



## Attendance and Punctuality Policy

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### 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.**

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## 1. Introduction and Aims

Regular school attendance is essential if children are to achieve their full potential.

- St Anne's RC Primary School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.
- St Anne's RC Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils
- St Anne's RC Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance 'Working together to improve school attendance (effective from 19th August 2024) and school attendance parental responsibility measures.

The guidance is based on the following legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

- School Census Guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

## 3. Safeguarding

- Every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.
- Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.
- Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.
- More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.
- In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.
- It is also important for parents to inform the school of any specific vulnerability in relation to their child or home circumstances.

## **4. Roles and responsibilities**

### **4.1 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.

### **4.2 The headteacher**

The headteacher is responsible for:

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

### **4.3 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
- Supporting attendance administrator with panel meetings to discuss attendance issues

### **4.4 The Attendance Officer:**

- 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
- Arranging calls and 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
- Reporting to the Headteacher on a regular basis regarding attendance procedures and concerns

### **4.5 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.

## 4.6 School administration staff

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

## 4.7 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

## 4.8 Mental Health Lead

- Strategic oversight for setting a whole school approach to mental health and wellbeing
- Promoting the health and wellbeing of children and young people in school
- Action taken aligned to Manchester's Emotional Barriers to School Attendance (EBSA) pathway

## 5. Recording attendance

### 5.1 Attendance register

At St Anne's, we keep an attendance register on Arbor, 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.

- 5.1.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 5.1.2 Absence can only be authorised by the headteacher 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.
- 5.1.3 Parents must advise the school by telephone or via Arbor on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.
- 5.1.4 If a parent is requesting a leave of absence for their child to visit a country abroad, parents must complete a leave of absence form. This form should be requested from the main office.

### 5.2 Absence categories:

- 5.2.1 Illness (I) Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc. 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.

If your child experiences any vomiting or diarrhea, they must remain off school for 48 hours minimum after the last episode of vomiting or diarrhea.

Please visit <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> for more information regarding children's illness and guidance.

- 5.2.2 Medical/Dental Appointments (M) Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.
- 5.2.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.
- 5.2.4 Suspended or Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.
- 5.2.5 Religious Observance (R) St Anne's RC Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request or completing a google form sent via Arbor by the parent of authorised absence.
- 5.2.6 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible (*see Appendix 2*)
- 5.2.7 Late Arrival Registration begins at 8:45am, pupils arriving after this time will be marked as present but arriving late (code L). The register will close at 9:15am pupils arriving after the close of register will be recorded as late (code U) this is not authorised.

On arrival after the close of register, pupils must immediately report to the school office to ensure that they can be responsible for their health and safety whilst they are in school where parents must sign their child in on the screen located in the entrance area, whilst giving a reason for lateness. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

- 5.2.8 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

A full list of the Department for Education (DfE) Registration Codes can be found in Appendix 1.

All requests for leave of absence in term, including holidays, will be responded to in writing.

If a pupil fails to return from a leave of absence and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrate's court. This will follow Manchester Statutory Action Escalation Pathway

## 7. 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

## 8. Legal sanctions

St Anne's RC Primary School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

- Manchester City Council, upon a request from school, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice
- Before requesting a legal sanction, the school will consider the individual case, including:
  - Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
  - Whether a penalty notice is the best available tool to improve attendance for that pupil
  - Whether appropriate support has been put in place
  - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence
- The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice
- If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days
- If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### Notice to Improve

- If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out in Manchester City Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

## 9. 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
- Celebrating team-work of class attendance through the shared Class Monopoly board allowing rewards for full classes

## 10. Attendance monitoring

The Attendance Officer monitors pupil absence on a monthly basis (sooner if necessary) .

If a pupil's absence goes 3 days (unauthorised with no contact from parent/carer) the school undertakes 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 through Arbor this allows us to –

- Track the attendance of classes
- 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 Average

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

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 for morning registration  |
| \  | Present (pm)  | Pupil is present for afternoon registration  |
| L  | Late arrival  | Pupil arrives late before register has closed  |
| <b>Attending at a place other than at school</b> |   |  |
| K  | Attending education provision arranged by the local authority                       | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V  | Attending an educational visit or trip  | Pupil is on an educational visit/trip organised or approved by the school  |
| P  | Participating in a sporting activity  | Pupil is participating in a supervised sporting activity approved by the school  |
| W  | Attending work experience   | Pupil is on an approved work experience placement  |
| B  | Attending any other approved educational activity                                   | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience                     |
| D  | Dual registration   | Pupil is attending a session at another setting where they are also registered   |
| <b>Absent - approved leave of absence</b>        |   |  |
| C1   | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school   |
| M  | Medical/dental appointment  | Pupil is at a medical or dental appointment  |
| J1   | Interview   | Pupil has an interview with a prospective employer/educational establishment   |
| S  | Study leave   | Pupil has been granted leave of absence to study for a public examination  |
| X  | Not required to be in school  | Pupil of non-compulsory school age is not required to attend   |
| C2   | Part-time timetable   | Pupil is not in school due to having a part-time timetable   |
| C  | Exceptional circumstances   | Pupil has been granted a leave of absence due to exceptional circumstances   |
| <b>Absent - other authorised reasons</b>         |   |  |
| T  | Parent travelling for occupational purposes   | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes                          |
| R  | Religious observance  | Pupil is taking part in a day of religious observance  |
| I  | Illness (not medical or dental appointment)   | Pupil is unable to attend due to illness (either related to physical or mental health)   |

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|--|---|--|
| E  | Suspended or excluded                       | Pupil has been suspended or excluded from school and no alternative provision has been made  |
| <b>Absent - unable to attend school because of unavoidable cause</b> |   |  |
| Q  | Lack of access arrangements                 | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school   |
| Y1   | Transport not available                     | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available                                     |
| Y2   | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency  |
| Y3   | Part of school premises closed              | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open  |
| Y4   | Whole school site unexpectedly              | Every pupil absent as the school is closed closed unexpectedly (e.g. due to adverse weather)   |
| Y5   | Criminal justice detention                  | Pupil is unable to attend as they are:<br>- In police detention<br>- Remanded to youth detention, awaiting trial or sentencing, or<br>- Detained under a sentence of detention |
| Y6   | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law  |
| Y7   | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes  |
| <b>Absent - Unauthorised Absence</b>                                 |   |  |
| G  | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school   |
| N  | Reason for absence not yet established      | Reason for absence has not been established before the register closes (must be cleared at least weekly)   |
| O  | Absent in other or unknown circumstances    | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence                |
| U  | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session  |
| <b>Administrative Codes</b>  |   |  |
| Z  | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered  |
| #  | Planned whole-school closure                | Whole-school closures that are known and planned in advance, including school holidays   |

**Appendix 2: Attendance Management System for Persistently Absent Children (PA)**

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|--|--|
| <p><b>First Step</b></p> <p>School addresses attendance through the normal procedure set out in the school policy making sure that the parents are aware of the school concerns.</p> <p>No PAL in this stage so that a supportive conversation and positive relationship can be built.</p> | <ol style="list-style-type: none"> <li>1. Monitoring by attendance team</li> <li>2. Phone call to parents/absence texts/home visits</li> <li>3. Ask for medical/appointment evidence</li> <li>4. Walking bus offered if school has one</li> <li>5. Late start/Leave early from school</li> <li>6. Breakfast club/Afterschool club</li> <li>7. Collect pupils voice/ “why not in”</li> <li>8. Letters home – Attendance Concerns letter/ Punctuality letter/ Persistence Absence letter and monitoring</li> <li>9. Parent evening / classroom door discussions</li> <li>10. Attendance Panel</li> <li>11. Rewards for attendance- e.g. certificates</li> </ol>  |
| <p><b>Second Step</b></p> <p>A higher level of intervention is needed as child / family difficulties surface.</p>  | <p>Early Help / TAF conversation offered – use the nudge approach – identify the barriers to attendance &amp; identify the complicating factors. Work together to find solutions. (The hope is that this conversation is a support to overcome difficulties &amp; positive out-comes are seen at this point.</p> <ul style="list-style-type: none"> <li>· EHA / EH meetings / TAC / Family Network Meeting</li> <li>· Behaviour support / pastoral support / Pupil family support worker support/counselling</li> <li>· CAHMs referral</li> <li>· Other referral – GP, School nurse, MThrive at Lifestyle centre</li> <li>· Parenting course</li> <li>· PAL – Penalty Advisory Letter (offer EHA if not taken up and details what might happen if no effort or improvement)</li> </ul> |
| <p>If contacting Children’s Services have the following to hand</p>  | <ul style="list-style-type: none"> <li>· Copy of EHA or reasons for declining an EHA</li> <li>· TAF meeting minutes (if meeting was held)</li> <li>· Full Impact chronology</li> </ul>   |

**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

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

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

Section 2 - Regulations

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

Section 4 - CME Guidance

## **Section 1 - Introduction**

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](mailto: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](mailto: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 XXXXXXXX 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:<br>cme@manchester.gov.uk<br>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.<br>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](mailto: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.



## **Appendix 4: Traveller Family Absence**

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

St Anne's RC Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at St Anne's will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

St Anne's RC Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- ❖ advise of their forthcoming travelling patterns before they happen; and
- ❖ inform the school regarding proposed return dates

St Anne's RC Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- ❖ The child is on roll and attending another visited school
- ❖ Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- ❖ The child is undertaking computer-based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.