

INVICTUS

Education Trust



Attendance Policy

PUBLISHED:	September 2022
DUE FOR REVIEW:	September 2024 (or when required by statutory updates)
STATUS:	Statutory Policy
TRUST LEAD:	Phillipa Harris – Director of Education

Contents	Page
Statement of intent	3
Legal framework and definitions	3
Scope of policy	4
Responsibilities	4
Definitions	5
Monitoring and Reviewing Attendance	6
Reviewing this policy	7
Appendix 1: Attendance Procedures	8
Appendix 2: Framework of Responsibilities	20
Appendix 3: Attendance codes	23
Appendix 4: Guidance for Removing Pupils from Roll	26
Appendix 5: Procedural flowchart for safe and well checks	28

Invictus Education Trust is committed to providing education of the highest quality to our pupils. We recognise the clear link between attendance and the attainment of pupils. The aim of this policy is, therefore, to encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole. To achieve this, all members of our school community have an important contribution to make.

We aim to

- ensure every pupil is safeguarded and their right to education is protected.
- promote a culture across our schools which identifies the importance of regular and punctual attendance.
- make attendance and punctuality a priority for all those associated with our schools including pupils, parents, teachers, support staff and governors.
- further develop positive and consistent communication between home and our school.
- set targets to improve individual pupil and whole school attendance levels.
- work with external agencies in order to address barriers to attendance and overcome them.

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

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership.

We continue to make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage.

Our relentless approach to ensuring our pupils attend our school and receive the education that they deserve and are, indeed entitled to, is central to our values.

The detail of how we put this policy into practice can be found in **Appendix 1 – Attendance Procedures**.

1 Legal framework and definitions

This policy meets the requirements of the [school attendance main guidance May 22](#) from the Department for Education (DfE), 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:

- [The Education Act 1996](#)
- [The Children Act 1989](#)
- [The Crime and Disorder Act 1998](#)
- [The Anti-social Behaviour Act 1998](#)
- [The Education and Inspections Act 2006](#)
- [The Sentencing Act 2020](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)

Relevant government guidance:

- [Parental responsibility measures for attendance and behaviour](#)
- [Children missing education](#)
- [Keeping children safe in education](#)
- [Working together to safeguard children](#)
- [Elective home education](#)
- [Alternative provision: statutory guidance for local authorities](#)
- [Exclusion from maintained schools, academies and pupil referral units in England](#)
- [Supporting pupils at school with medical conditions](#)
- [Ensuring a good education for children who cannot attend school because of health needs](#)
- [Promoting and supporting mental health and well-being in schools and colleges](#)
- [Approaches to preventing and tackling bullying](#)

2 Scope of policy

- 2.1 This policy applies to all school leaders, school staff (see 2.2 and 2.3) and school pupils.
- 2.2 For the purposes of this policy the reference to ‘Teacher’ includes all paid staff responsible for the supervision of pupils.
- 2.3 For the purposes of this policy the reference to ‘pupils’ includes all learners in our schools.
- 2.4 For the purposes of this policy and the procedures in Appendix 1 we refer to Section 576 of the Act which defines the ‘parent’ of a pupil or young person as including
- both of their natural parents, whether they are married or not
 - any person who, although they are not the natural parent, has parental responsibility for the pupil or young person, as defined in the Children Act 1989
 - any person who, although not the natural parent, has care of the pupil or young person
 - i.e. with whom the pupil lives, irrespective of their relationship with the pupil.

3. Responsibilities

- 3.1 All children aged 5-16 years old must receive suitable education. (Section 7, Education Act 1996) A pupil of compulsory school age who is registered at a school must by law attend regularly.
- 3.2 In law, parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, Education Act 1996).
- 3.3 The Local Authority (LA) must offer educational provision for all children of school age.
- 3.4 By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The register must be kept up to date. We encourage parents to inform the school of any changes whenever they occur and ensure the admission register is amended as soon as possible.

- 3.5 Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
- 3.6 By law, all schools must keep an admissions' register, the contents of which includes all pupils, their personal details, (including the contact details for at least **two telephone different safe adults**, to ensure that we can always contact someone in the event of an emergency) the date of admission (or re-admission), information regarding parents and details of the school last attended.
- 3.7 Pupils will be removed from roll only when they complete their education stage, transfer to another school or school, move out of the area or emigrate or following a parental request for elective home education. We follow statutory guidance for removing pupils from roll and notifying the local authority. Further information can be found in **Appendix 5**.
- 3.8 There is a clear link between attainment and attendance. The Education Act 1996, Section 444 states: ***If a pupil of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.*** We therefore enforce the use of statutory action to encourage and promote attendance. This is done to encourage pupil attendance and to ensure that all pupils are able to benefit from their legal right to receive an education.
- 3.9 We have a framework (**Appendix 2**) to complement this policy that defines agreed roles and responsibilities for parents, pupils and staff.

4. Definitions

- 4.1 A pupil is classed as absent if they arrive after the register has closed or if they do not attend for any reason.
- 4.2 An authorised absence is when approval has been given in advance for a pupil of compulsory school age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer. This may include
- an absence for illness for which we have granted leave
 - medical or dental appointments which unavoidably fall during the school day for which we have granted leave
 - religious or cultural observances for which we have granted leave (The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance)
 - an absence due to a family emergency.
- 4.3 An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a pupil's absence has not been provided and cannot be established. Reasons may include
- parents keeping children from attending unnecessarily or without reason
 - truancy before or during the school day
 - absences which have never been properly explained.
 - arrival after the register has closed

- day trips and holidays in term time which have not been agreed or the child is kept away longer than the period of leave granted.
- leaving our school without authorisation during the day.

A school cannot grant a leave of absence retrospectively. Schools will follow up all unexplained and unexpected absence in a timely manner. Every effort will be made to establish the reason for a pupil's absence. When the reason for absence has been established the school will record the pupil's absence using the relevant code. Where absence is recorded as unexplained in the attendance register, the correct code will be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O to indicate the absence is unauthorised.

- 4.4. Persistence Absence is defined as: 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.
- 4.5 Persistent lateness is defined as pupils who have five or more late marks recorded in a single half-term.

5 Monitoring and Reviewing Attendance

- 5.1 We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support and assistance wherever possible.
- 5.2 We set challenging attendance targets for whole school attendance.
- 5.3 Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average and share this with our school governors.
- 5.4 Specific measures are taken to monitor attendance at a school and trust wide level. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Data on attendance is collected and analysed a minimum of once a half term. Key analysis is made of
- patterns of absence
 - patterns of lateness
 - patterns of medical appointments
 - correct and consistent use of absence codes
 - trends in reasons for absence for example-use of the C code, leave of absence and exclusions
 - trends in particular groups (SEN, PP, vulnerable, ethnic groups, gender, year groups)
 - the use of and impact of funding to support improving attendance of specific groups of pupils.
- 5.5 Attendance data informs action planning and supports the identification of key priorities in our school development plan and future revisions of this policy.

6 Reviewing this policy

6.1 This policy will be reviewed every two years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective.

Appendix 1 – Attendance Procedures

1. Key Personnel: Rufford Primary

Attendance Officer		Pippa Laight
Contact Details	Email	plaight@ruffordprimary.co.uk
	Telephone	01384 868717
Headteacher		Erica Tilley
Contact Details	Email	etilley@ruffordprimary.co.uk
	Telephone	01384 868717

2. Maintaining an Attendance Register

2.1 The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

2.2 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

2.3 The first (morning) registration session starts at 08:50am. All pupils should be in their classroom at this time. Pupils will receive a late mark if they are not in their designated classroom by this time. The register closes at 9.05am. Pupils will receive a mark of absence if they do not attend before this time. We actively discourage late arrival and are alert to patterns of late arrival. A pupil arriving after the register has closed should be recorded as absent using code U.

2.4 Pupils arriving late should report to the Office.

2.5 The second (afternoon) registration sessions are as follows:

Nursery	12:15-12:25pm
Reception	12:30-12:35pm
Key Stage 1	1:15-1:20pm
Key Stage 2	12:45-12:50pm

2.6 If a pupil needs to leave the school during the day they must be collected by an adult who signs them out at the main reception once authorisation has been given from the Attendance Office or the Headteacher.

2.7 Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil and their parents to take action to support the pupil to maintain good attendance.

3. Recording Attendance

3.1 The national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the Census. The data helps schools, Invictus Education Trust, local authorities and the Government to gain a greater understanding of the level of, and the reasons for absence. See **Appendix 3 for the DfE attendance codes**.

3.2 There should be no pre-population of codes. Individual school tracking systems which monitor the whereabouts of pupils educated off-site, must be robust and quality assured regularly.

3.3 Where pupils are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.

3.4 All colleagues are aware of the signs and symptoms of different types of abuse, including child on child abuse and are aware of the reporting mechanisms should such concerns arise and follow our Safeguarding and Child Protection Policy.

3.5 All incidents when pupils receive an absence mark during the day should be checked by the class teacher against the wider register information for that day. When internal absence is discovered, establishing the location of the pupil to safeguard them is our first priority.

4 Reporting Absence

4.1 It is the responsibility of the parent to inform us of a pupil absence and also to inform us of any changes to contact details.

4.2 Parents are expected to inform us of their child's absence before **9.30 a.m.** on **each day of absence** providing the reason for absence and when their child will be returning to our school. We will contact parents and/or other listed emergency contacts where no contact has been made. Where required, we may conduct reasonable enquiries with friends or neighbours and will carry out safe and well home visits as necessary. If no contact is made we may request a safe and well check from the police.

5. Reasons for Absence - Authorised

Relevant regulation: [6\(1\)\(ii\)](#), [6\(1\)\(b\)](#), [6\(2\)](#), [7\(1\)](#) and [7\(2\)](#)

Authorised absence means that one of a specific set of circumstances applies, as set out below:

5.1 Leave of absence granted by the school

5.1.1 Only exceptional circumstances warrant granting a leave of absence. A leave of absence will not be granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Each application for a leave of absence will be dealt with by the school individually, taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

5.2 Specific leaves of absence may be granted where:

5.2.1 A pupil is participating in a performance

We are sympathetic to requests for leave of absence that are supported by a licence or a BOPA (Body of Persons Approval) as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where the licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the headteacher to grant leave of absence.

5.2.2 A pupil is subject to a temporary part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, we understand there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

A part-time timetable must only be in place for exceptional circumstances and for the shortest time necessary. It will not be treated as a long-term solution. Any pastoral support programme or other agreement has a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. Formal arrangements will be in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, the school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

5.2.3 A pupil is pregnant

Leave for maternity is treated like any other leave of absence. Schools would act reasonably and grant a sufficient period of leave from school, taking into consideration the specific

circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant.

5.2.4 Leave of absence for the purpose of a family holiday granted by the school

Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

5.2.5 An application for leave of absence needs to be made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

5.2.6 Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register.

When a pupil of compulsory school age is suspended or permanently excluded from school, alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion. Where alternative provision is made schools should record this using the appropriate code for attending an approved educational activity.

5.2.7 Medical or dental appointments

As far as possible, medical and dental appointments should be made outside of the school day. Where this is not possible, a note and appointment card should be sent to us prior to the appointment. The school's agreement should be obtained in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Pupils must attend before and after the appointment wherever possible. If the appointment requires the pupil to leave during the day, pupils must be signed out by an adult listed on the pupil's record who completes a Child Leaving during the School Day form. Should a pupil arrive late following an appointment, they should report to the Office.

Absences for medical appointments will be recorded with a M code.

5.2.8 Religious Observance

Parents must inform us in advance if absences are required for days of religious observance. We will authorise absences where a reasonable request is made. **The day must be exclusively set apart for religious observance by the religious body to which the parents belong (not the parents)** As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the pupil's parents would be expected by

the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, we will seek advice from the parent's religious body about whether it has set the day apart for religious observance.

Absences for religious observance will be coded as R. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis. The rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C.

We will seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:

- Setting term dates around days for religious observance
- Working with local faith groups to develop guidance on absence for religious observance
- Consider taking INSET days that coincide with religious observance days
- Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.

5.2.9 Illness

In order to make informed decisions about their pupil's fitness for attending parents are encouraged to refer to the NHS guidance *Is My Pupil Too Ill for School?*.

[Is my pupil too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related).

In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. We will not routinely request that parents provide medical evidence to support illness. We will not request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where we have a genuine and reasonable doubt about the authenticity of the illness will medical evidence be requested to support the absence.

In some cases a pupil may be absent for long term due to an illness or injury. We will liaise with families in order to ensure children return to our school quickly and that there are no safeguarding concerns. We are aware that pupils with long term illness or other health needs may need additional support to continue education, such as alternative provision. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school

they attend. The education must be full-time or as close to full-time as the child's health allows. [DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs](#) sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

5.3 Traveller Pupils Travelling for Occupational Purposes

A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code (T) is not be used for general absences by those groups. It is used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code is not used to record any other types of absence by these groups.

Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school.

Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

6 Requesting Leave in Term Time

6.1 Absence for purposes of leave during term time can only be authorised by the Headteacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. ***“Head Teachers may not authorise leave during term time except where the circumstances are exceptional.”*** Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted.

The fundamental principles for defining 'exceptional circumstances' are that they are: **'rare; significant; unavoidable and short'**. **Holidays during term time will not usually be considered as exceptional circumstances.** The following guiding principles apply:

- Term times are for education. This is the priority. Children and families have approximately 175 days off a year including weekends and school holidays. Headteachers will rightly prioritise attendance.
- The decision to authorise a pupil's absence is wholly at the Headteacher's discretion based on their assessment and merits of each individual request.
- If an event can be reasonably scheduled outside of term-time then it would be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'. It is acceptable for the Headteacher to take a pupil's record of attendance into account when making absence-related decisions.
- We will take the needs of the families of service personnel into account if this prevents them from being able to take family holidays during scheduled holiday time.
- We have a duty to make reasonable adjustments for pupils with special needs and/or disabilities.
- We understand that families may need time together to recover from a trauma or crisis.

6.2 We will consider granting leave for a 'once in a lifetime' opportunity for pupils which will further enhance their educational and enrichment experience.

6.3 Parents are required to put their requests in writing to obtain authorisation for leave under exceptional circumstances for taking pupils out of our school during term-time.

6.4 Family emergencies need careful consideration before decisions about attendance are made. It is not always appropriate or in the best interests of the pupil to miss education for emergencies which are being dealt with by adult family members. Being at our school with support from staff and peers can provide children with stability. The routine offers a safe and familiar background during times of uncertainty. Relevant members of staff will work with parents to decide what is in the best interest of the pupil.

6.5 When leave in term time is taken which involves foreign travel, we require parents to provide proof of booking time, flight information and contact information for the duration of the leave.

Attending an educational activity that takes place outside the school

Relevant regulation: [6\(1\)\(iii\)](#), [6\(1\)\(c\)](#) and [6\(4\)\(a\)](#)

7 Off-site educational activity

7.1 Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school.

7.2 For pupils of compulsory school age, schools must also record the nature of the Activity (e.g. attending a taster day at another school)

- 7.3 The educational activity must take place during the session for which it is recorded.
- 7.4 Ultimately, we are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, we are certifying that the education is supervised, and measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school should record the pupil's absence using the relevant absence code.
- 7.5 This code (B) must not be used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork.

8 At an interview with an educational establishment.

Attending an interview with an educational establishment. Schools should be satisfied that the interview is linked to the next stage of their education, or transfer to another school. This must take place during the session for which it is recorded.

9 Participating in a supervised sporting activity

- 9.1 Taking part in a sporting activity that has been approved by the school. If the school has concerns about the appropriateness of an activity, we will seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and we will take the effect on the pupil's general education into account. The sporting activity must take place during the session for which it is recorded.
- 9.2 Approved educational activity must be supervised by a person authorised by the school. We will ensure that arrangements are in place whereby the provider of the sporting activity notifies the school of any absence by the pupil.

10 Educational visit or trip

- 10.1 Attendance at an organised visit or trip, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
- 10.2 The educational visit or trip must take place during the session for which it is Recorded.
- 10.3 The approved educational activity must be supervised by a person authorised by the school. We will ensure we will have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

Unable to attend due to exceptional circumstances

Relevant regulation: [6\(1\)\(iv\), 6\(1\)\(d\), 6\(5\), 6\(7\) and 6\(2\)\(b\)\(i\)](#)

12 Unable to attend due to exceptional circumstances

12.1 Where a pupil is unable to attend school because:

- the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or
- the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- Schools must also record the nature of the circumstances in which a pupil is unable to attend school.

13 Walking distance

In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.

14 Pupil in custody

Code Y is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.

Administrative codes

15 Non-compulsory school age pupil not required to be in school

Where a pupil not of compulsory school age is attending school part-time. (e.g. where parents have chosen for their 4 year-old child to attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age)

16 Prospective pupil not on admission register

16.1 To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

16.2 Schools must enter a pupil's name on the admission register from the first day

that the school has agreed, or been notified, that the pupil will attend the school.

- 16.3 In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the pupil will attend school. This can also be the case where the local authority co-ordinates in-year applications for school places.
- 16.4 If a pupil fails to attend on the agreed starting day, the school must establish the reason and record the pupil's absence using the relevant absence code.

17 Planned whole or partial school closure

17.1 Whole school closures that are known and planned in advance such as:

- days between terms
- half terms
- occasional days (for example, bank holidays)
- weekends (where it is required by the management information system)
- up to 5 non-educational days
- use of school as a polling station

17.2 Partial school closures that are known and planned in advance such as:

'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend

18 Persistent Absence

- 18.1 Pupils with 90% or less attendance are classified as Persistent Absence (PA). PA includes both authorised and unauthorised absences.
- 18.2 All PA pupils will have bespoke action plans to try to improve their attendance to above 90%. This will be monitored by the Attendance Officer and Headteacher. Pupils who are PA will be discussed as a potential concern at a meeting timetabled once every two weeks.

19. Following Up Absence and Taking Statutory Action

- 19.1 We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be referred to the Designated Safeguarding Lead/Attendance Officer. Home visits/phone calls/parental meeting will be used to ascertain reasons for absence and referred as appropriate.
- 19.2 Where it is appropriate, the Attendance Officer may carry out a 'Return to School Interview' with the parent to discuss the absence and to offer any support. Following three separate periods of absence the interview will be carried out by a senior member of staff such as the Deputy Headteacher or Headteacher.
- 19.3 It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send children to our school regularly without good reason is a criminal offence. The decision on whether or not to refer students to the local authority ultimately rests with the

Headteacher, in line with the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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.

- 19.3.1 **Issuing penalty notices:** Each parent receives a penalty notice for each pupil who has unauthorised absence. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. 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 the parent or withdraw the notice.
- 19.3.2 **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444 (1) – courts can fine each parent up to £1000 per pupil, order payment of prosecution costs and/or impose a Parenting Order.
- 19.3.3 **Taking parents to court for persistent unauthorised absence:** Education Act 1996 – Section 444 (1A) – courts can fine each parent up to £2500 per pupil, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to three months.

20. Children Missing from Education (CME)

- 20.1 We have due regard to our statutory duty to safeguard pupils from CME. We follow the Local Authority's processes for reporting pupils missing from education. The DfE guide can be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
- 20.2 If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to make contact with the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 10 days.

21 Reporting to Parents

- 21.1 Attendance is reported to parents 3 times in an academic year, through 2 progress reviews and 1 full academic report.
- 21.2 Telephone calls are made to parents each day if no reason for absence has been provided. Letters, home visits and parental meetings are booked following several days of unauthorised absence. When students return, attendance is monitored.

22 Attendance Causing Concern

- 22.1 Specific measures to monitor attendance are embedded and regularly checked to ensure the safeguarding of all pupils through specific and tailored interventions.
- 22.2 All data is stored in Inspire and data is monitored daily. Weekly analysis of attendance below 90% (potential persistent absence) is sent to the Leadership Team. Half Termly analysis and comparison are sent to Attendance Officer and Headteacher.

- 22.3 Regular contact is made with parents. Calls are made when improvements have been made. Where an issue has been identified, an attendance contract is implemented to support an improvement and this is reviewed regularly. Interventions are put in place to support the student and family to ensure attendance at the school is improved and maintained.
- 22.4 Where attendance is deemed to be a concern, we talk to the pupil using the signs of safety framework. From this, there may be one of three Early Help outcomes:
- Initiate simple reasonable adjustments to address the pupil's unmet safeguarding needs
 - Develop a school focused plan with the pupil and their parent as appropriate
 - Initiate a multiagency Early Help Assessment (EHA)
- 22.5 If the conversation with the pupil indicates a serious safeguarding concern we will follow our safeguarding procedures as set out in our Safeguarding and Child Protection Policy.

23. Supporting Attendance of Every Pupil

- 23.1 We use a variety of strategies to encourage attendance:
- Verbal encouragement and praise
 - Create safe spaces for pupils to thrive
 - Make decisions on targets in consultation with families, while understanding that a medical condition can worsen suddenly and taking account of this.
 - Create opportunities for dialogue with families about attendance, ensuring that they work in partnership with parents.
 - Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes.
 - Raise the profile of attendance with families, particularly when pupils start at the setting.
 - Teach and model a love of learning, helping families to see the value of the education that is offered.
 - Look at the effect on attendance of decisions made at school level, for instance of ending terms on a Monday or Tuesday.
 - Be aware of the complexity of different contexts and the pressures that families might experience and which might contribute to poor attendance; for instance, in areas where many parents perform seasonal work and are unable to take holidays over the summer break.
- 23.2 We recognise that not all children, particularly those who are most vulnerable, are able to achieve 100% attendance through no fault of their own. Weekly rewards for class attendance are handed out. Every student on roll is included in all our rewards.
- 23.3 Each pupil is supported and encouraged to achieve their individual highest possible attendance. All pupils are set targets of 97% at the start of the academic year. These are reviewed individually as the year progresses.

Appendix 2 – Framework of Responsibilities

Parents:

- Ensure pupils attend regularly, and punctually.
- Ensure that all medical appointments, are taken after the school day where possible. Provide proof of medical appointments that can only be attended during the school day.
- Contact us on first day of absence by either telephone attending the main school office (not the class teacher).
- Contact us each day for continued absence and provide suitable medical evidence in the event of an illness lasting for more than five days (or four days in the event of an INSET day or Bank Holiday).
- Understand that any leave of absence in term time will only be granted in exceptional circumstances.
- Requests for leave of absence to be submitted on the authorised form or in writing.
- When leave in term time is granted which involves foreign travel, to provide proof of booking time, flight information and contact information for the duration of the leave.
- Make early contact with us when parents become aware of problems with attendance.
- Attend meetings if concerns are identified.
- Participate in Early Help Meetings as required.
- Support attendance contracts where appropriate.
- Support us in actioning agreed interventions/action plans.

Pupils

- Acknowledge behaviours needed outside of our school e.g. early bedtimes to allow punctual attendance.
- Attend regularly and punctually.
- Aim for the highest possible attendance for their individual circumstances.
- Discuss concerns about their attendance or punctuality with a trusted adult within our school.

Administrative Staff:

- Ensure first day calling occurs and a reason is obtained.
- Monitor absence of vulnerable children in consultation with the Headteacher/DSL/DDSL and refer any absences as soon as possible.
- Build on a culture of challenge when addressing persistent illness absence with parents.
- Record absences on our school register using the accurate coding.
- Liaise with alternative provision settings to track the daily attendance of pupils educated off site.
- Generate any attendance/punctuality letters as required.

- Refer Leave in Term Time requests to the Headteacher.
- Follow-up on any 'N' codes within the registers on a weekly basis.
- Escalate concerns where required as per the Safeguarding and Child Protection policy.
- Complete 'Return to School Interviews' with parents where required.
- Participate in training in relation to attendance as appropriate.
- Attend safe and well home visits where required.
- Lead training in relation to attendance as appropriate.

Teachers and Support Staff

- Understand that promoting pupil attendance is the responsibility of all staff.
- Assist in ensuring attendance has a high profile within the school.
- Ensure registers are taken electronically at the beginning of every session (legal registration session).
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Challenge parents when no reason has been provided for absence.
- Complete 'signs of safety' and mentoring conversations with pupils where requested to do so.
- Complete 'Return to School Interviews' parents where required.
- Escalate concerns where required as per the Safeguarding and Child Protection policy.
- Participate in training in relation to attendance as appropriate. Discuss attendance concerns with parents at parents evening.
- Participate in training in relation to attendance as appropriate.
- Liaise with Attendance Lead, DSL, Behaviour Lead and SENCo as appropriate to discuss attendance concerns for individual pupils.

Attendance Officer:

- Take the lead in ensuring attendance has a high profile within our school.
- Monitor daily attendance and implement interventions as appropriate.
- Conduct Return to School Interviews where parents have had 3 x absences or more.
- Set annual targets in liaison with the Headteacher.
- Support all staff to monitor attendance and tackle attendance concerns effectively.
- Monitor pupils with attendance below 90% with regular communication with both the pupil and their parents, holding attendance meetings where required and agreeing individual action plans.
- Follow the LA procedures and support staff to offer Early Help where necessary.
- Work with Education Welfare Officers to tackle persistent absence.
- Advise the Headteacher when to issue fixed-penalty notices.
- Escalate concerns where required as per the Safeguarding and Child Protection policy.

Leadership Team:

- Understand that promoting pupil attendance is the responsibility of all staff.
- Ensure attendance has a high profile across our school.
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Attend safe and well home visits where required.
- Escalate concerns where required as per the Safeguarding and Child Protection policy.
- Liaise with Attendance Lead, DSL, Behaviour Lead and SENCo as appropriate to discuss attendance concerns for individual pupils.
- Participate in appropriate training in relation to attendance as appropriate.
- Ensure there are designated staff with day-to-day responsibility for attendance matters.
- Take overall responsibility for ensuring our school conforms to all statutory requirements in respect of attendance-deletion from school roll is adhered to for example.

Headteacher:

- Ensure the attendance policy is implemented consistently across our school.
- Ensure that staff understand that promoting pupil attendance is the responsibility of all.
- Ensure attendance has a high profile across our school.
- Monitor school level absence data and report it to the school governors.
- Support other staff in monitoring the attendance of individual pupils.
- Agree with the Attendance Officer when to issue fixed-penalty notices, where necessary.
- Make a decision whether or not to grant leave during term time for exceptional circumstances.

Governors:

- Review the implementation of the Attendance Policy in our school.
- Discuss the targets for attendance with the Headteacher and review progress towards these.
- Monitor attendance figures termly through documentation presented by Headteachers.
- Ask questions about attendance trends and what is being done to challenge and prevent persistent poor absence.

Appendix 3: Attendance codes

The following codes are taken from the DfE's guidance on school attendance. The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, Invictus Education Trust, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

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
S	Study leave	If schools decide to grant study leave to Year 11 students during public examinations
T	Traveller absence	The pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent.
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	Supervised 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	Child absent due to expectation by the parents' religious body to which they belong to stay away from their employment in order to mark the occasion
	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 4: Guidance for Removing Pupils from Roll

Best practice processes:

Elective Home Education: the Statutory Notification and the EHE form (if different in the school's LA) must be submitted on the day of receiving the de-registration letter from the parent with a copy of the letter. The pupil should be taken off roll from the day the school receives the letter or in cases where the parent is giving advance notice of the date requested. Do not backdate it to an earlier date than receipt of the letter even if the parent requests this. The school should confirm that the pupil has been registered with the LA as EHE to ensure that they have assumed responsibility for the pupil. Do not just assume that because the school has submitted the paperwork it has all gone through.

Pupil moves out of area - unreasonable distance to travel: submit the Statutory Notification as soon as the school finds this out (some LAs will not allow schools to do this so follow the local procedure if it is different). Continue to track destination and liaise with LA admissions team. They will advise the school when a pupil may be removed from roll if it has been established that the pupil/family have left the last known address and their new location is known. They may allow the school to backdate the leaving date if they or the school receives confirmation of the pupil starting at another school or within the care of a different LA. The school must have written confirmation from the LA to backdate the leaving date. If the school does not receive this and the school has no other confirmation of where the pupil is the school must keep them on roll for 20 days.

Pupil emigrates: The school must follow the procedure above for moving out of area but also need to have ascertained from the parent the forwarding address, details of destination school and moving date.

Pupil transfers to a new school: Confirm the pupil's start date at the new school and that the pupil has actually started there. Submit the Statutory Notification on the day the school has it confirmed that the pupil started at their new school. The school can take the pupil off roll from the confirmed start date or the last school day if it precedes it (e.g. a Friday and they started on a Monday) If the start date is the first day of a school term the school can back date the leaving date for the school's pupil to the last day of the previous term. If the school has to do 'detective' work in the new term to find out why the pupil is 'absent' keep them on roll until the school gets a confirmed start date at the new school.

If there is a gap between the leaving date the school has been given by a parent and the start date for a pupil, the pupil should remain on the school's roll, marked absent, until the transfer school confirms the pupil has started there. If after ten days the pupil has still not started the school should submit a CME form. In some LAs the school has to complete a safeguarding referral/MAR after a pupil has been missing for ten days and cannot submit the statutory notification until after 20 days so follow the school's local procedure.

CME forms are usually the same form now as the Statutory Notification form. The school cannot remove a CME pupil from the school's roll for a further ten days from the initial notification or safeguarding referral (so 20 days in total from the first day of absence) unless the LA confirms where the pupil has gone.

Deletion of names from Admission Register

A pupil's name can only be deleted from the admission register for a reason set

out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling.

In accordance with [regulation 12\(6\)](#) of the Education (Pupil Registration) (England) Regulations 2006 as amended, a school must notify the local authority when a pupil's name is to be deleted from the admission register under any of the reasons set out in regulation 8, as soon as the pupil's name is to be deleted. This does not apply where the pupil's name is deleted after they have completed the school's final year (for example, pupils who leave primary school at the end of Year 6), unless the local authority requests such information.

Where a school notifies the local authority that a pupil's name is to be deleted from the admission register, as set out [in regulation 12\(7\)](#), the school must provide the local authority with the following information:

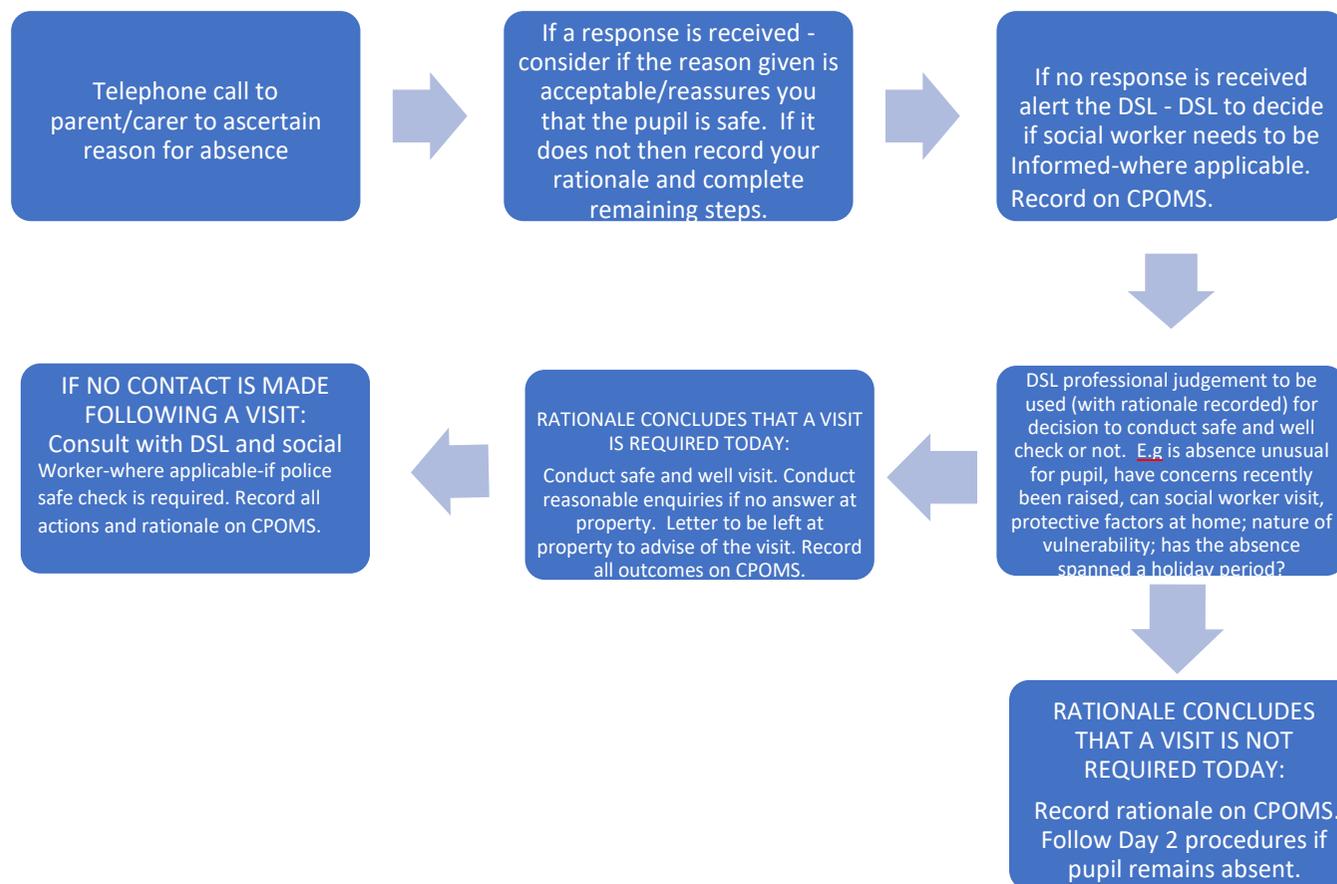
- the full name of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one emergency telephone number of any parent the pupil normally lives with;
- if applicable, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in [regulation 8](#) under which the pupil's name is to be deleted from the admission register.

	<p>Appendix Five</p> <p>Annex A: Grounds for deleting a pupil from the school admission register</p> <p>(https://www.gov.uk/government/publications/children-missing-education)</p>
1	<p>8(1)(a) - Where the pupil is registered at the school as a result of a school attendance order, but another school has now been named on that order or the order is revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school. Where a school attendance order remains in force, the pupil's name must not be deleted for other reasons until the order is revoked or the name of the school amended. This includes a request to electively home educate. If a parent has had their child registered at the school to comply with an order but the pupil does not attend, the school should discuss the case with the local authority and where appropriate take steps to secure the regular attendance of the child as they would with any other case of non-attendance.</p>
2	<p>8(1)(b) - Where a pupil has been registered at another school, unless:</p> <ul style="list-style-type: none"> • a school attendance order naming the school is in force in relation to the pupil; • the pupil is a child of no fixed abode and the school is their main school (see further details below); or • the school has agreed that the pupil should be a registered pupil at more than one school.
3	<p>8(1)(c) - Where a pupil is registered at one or more other schools, and:</p> <ul style="list-style-type: none"> • the pupil has ceased to attend the school; • each school where the pupil is registered has given consent to the deletion; and • none of the following apply: <ul style="list-style-type: none"> o the pupil is a child of no fixed abode, and the school is their main school; or o the pupil has died (in this case the pupil's name is deleted under regulation 8(1)(j)); or o the pupil has been permanently excluded from the school (in this case the pupil's name is deleted under regulation 8(1)(m)).
4	<p>8(1)(d) - Where a pupil has ceased to attend the school and the pupil's parent has informed the school in writing that the pupil is receiving education otherwise than at a school, unless a school attendance order naming the school is in force in relation to the pupil.</p>
5	<p>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.</p>
6	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7 that —</p> <ul style="list-style-type: none"> (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; (ii) 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 (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable enquiries.

7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend the 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.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) 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 (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	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.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, a school, 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.
13	8(1)(m) - that he has been permanently excluded from the school.
14	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.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an School; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix 5: Safe and Well Home Visits Flowchart Rufford Primary School

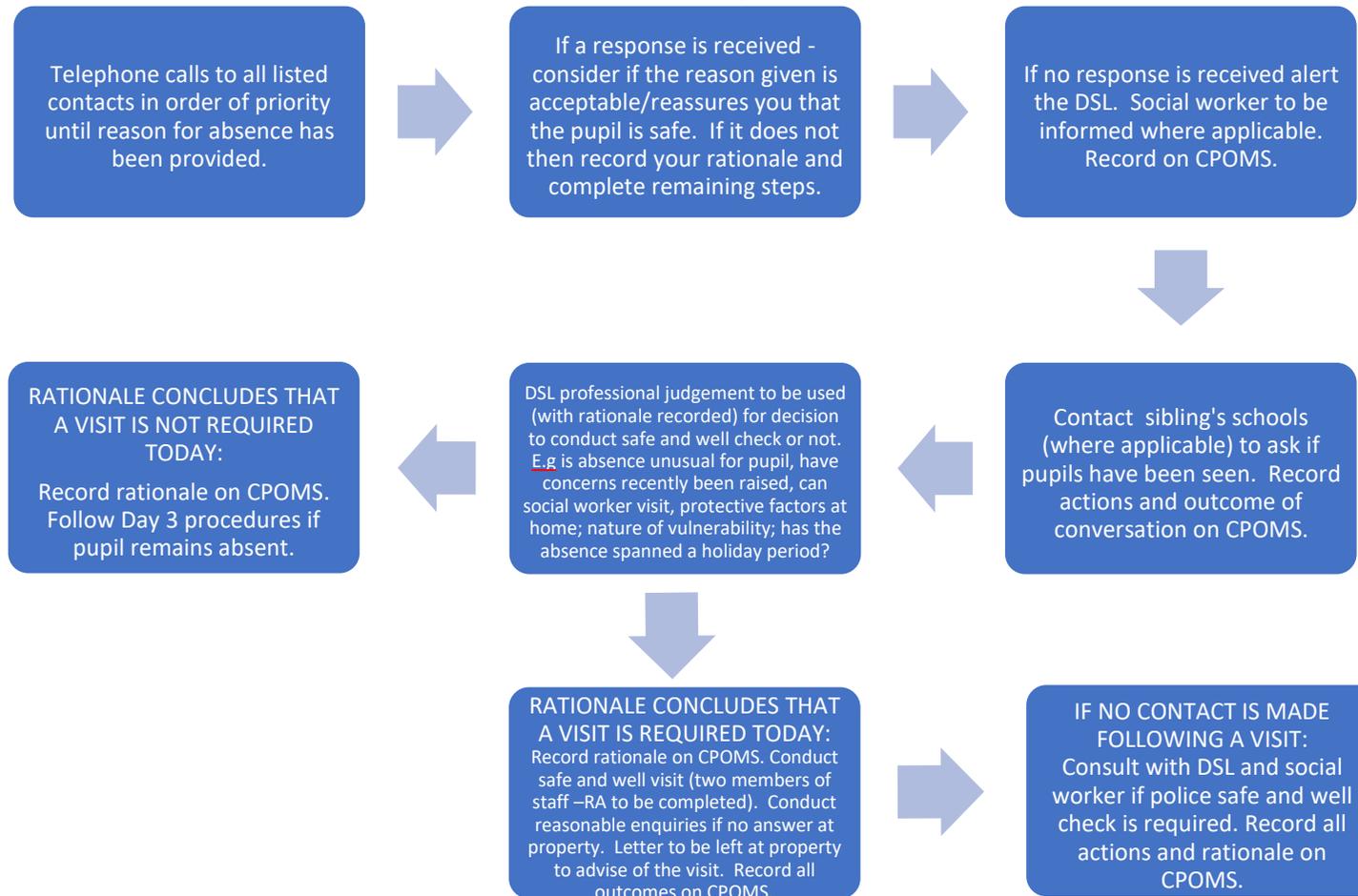
DAY 1: Pupil is absent and no reason has been provided. They are included on the regularly updated vulnerable list.



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil.

DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

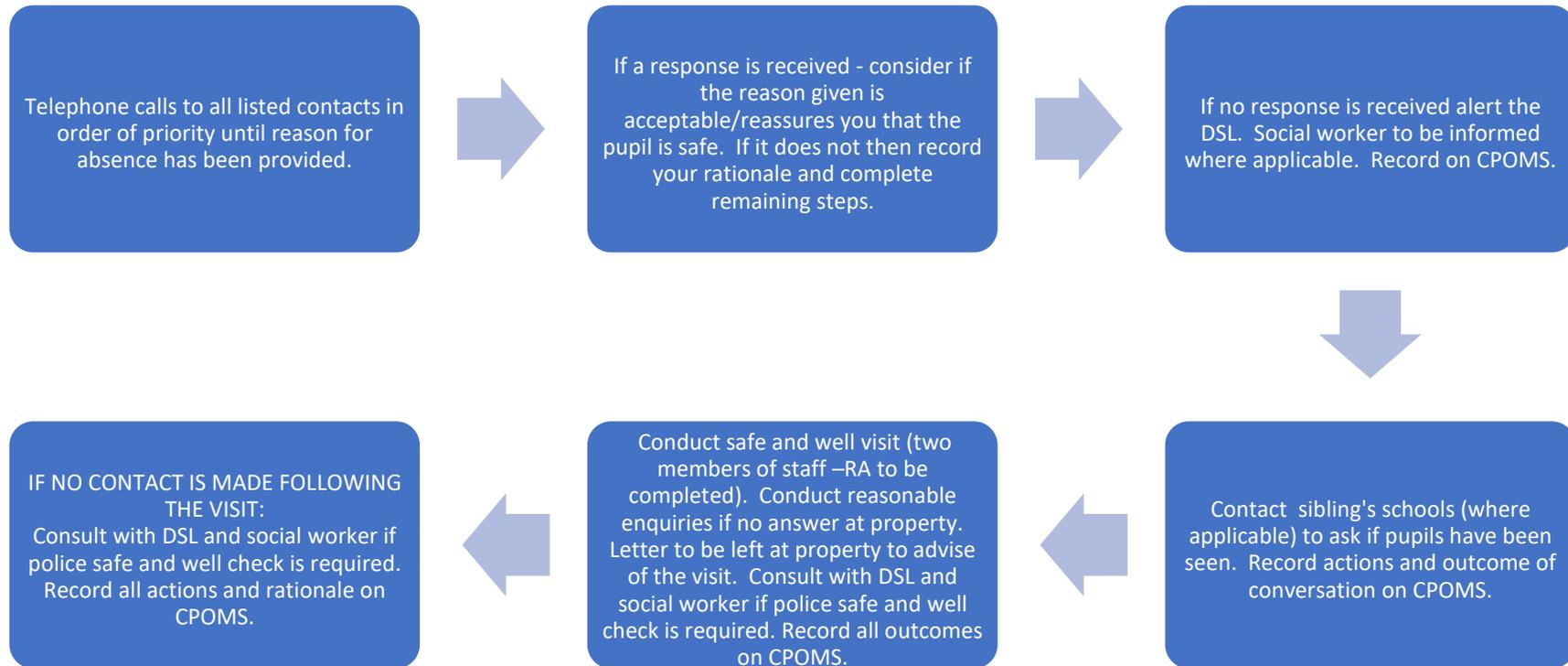
DAY 2: A safe and well check was not conducted on Day 1. Pupil is still absent and no reason has been provided (or you remain concerned and have noted your rationale on CPOMS).



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil.

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DAY 3: A safe and well check was not conducted on Day 1 or Day 2. Pupil is still absent and no reason has been provided (or you remain concerned and have noted your rationale on CPOMS).



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil.

DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

