis ( sooner if necessary) .

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

If a pupil’s absence goes above 3 days ( illness) the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil’s absence goes above 2 days (unauthorised with no contact from parent/carer) the school undertake a welfare home visit as part of the CME protocol.

If a pupil’s absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer/Manchester LA support.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

At St Anne’s, we monitor weekly Attendance data using SIMs and also FFT Aspire -

| Weekly Attendance Monitoring |
| --- |
| Attendance for the week |
| Lates for the week |
| Unauthorised absence  O and U codes |
| Any class bubbles closed |
| X codes |
| X codes no of pupils |
| Y Codes for pupils |
| Pupils PA |
| Pupils PA (Weekly) |
| Actions i.e. home visit, Attendance Review panel meeting, Advisory letter |

This allows us to –

* Track the attendance of individual pupils
* Identify pupil groups whose absence may be a cause for concern i.e. Pupil Premium, SEND
* Monitor and evaluate those children/families in need of further intervention and support
* Make comparisons to the National picture

# 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated

# 9. Links with other policies

This policy links to the following policies:

* Child protection and safeguarding policy
* Respectful Relationships and Behaviour Management Policy

### Appendix 1: attendance codes

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

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

| **Code** | **Definition** | **Scenario** |
| --- | --- | --- |
| **Authorised absence** | | |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **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 2: Attendance Management System for Persistently Absent Children (PA)

| **First Step**  **School addresses attendance through the normal procedure set out in the school policy making sure that the parents are aware of the school concerns.**  **No PAL in this stage so that a supportive conversation and positive relationship can be built.** | 1. **Monitoring by attendance team** 2. **Phone call to parents/absence texts/home visits** 3. **Ask for medical/appointment evidence** 4. **Walking bus offered if school has one** 5. **Late start/Leave early from school** 6. **Breakfast club/Afterschool club** 7. **Collect pupils voice/ “why not in”** 8. **Letters home – Attendance Concerns letter/ Punctuality letter/ Persistence Absence letter and monitoring** 9. **Parent evening / classroom door discussions** 10. **Attendance Panel** 11. **Rewards for attendance- e.g. certificates** |
| --- | --- |
| **Second Step**  **A higher level of intervention is needed as child / family difficulties surface.** | **Early Help / TAF conversation offered – use the nudge approach – identify the barriers to attendance & identify the complicating factors. Work together to find solutions. (The hope is that this conversation is a support to overcome difficulties & positive out-comes are seen at this point.**  **· EHA / EH meetings / TAC / Family Network Meeting**  **· Behaviour support / pastoral support / Pupil family support worker support/counselling**  **· CAHMs referral**  **· Other referral – GP, School nurse, MThrive at Lifestyle centre**  **· Parenting course**  **· PAL – Penalty Advisory Letter (offer EHA if not taken up and details what might happen if no effort or improvement)** |
| **If contacting Children’s Services have the following to hand** | **· Copy of EHA or reasons for declining an EHA**  **· TAF meeting minutes (if meeting was held)**  **· Full Impact chronology** |

**Remember:**

* **Parents need to be informed that the School will be contacting Children’s Services, this will support the conversation from the AGS Social Worker as the parent is expecting the call.**
* **Doing with, not to – we are all using a strengths-based approach to encourage engagement from parents and promoting the least interventionist – “right intervention at the right time” ethos.**
* **Impact Chronologies – these are a critical component in terms of information / evidence gathering and support all professionals in understanding the impact on the children.**

# ● Safeguarding concerns – if these is a significant incident and/or immediate safeguarding concern, School will follow usual route of escalation to AGS / Children’s Services

# ● Professional Judgement – every child/family is different and will have their own unique circumstances that we will need to consider and this may result in earlier escalation between stages, for example, we may agree that if there are no improvements after stage 1 that we would need to escalate to stage 3 at the next review

| **0 days absent**  **190 days in school** | **10 days absence**  **180 days in school** | **19 days absence**  **171 days in school** | **29 days absence**  **161 days in school** | **38 days absence**  **152 days in school** | **47 days absence**  **143 days in school** |
| --- | --- | --- | --- | --- | --- |
| **100% Attendance** | **96% Attendance** | **90% Attendance** | **85% Attendance** | **80% Attendance** | **75 %**  **Attendance** |
| **Best chance of success** | | **Poor attendance less chance of success** | | **Very poor attendance leading to serious impact on educational**  **and life chances** | |

**\*information given at the Designated Safeguarding Lead Network meeting 09.02.2023**

# Appendix 3: Children Missing Education & Removing a Pupil from the Attendance Register (Manchester City Council) September 2022

Section 1 - Introduction

Section 2 - Regulations

Section 3 - Manchester School Process for Children Missing Education i - Destination Known ii - 10 Day Unauthorised Absence

Section 4 - CME Guidance

Appendix 1 - Destination Known Notification Form (DKN1)

Appendix 2 - 10 Day Unauthorised Absence Notification form (10DN2)

Appendix 3 - Education (Pupil Registration) (England) Regulations 2006

**Section 1 - Introduction**

# REMOVING A PUPIL FROM THE ATTENDANCE REGISTER

This guidance replaces the Manchester City Council ‘Removing a Pupil from the Attendance Register Guidance” September 2016 and covers all pupils in reception class to year 11.

This guidance is not intended to replace any DfE guidance **on School Attendance and Advice on Pupil Registers**, to which Schools should also have regard.

**All schools, including Independent schools must continue to notify the LA of any child they add or remove from their register.**

# Section 2 - Regulations

The Education (Pupil Registration) (England) Regulations 2006 outline the circumstances when a pupil can be removed from the admissions and attendance registers. Regulation 8(1) a-n is for compulsory school aged pupils. The Regulations have been attached at Appendix 3 to this guidance.

The guidance has been produced to assist all schools in fulfilling their duties in relation to removing/adding pupil details from the attendance register and children who go missing (All schools is defined as any, maintained, free, academy or independent)

All pupils' names must be entered on the attendance register as soon as their names are entered on the admissions roll and notification of this must be sent to the LA within five days. Any changes to the attendance register must be clearly marked with the original entry, date amended entry, reason for the amendment and the name/title of the person making the amendment. All records must be kept for 3 years.

All maintained schools, academies, free and independent schools should establish and record the onward destination of pupils who are being deleted from the admission roll. It is not sufficient to leave a general or vague comment. If the school cannot determine the destination it should make a comment to this effect when contacting the School Admissions Team. This record may also be useful for schools to use if they have an Ofsted inspection.

**All maintained schools, Academies, Free and Independent schools must notify The School Admissions Team about any pupil who has been removed from the school roll by emailing: cme@manchester.gov.uk**

# Section 3 - Manchester School Process for Children Missing Education

Schools are advised to have a designated person with responsibility for children coming off roll and children missing from education.

When a parent indicates that they are leaving a school, the school will complete **“Destination Known Notification Form**” (DKN1) confirming the child’s destination. This form will be held by the designated person – see appendix 1 (Destination Known Form) and a copy sent to cme@manchester.gov.uk. The child should then be off rolled and a common transfer file (CTF) uploaded to the DFE S2S secure access site for the receiving school to download.

Should a child not attend school then, from the first day of absence and for the following 10 days the school should make initial enquiries to attempt to trace the child. This should include a home visit and social care checks etc.

Should the school not be able to trace the child after 10 days the school should promptly notify the CME officers within the admissions team on the 11th day by completing “**10 Day Unauthorised Absence Notification Form**” (10DN2). (Should the child be subject to a Child Protection Plan or there are child protection concerns about the child the school should first immediately notify the local social services team.) The CME officers will carry out reasonable enquiries to try and identify the child’s current whereabouts/destination and where/if the child is currently accessing education.

Should school have confirmation of an address outside of Manchester but is unable to ascertain a forwarding school, the Manchester school may remove the child from their school roll and **must** inform the CME officers by completing “**Destination Known Notification Form**” (DKN1).

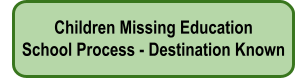
After 20 school days should such efforts prove unsuccessful then the school should remove the child’s name from its roll and create a “missing” (CTF) with XXXXXXX as the destination. **Schools should be aware that this process is mandatory and is based on the relevant regulations**. This missing CTF should be immediately uploaded onto the DFE S2S secure access site where it will be held in the Lost Pupils database. Schools must make the CME Team aware that they have removed the child’s name from the school roll. Should school receive information regarding confirmation of the child’s whereabouts at a later date, they should inform the CME Team by completing a **DKN1** form and sending to CME@Manchester.gov.uk.

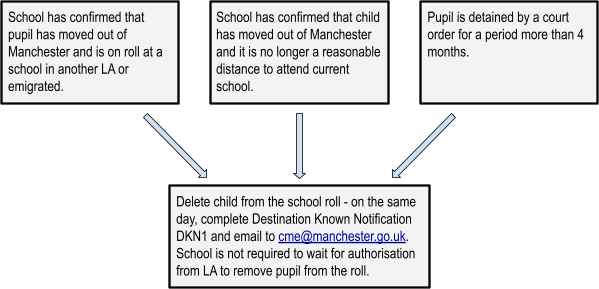
Should a Manchester school which has previously sent a missing CTF to the Lost Pupils database be contacted by a school at which the missing child has since registered, it should advise the receiving school to request its own local authority to download the original CTF from the Lost Pupils website, rename and send to them. School should also advise the CME officers of the child’s new school by completing a **DKN1** form and sending to CME@Manchester.gov.uk.

# NOTE

Should a parent say a child is leaving a Manchester school in order to be home educated the school should:

1. Request written confirmation of the parents’ intentions
2. Once this has been received remove the child’s name from the school roll, but keep the place available for 20 school days to allow for suitability to be assessed.
3. Inform the Elective Home Education Team, by emailing the parents written notification to [ehe@manchester.gov.uk](mailto:ehe@manchester.gov.uk)







| **TIMESCALE** | **ACTION** | **RESPONSIBILITY** |
| --- | --- | --- |
| 1st - 10th School Day | Child does not attend school. Initial enquiries are made to contact family, including home visit, social care checks etc. | School |
| 11th - 20th School Day | School complete 10 Day Unauthorised Absence  Notification Form - 10DN2 (appendix 1) and forward to LA CME team:  cme@manchester.gov.uk  Who will begin reasonable enquiries to identify the child's whereabouts. Should an address and forwarding school be found Manchester school can off roll child. This should be followed up by sending a DKN1 form to the CME Team. | School LA CME Team |
| 4 weeks of absence remove child from roll | Following reasonable enquiries, should the whereabouts of the child still be unknown school can remove from the roll.  CME Team will continue their enquiries, following the CME team flowchart (appendix 2), open a  CME Involvement on ONE to log all investigations/outcomes. | School LA CME Team |
| After 4 weeks of absence child removed from roll | CME Team will continue their investigations, once all enquiries have been exhausted and the  whereabouts of the child are still unknown the  case will be set to “closed” no further investigation will take place for a period of 18 months. | LA CME Team |

**Section 4 – CME Guidance**

# NOTIFYING SCHOOL ADMISSIONS WHEN REMOVING A PUPIL FROM THE ADMISSIONS AND ATTENDANCE REGISTERS

The format in the subject heading when informing school admissions of a deletion from the school roll must be entered as follows;

**“Deletion of a pupil from the school roll – Destination Known”**

**“Notification of a pupil on the school roll with – 10 Day Unauthorised Absence”**

# Actions Taken Before Removing a Pupil from the School Roll

Before removing a pupil from the school roll, schools must complete either of the above forms.

The **“Destination Known**” form (appendix 1) should be completed when the whereabouts of a pupil is known, **“10 Day Unauthorised Absence**” form (Appendix 2) should be completed when the pupil has not returned from a period of leave of absence or when ‘Pupil is Missing’ and the whereabouts of a pupil is unknown.

All sections on either of the forms must be completed in full and clearly demonstrate the actions taken by the school before making the decision to remove a pupil from the roll. If any of the sections are left blank, the form will be returned to school for completion.

Only the headteacher can authorise the removal of a pupil from the school roll and they must be satisfied that all the necessary actions have been taken to ensure that The Education (Pupil Registration) (England) Regulations 2006 have been followed.

# Off Rolling Pupils Who Are of Compulsory School Age

School admissions must be notified on the day when a pupil is deleted from the school roll or on the 11th day of unauthorised absence by emailing the appropriate form to: cme@manchester.gov.uk unless it is stipulated that no form is required.

Set out below are the circumstances when a pupil cannot be taken off roll, what action needs to be taken and the form required.

# When a child MUST NOT be removed from the school roll

* When school has been informed the pupil has moved from their current address, but still resides in Manchester. This means the pupil must remain on roll until they are on roll in another school, regardless of travel/distance implications.
* When the pupil has had 20 days of unauthorised absence and their whereabouts are known, (i.e. Pupil resides in Manchester but not attending). This means the pupil must remain on roll and school must follow their attendance procedure.

# Destination Known Notification Form – DKN1 (Appendix1)

This form is to be completed when the whereabouts of the pupil is known and is to be emailed to:

cme@manchester.gov.uk on the day the pupil is deleted from the school roll. Pupils can be removed from the attendance and admission register on the day of notification and you are not required to keep the pupil on roll for 20 days. You are not required to wait for authorisation from the Local Authority before you remove the pupil from roll. The above applies to the circumstances below

* School has received confirmation that the pupil has moved out of Manchester and is registered at another school in another Local Authority (LA). Or is continuing to reside in Manchester but confirmation has been received that the child is registered at a school in another LA
* The school has confirmation that the pupil has moved out of Manchester and it is no longer a reasonable distance for the pupil to travel to the current school.
* The pupil has been detained by a court order for a period of more than 4 months and the head teacher has reasonable belief that the pupil will not return to school after that period

**It is the school’s responsibility to ensure that the transfer of pupil records using the “S2S secure access” system is followed in accordance with DFE guidelines:**

[**https://www.gov.uk/government/publications/school-to-schoolguides-for-schools-and-local-authorities**](https://www.gov.uk/government/publications/school-to-schoolguides-for-schools-and-local-authorities)

In all cases, the school must follow their attendance and safeguarding procedures and fully satisfy themselves where applicable that the pupil no longer resides at their current address. Schools need to ensure that they hold current address details for children.

# 10 Day Unauthorised Absence Notification Form – 10DN2 (Appendix 2)

This form is to be completed when the whereabouts of the pupil is Unknown or Missing. It is to be emailed to: cme@manchester.gov.uk on the **11th day** of unauthorised absence. The above applies to the circumstances below

* School has/has not authorised and formally agreed a set period of leave of absence for the pupil but the pupil has failed to return, the parent has/has not been in touch to explain the situation, but they cannot make it back within 20 days. School should advise the parent/carer to enrol the pupil at a school where they are currently residing and send a formal notification that if the pupil fails to return, they will be removed from the school roll on the 21st day. If the child’s whereabouts is known, this form should be followed up by sending a DKN1 form on the day of off rolling.
* The pupil has had 10 days of unauthorised absence and the whereabouts of the pupil is unknown. In all cases, you are required to keep the pupil on roll for 20 school days. School must follow their attendance and safeguarding procedures in the first instance to determine the whereabouts of the pupil. Parent/carer should also be advising that they will need to apply for a school place should they return to Manchester.

School should follow their safeguarding procedures if they have any concerns regarding the pupil’s whereabouts or safety.

# S2S - Lost Pupil – Destination Unknown

**When a pupil transfers from your school** and you do not know to which school they have gone, please create a CTF file using XXX for the destination LA and XXXX as the destination school number, and upload it. Each file should hold information on only one pupil.

# What to do if you have a concern about a pupil’s whereabouts

If a member of staff in school has a concern about a particular pupil they should follow the school’s normal safeguarding procedures, including discussing with the school’s designated safeguarding lead, and where deemed necessary, with children’s social care or the police. The school should follow MSCB procedures if there are particular concerns e.g. Forced Marriage, FGM, Radicalisation, Missing from Home, Child Sexual Exploitation, etc.

**You can get further advice from Jenny Patterson, Safeguarding Lead for Education (0771 752 7750 or j.patterson@manchester.gov.uk).**

# Appendix 1

**Destination Known Notification Form (DKN1)**

The pupil has (choose one of the following options)

□ Been added to the school register

□ Moved to another LA and the travel distance is unreasonable (8(1)(E)

□ Confirmed to be on roll at a school within/in another LA (8(1)(B)(C)(N)

□ Legally detained by a court of justice. (no less than a 4-month period)

□ Emigrated – destination country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Deceased 8(1)(J)

□ Detained via court order (4 months plus) (8)(i)

□ Alternative Provision (8(1)(A)(D) ()

□Over Statutory School Age (8(1)(K) (i)(ii)

□ Ceases to attend Independent School (8)(L)(O)

□ Medically unfit (8)(1)(G)

□ Permanently Excluded (8)(1)(M)

Date pupil added/removed from school register: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pupil’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_M/F: \_\_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Siblings if known:

Names of children Schools

What form of notification has been received from the parent/carer and when:

Telephone □ Letter □ Verbal □ Other □

Date: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarding LA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New school name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ I confirm that the above pupil is in another educational setting or other educational provision and checks have been carried out and investigated thoroughly

□ I confirm that I have been notified by parent/carer that this pupil has moved to another LA or moved abroad.

Headteacher’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

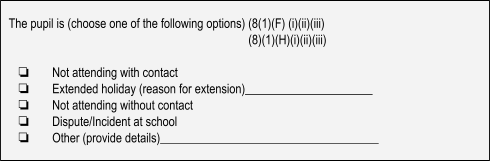
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed form to be emailed to: cme@manchester.gov.uk

NB: Please ensure that an accurate record of why the pupil was removed from the school roll is kept

Appendix 2

10 Day Unauthorised Absence Notification Form (10DN2)



1st date of unauthorised absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB: \_\_\_\_\_\_\_\_\_\_\_\_M/F\_\_\_\_\_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UPN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Checklist: All points MUST be completed. Use a separate page if needed

| Action taken | Who and date | Outcome and date |
| --- | --- | --- |
| Visited the pupils known address |  |  |
| Contacted family/friends members |  |  |
| Notified social care to check if there are concerns |  |  |
| Co-ordinate a multi-agency meeting if appropriate |  |  |
| Do you think family requires additional support?:  Yes (have you completed an EHA)  No (reason for not completing  EHA) |  |  |
| Check schools internal records to |  |  |
| determine any other concerns |  |  |
| Any other action taken |  |  |
| Has a formal letter been sent to the home address advising of intention to off roll? |  |  |
| Date pupil will be taken off the school roll |  |  |

**Siblings if known:**

| Names of children: | Schools |
| --- | --- |
|  |  |
|  |  |
|  |  |

In addition to this information above please include a chronology/case history of the pupil and include names/addresses/contact details of any extended family/friends:



I can confirm that all of the above checks have been carried out and investigated thoroughly

Headteacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed form to be emailed to: cme@manchester.gov.uk

I can confirm that all the above checks have been carried out and investigated thoroughly.

Headteacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed form to be emailed to cme@manchester.gov.uk

# OFFICE USE ONLY

| Date form received | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Checked MICARE | Yes / No MICARE ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| EHA Completed | Yes / No |
| S/W Contacted | Yes / No |
| Open to social care | Yes / No |
| S/W Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appendix 3**

**Grounds for deleting a pupil from the school admission register**

# Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

Pupil Regulations 2006 Regulation 8(1) says that you can remove a name when:

1. - 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2. - 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within subparagraph (a) or regulation 9, that he has been registered as a pupil at another school.
3. - 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4. - 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5. - 8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6. - 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
7. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
8. the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9. - 8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
10. - 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —
11. at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
12. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
13. the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
14. - 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
15. - 8(1) (j) - that the pupil has died.
16. - 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—
17. the relevant person has indicated that the pupil will cease to attend the school; or
18. the pupil does not meet the academic entry requirements for admission to the school’s sixth form.
19. - 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
20. - 8(1)(m) - that he has been permanently excluded from the school.
21. - 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
22. - 8(1)(o) where—
23. the pupil is a boarder at a maintained school or an Academy;
24. charges for board and lodging are payable by the parent of the pupil; and
25. those charges remain unpaid by the pupil’s parent at the end of the school term to which they relate.

R v London Borough of Barking and Dagenham and Barking Comprehensive School [2003] ELR 144 confirmed: (1) there is a legal duty on both the school and the LA to make reasonable enquiries; (2) it is not necessary to wait until after the 20 days to make the enquiries; (3) it is reasonable to inquire by letter to the family's home, even where it is known that the family is away; (4) it is legal, though harsh, to remove the name on the day the 20 days expires