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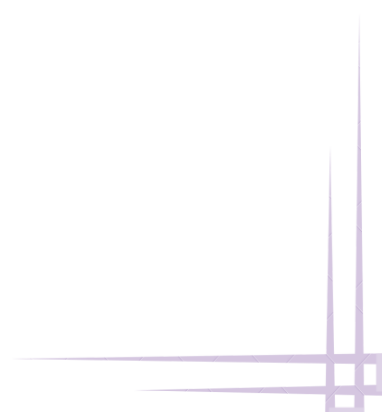


NORTH BRENT  
SCHOOL

## ATTENDANCE AND PUNCTUALITY POLICY

Date reviewed: September 2024

Date of next review: September 2025



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## WMAT VALUES

|                     |  |
|---------------------|--|
| Integrity           | <p><i>Integrity</i> means distinguishing right from wrong and doing the right thing. Integrity also requires courage and accountability. We deliver work of the highest quality (by our standards as well as those of our students and their families).</p> <p>We deliver what we say we will. We share our professional judgements with students and their families - even those that may be unpopular - in a manner that is both candid and respectful.</p>  |
| Respect             | <p>We <i>respect</i> the capacity and desire for personal growth in our students and staff. We treat people with consideration. We value ideas on their merit. We recognise that respect requires both truthfulness and empathy. We deal with one another in an open and honest way. We encourage constructive criticism. We reward performance and contribution consistent with our values. We lead by example. We thrive knowing that ours is a demanding profession. We accept this responsibility as a trust, as schools and as individuals.</p>   |
| Diversity           | <p>We strive for a <i>diverse</i> workplace. It is fundamental to our success that we accept, value, and integrate the contributions of people. Diversity of thought, expertise, experience, and background are important in creating an environment in which creative tensions are harnessed and new ideas emerge. We are committed to WMAT being an institution in which all individuals have an opportunity to flourish and succeed, regardless of their age, disability, ethnicity, gender, gender identity, race, religion, belief or sexual orientation.</p>   |
| Student Achievement | <p>We measure our success by our <i>students' success</i>. We make all our resources available to our students and commit ourselves wholeheartedly to their success. In trade-offs between staff and a student's interest, the student comes first.</p> <p>Strategy matters. We seek competitive advantage for our students. Our approach is to consider the education agenda as a whole, the competition, and its dynamics. Valid data, rigorous analyses, external perspectives, root causes, and explicit logic serve as our foundations for objective decision-making.</p> <p>Our standards for progress and value added are extremely high. Our work helps change, as necessary, the mindset of our staff and students. We make sure we enhance student capabilities and deliver for them exceptional examination performances. We hold ourselves accountable for this.</p> |
| Working in Teams    | <p>WMAT schools are divided into departments and teams. In these teams, staff work together in a manner that is team-oriented, constructive, and challenging. We know that <i>teamwork</i> is essential to the success of our students. We want to strengthen our students' capabilities and be a catalyst for change in their lives. Each student is unique, and there is seldom only one solution. We believe that breakthrough ideas often result from the work of teams seeking to creatively solve real achievement challenges.</p>   |
| Sharing our Success | <p>We seek to extend the <i>art and science</i> of teaching and school leadership by generalising from our experience. We seek to have a positive and lasting impact beyond the multi academy trust domain. We believe we can contribute to the changing educational landscape, both directly through our student work and through our work with other trusts, schools and national organisations.</p>   |

## AIMS

Our attitude to attendance is to:

*“Listen, understand, empathise and support – but do not tolerate.”*

Consistent school attendance is vital for pupils to achieve their fullest academic potential. We recognise that poor attendance can significantly impact a child's academic progress, social interactions and self-confidence. We are committed to working with families to reduce absences and ensure good punctuality for all.

At North Brent School, we closely monitor the attendance of all pupils and work with parents to ensure regular attendance. High attendance is important for the following reasons:

- For social and emotional development
- For academic progress, achievement and attainment - with the development of reading, writing, mathematics, and other curriculum subjects
- For safeguarding
- For social, emotional and mental wellbeing
- To increase life chances
- To support pupils to build relationships and navigate social settings
- To engage pupils with education and increase motivation through a high-quality curriculum
- To provide pupils with enrichment opportunities
- To provide pupils with routines and rules to support self-regulation and behaviour
- To develop career aspirations

The senior leader responsible for Attendance is Mr Peters.

## REGISTRATION OF PUPILS

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. An entry must be made in the attendance register at the beginning of registration and every lesson for all pupils of compulsory school age who are on the school's admission roll.

The school overall attendance target is **97+%** (Years 7-11).

The Government regards any pupil below 90% as a persistent absentee.

All **teachers** are expected to:

- Register pupils accurately and efficiently at registration and the beginning of every lesson within 10 minutes.
- Report pupil attendance and lateness daily.
- Encourage pupils to attend school regularly and ensure all absences are accounted for.

**Pupils** will be encouraged to:

- Attend school regularly.
- Inform staff if there is a problem that may lead to absences.
- Sign a code of conduct relating to attendance and punctuality (Sixth Form students).

**Parents and carers** will be asked to:

- Ensure the child attends school regularly.
- Inform the school on the first day of non-attendance.
- Discuss planned absences with the Attendance Officer in advance (e.g. leave may be granted for exceptional circumstances).

Year Leaders will meet with the Attendance Officer on a regular basis to discuss pupils causing concern and action taken.

## Arrangements for monitoring and evaluation

The school's policy is to encourage students to attend regularly in order to take full advantage of their education. However, this can only be done with the active support of parents. Every student is expected to attend school on each day the school is in session unless he or she is too unwell to do so. Parents are expected to telephone the absence line (020 8385 4805) on the first day of absence, to inform the school if their child is not well enough to attend and then to ensure that he or she returns with a written note of explanation.

## Attendance register

By law, schools are required to keep an attendance register, and all students must be placed on this register.

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 student is:

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

Any amendment to the attendance register will include:

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

See [Appendix 2](#) for the DfE attendance codes.

## Unauthorised absence

To resolve unauthorised absences, the Attendance Officer will provide daily and weekly reports to pastoral team with a list of students who have been marked absent (N) in any period. The pastoral time will investigate absences with parents and amend the codes accordingly. Year Leaders and the Attendance Officer will monitor form groups and individual pupils' levels of unauthorised absence on a daily and weekly basis.

## Unplanned absence

Parents and carers must notify the school on the first day of an unplanned absence for example, if their child is unable to attend due to ill health as soon as practically possible.

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness.

The attendance officer may ask parents to provide medical evidence, such as a doctor's note or appointment card. We will not ask for medical evidence unnecessarily.

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

## Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Students are expected to catch-up with any work missed through absence. Teachers will help students achieve this. Applications for other types of absence in term time must also be made in advance.

## Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code. A student who arrives after the register has closed will be marked as absent, using the appropriate code.

## Following up absence

The Attendance Officer will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

## Children unexpectedly absent

If a child is unexpectedly absent, all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit. Where a child is vulnerable we will always make a first-day home visit and follow the safeguarding policy to confirm the child's whereabouts.

## Unauthorised absence

There are times when children are absent for reasons which are *not* permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery or repair
- Going for a family day out/going shopping
- Interpreting or supporting a parent at a meeting
- Sleeping in after a late night or late flight
- Because it is your child's birthday
- Term time holiday or visiting relatives abroad (term dates are posted on the school website)
- Parent's illness (other than in an emergency)
- Where there is no explanation for an absence or the school considers the reason given for the absence unsatisfactory.
- Absence following or prior a period of school closure (at the end and beginning of terms and half terms) or authorised leave unless satisfactory evidence to justify has been provided
- Because you have visitors

Unauthorised Absences are reported to the Local Authority. The School Attendance Service may contact you where unauthorised absence continues to be a problem. The school will then work in partnership with you until matters improve.

## Granting approval for term-time absence

The Headteacher may not grant leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

## Exceptional circumstances

The exceptional circumstances are likely to include the following:

- Acute family trauma.
- Terminal illness or death of a family member.
- If a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Following advice from a health professional.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement.

The Headteacher considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. **A leave of absence is granted entirely at the Headteacher's discretion.**

## Referral to the education welfare officer

Students will be referred to Brent's Education Welfare Officer by the Attendance Officer if there are continuous concerns without authorisation from parents/carers. Where a student is persistently absent without good cause, the College will refer the case to the Local Authority who may use their legal powers and issue an Education Penalty Notice or have the case proceed to prosecution under section 444 of the Education Act 1996 if the child has further unauthorised absences during term time.

The EWO may advise the school to seek legal action against parent/carer(s) due to a student's declining attendance:

## Legal sanctions

There are two options:

1. A Penalty Notice.
2. Prosecution Penalty Notice.

The payment must be made directly to the local authority.

What is taken into account when considering a fine?

- 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.

## Attendance monitoring

North Brent School will monitor student absence on a **daily basis** and will scrutinise patterns on a **weekly basis** to promote positive attendance. Analysis of attendance data will include data for each group (e.g. male, female, SEND, Pupil Premium, EAL, ethnic groups), Year Group and sub groups within each year group (where this is statistically useful).

Each half term, the senior leader with responsibility for attendance will complete a detailed attendance report for the College, detailing actions to be taken in the following half term. These actions will be reviewed for impact every 6 weeks.

## SEN and disadvantaged children

Identified pupils with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Working with the Local Authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school
- Provide home visits where appropriate
- Recognise that some pupils are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school.

## Children at risk of missing education

North Brent School must inform the local authority (LA) of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

As this could be a safeguarding issue, leaders will ensure that regular follow up contact is made with the LA if the whereabouts of the student is not known or communicated to the academy. If a vulnerable child cannot be contacted on the first day of absence, a home visit will be completed. A non-vulnerable child will receive a home visit by the third day of absence. Visits will continue until the information about the child's location has been secured.

Monitoring attendance is an essential part of safeguarding children at North Brent School. In accordance with the Child Protection Policy 2017, we shall notify Social Care if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

## STUDENTS LEAVING THE SCHOOL AND OFF-ROLLING

### Leavers

If your child is leaving our school (other than to go to a Sixth Form) parents are asked to complete a Leavers Form (See [Appendix 6](#)) available by request via email from the school office. This asks for comprehensive information about new school details, address details and a leaving date.

## Off-Rolling

Parents who remain resident locally can only withdraw their children from the school if they have a confirmed start date at another school or are electing to educate their child at home (Elective Home Education). If the latter, this must be confirmed in writing to the school and LA by the parent. Pupils remain registered at school until such conditions are satisfied.

See [Appendix 7](#) for reasons for deletion of a pupil from the admission register.

We track the destinations of pupils who leave North Brent School. We keep detailed records for students who stop attending the College and are removed from the roll/admissions register.

Where a student moves abroad, leaders must take all reasonable steps to assure themselves that the student is moving to another school. This is to ensure that all students are safe and in full time education as necessary.

The Headteacher or senior leader leading attendance must meet with the student and their family, if off-rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the student and family as well as ensuring that the destination of the student is known.

Leaders must ensure that students are only removed from the College's roll/admissions register if the Home-Schooling criteria are met and as described in the Department for Education's guidance. On receipt of written notification to home educate, the school must inform the student's Local Authority that the pupil is to be deleted from the admission register. Parents and carers have a duty to ensure that their child of compulsory school age receives suitable full-time education, but this does not have to be at a school.

## REWARDING ATTENDANCE

Rewards are given to students with 100% attendance on a half-termly basis.

## PUNCTUALITY

### Purpose

- Create an environment where students wish to attend the school and look forward to lessons.
- Devise strategies to eliminate truancy within the school and lesson avoidance to a minimum.
- Record and maintain accurate punctuality data and account for all absences.
- Report any late and absent marks to parents on a regular basis.
- Identify and remove any barriers to punctuality for individuals or groups of students.

### Authorised lateness

The school will authorise lateness when a parent/guardian communicates (by telephone, email or letter) with an acceptable reason explaining why their child is late. An electronic log of these telephone calls is made.

### Procedure

1. All students are expected to arrive at registration or assembly **by 8.30am**.
2. Any student arriving after 8.35am must register with the Attendance Officer (located in the school reception).
3. If accompanied, the parent or guardian should give a reason for the lateness, which will be added to the register. The child will then be sent directly to Tutor Time/assembly or lesson (after 8.55am).
4. All students who arrive late to school or lessons are logged on the MIS.
5. When lateness is not authorised, a note will be put in the Planner and the student will be referred to the Punctuality Detention at 13.15 on the same day.
6. **Please note that students should only arrive late to your lesson if they have a signed note from a member of staff.**
7. Any lateness without a note must result in an **L mark** on the register and a same day late detention.
8. Staff must update registers immediately if a student arrives late, even if this is mid-way or towards the end of the lesson.



## **Punctuality detentions**

For unauthorised lateness a detention is set immediately by the Attendance Officer (if arriving at the school late) or by Tutors/Subject Teachers. The detention will take place for 15 minutes at lunchtime.

If a student fails to report to this detention on time or not at all, he or she is referred to Level 2 detentions for 30 minutes at the end of the same school day.

If a pupil is late to Period 5, he or she will be required to attend a detention at the end of the school day.

## **Persistent lateness**

If a pupil is late on two occasions or more within one school week, he or she will be referred to a Level 2 detention. If a student is persistently late to registration or lessons, we will write to the parents. Pupils who are persistently referred to punctuality detention will receive additional interventions and sanctions.

The pastoral team will arrange:

- Extra detentions for persistent offenders.
- Monitoring Reports for pupils with 5 or more incidents of lateness in a month.
- Letters to parents.
- Meetings with parents of persistently late students.
- Referral to Educational Welfare Officer or Social Services.

## **ROLES AND RESPONSIBILITY**

We endorse a whole school approach to the promotion of good punctuality and all staff will:

- Ensure that lessons are interesting and stimulating for all students, encouraging them to actively take part and attend.
- Actively and frequently reinforce the message that students are welcome in class.
- Encourage students to move purposefully around the school site and arrive at lessons on time.
- Be ready to talk to students about difficulties they are having in the school and any problems they may have with attendance. Offer advice as appropriate.

### **The Headteacher will:**

- Ensure the school ethos promotes and celebrates good attendance and punctuality.
- Ensure strategies are in place to promote and implement the Attendance Policy.
- Monitor data on attendance and punctuality via Sol Tracker and Sims from the Senior Leader responsible for attendance.
- Determine, in collaboration with the Senior Leader responsible for attendance, whether to authorise any proposed absences requested on the College's official request form, or absences which have taken place for which no request was made/approved.
- Ensure that attendance remains a priority and that varying needs of the children in our community are met through clear support programmes.

### **The Senior Leader responsible for attendance will:**

- Lead initiatives to promote the profile of attendance throughout the school.
- Analyse data on attendance and punctuality on a weekly, half-termly, termly and annual basis and prepare reports, as required, for the Behaviour & Attitudes Team, Senior Leadership Team and MAT Team.
- Comply with the Department for Education Statutory Guidance on Children Missing Education by informing the Local Authority of the details of children who are regularly absent, missing from school following a leave of absence and prior to removing a child from the roll of the school.
- Comply with the requirement set out in the Local Authority's Code of Conduct when requesting issuance of penalty notices.
- Ensure that Year Leaders, Tutors, the Attendance Officer and the Safeguarding Team work together to raise attendance.

### **The Attendance Officer/Pastoral staff/Year Leader will:**

- Monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.

- Ensure data on attendance and punctuality is displayed in prominent places visible to pupils.
- Where appropriate, visit the home and/or make a referral to the Local Authority's Education Welfare Service.
- Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern.
- Manage the arrangements for pupils who need to attend appointments during school time.
- Work with the Senior Leader responsible for attendance to maintain an up-to-date Attendance Risk Register and Punctuality Risk Register of high-risk pupils in designated year groups.
- Lead 'Review Meetings' and develop an action plan involving the child, parent and, where appropriate, other agencies for pupils whose attendance and/or punctuality falls below the expected level.
- Co-ordinate the support plan for pupils returning to school after a prolonged absence and co-ordinate the collation of all the documentary evidence required by the Local Authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.

#### **Form Tutors/Class Teachers responsible for registering morning and afternoon sessions will:**

- Provide regular advice, encouragement, challenge and support to the class as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Attendance Team.
- Ensure that the attendance register is taken at the start of the first 10 minutes of Tutor Time or lesson.
- Ensure pupils' absence notes or verbal messages related to attendance and punctuality are provided to the Administration Team/Pastoral Team.

#### **Administrative Staff will:**

- Monitor/update registration and lesson registers lesson-by-lesson and escalate where appropriate.
- Be the first point of contact for parents and relevant academy staff regarding pupil absence and appointments.
- Collate and issue all attendance and punctuality data on a daily, weekly, half-termly, termly and annual basis to the Attendance Officer/Head of Year and Senior Leader Responsible for attendance.
- Maintain a record of all applications for leave of absence during term time and requests for issuing a penalty notice.
- Maintaining CME/EHE and off-rolling administration.

#### **Parents will:**

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the school can determine if an absence from school is 'authorised'.
- Ensure their child arrives at the school on time (before the attendance register is closed for the session), dressed in full uniform and ready and equipped to learn.
- Inform the school if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form'
- Attend meetings about their child when necessary.

#### **Pupils will:**

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be proud of achieving excellent attendance and punctuality.
- Be punctual to all lessons.
- Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- Ensure all notes/appointment cards are passed to the relevant member of staff.
- Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.

## **ADDITIONAL INTERVENTIONS FOR PERSISTENTLY LATE STUDENTS**

### **Communication with parents from the Attendance Officer**

- A telephone call will be made for all students who arrive after 8.55am. This will be logged on the MIS.
- If there are more than five incidents of lateness within a month, a letter will be sent to parents expressing serious concern – a meeting will take place with a senior leader.
- A letter will be sent to the parents and Welfare Officer if the student continues to arrive late at the school.

### **Referral to the Education Welfare Officer**

Students will be referred to Brent's Education Welfare Officer by the Attendance Officer if there are continuous punctuality concerns without authorisation from parents/carers.

**APPENDIX 1: ATTENDANCE LEVELS**

|  |   |
|--|---|
| <b>99% &amp; 100%</b>  | Excellent   |
| <b>97% - 99%</b>   | Very good and at expected level<br>Keep it up   |
| <b>91% - 96%</b>   | <b>Careful</b> - Your child can't afford to have any more time off.<br>Try and get the % higher.<br><b>If not</b> , they could begin to struggle in their learning and will not achieve the progress they are capable of. |
| <b>Below 90%</b>   | This is the new threshold.<br>If you child's attendance is below 90% - your child is NOW known as a<br><b>P.A. Persistent Absentee</b>  |
| <b>85% - 90%</b>   | This could be up to 20 days = 4 weeks of learning missed by July!   |
| <b>Below 85%</b>   | This is completely unacceptable!<br>Your child has possibly <b>missed</b> up to <b>30 days</b> of school.<br>This is 6 weeks' worth of learning!  |
| <p><b>The LA can issue a fine to you if you do not get your child to school.<br/>As a parent/carer it is your responsibility to do this.</b></p> |   |
| <p><b>Give your child the start in life they deserve &amp; bring them to school.</b></p>   |   |

## APPENDIX 2: ATTENDANCE AND ABSENCE CODES

| Code   | Definition  | Scenario   |
|--|---|--|
| /  | Present (am)  | Pupil is present at morning registration   |
| \  | Present (pm)  | Pupil is present at afternoon registration   |
| L  | Late arrival  | Pupil arrives late before register has closed  |
| <b>Attending a place other than the 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 registered   | Pupil is attending a session at another setting where they are also registered   |
| <b>Absent – 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)   |
| 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> |   |   |
|--|---|---|
| <b>Q</b>   | 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  |
| <b>Y1</b>  | 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  |
| <b>Y2</b>  | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency   |
| <b>Y3</b>  | 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   |
| <b>Y4</b>  | Whole school site unexpectedly closed       | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)   |
| <b>Y5</b>  | Criminal justice detention                  | Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul> |
| <b>Y6</b>  | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law   |
| <b>Y7</b>  | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes   |
| <b>Absent – unauthorised absence</b>                                 |   |   |
| <b>G</b>   | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school  |
| <b>N</b>   | Reason for absence not yet established      | Reason for absence has not been established before the register closes  |
| <b>O</b>   | 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   |
| <b>U</b>   | 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>  |   |   |
| <b>Z</b>   | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered   |
| <b>#</b>   | Planned whole-school closure                | Whole-school closures that are known and planned in advance, including school holidays  |

**APPENDIX 3: NHS GUIDANCE – IS MY CHILD TOO ILL FOR SCHOOL?  
(April 2024, next review date is Apr 2027)**



**Is my child too ill for school?**

**It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.**

There are government guidelines for schools and nurseries about [health protection and managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

**What to do about other conditions**

**High temperature**

- If your child has a [high temperature](#), keep them off school until it goes away.

**Feeling anxious or worried**

It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.

- Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse. [Find information and advice about how to help children with anxiety](#)

**Coughs and colds**

It's fine to send your child to school with a minor [cough](#) or [common cold](#). But if they have a high temperature, keep them off school until it goes.

- Encourage your child to throw away any used tissues and to wash their hands regularly.

**Chickenpox**

If your child has [chickenpox](#), keep them off school until all the spots have crusted over.

- This is usually about 5 days after the spots first appeared.

**Cold sores**

There's no need to keep your child off school if they have a [cold sore](#).

- Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

**Conjunctivitis**

You don't need to keep your child away from school if they have [conjunctivitis](#), unless they are feeling very unwell.

- Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

## COVID-19

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

- Your child should try to stay at home and avoid contact with other people if they have [symptoms of COVID-19](#) and they either:
  - have a high temperature
  - do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

## Ear infection

- If your child has an [ear infection](#) and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

## Hand, foot and mouth disease

If your child has [hand, foot and mouth disease](#) but seems well enough to go to school, there's no need to keep them off.

- Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

## Head lice and nits

There's no need to keep your child off school if they have head lice.

- You can treat [head lice and nits](#) without seeing a GP.

## Impetigo

If your child has [impetigo](#), they'll need treatment from a pharmacist or GP, often with antibiotics.

- Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.
- Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

## Measles

If your child has [measles](#), they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily.

- Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

## Ringworm

- If your child has [ringworm](#), see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

## Scarlet fever

- If your child has [scarlet fever](#), they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.
- Your child can go back to school 24 hours after starting antibiotics.

## Slapped cheek syndrome (fifth disease)

- You don't need to keep your child off school if they have [slapped cheek syndrome](#) because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.

## Sore throat

- You can still send your child to school if they have a [sore throat](#). But if they also have a high temperature, they should stay at home until it goes away.
- A sore throat and a high temperature can be symptoms of [tonsillitis](#).



**Threadworms**

- You don't need to keep your child off school if they have [threadworms](#). Speak to your pharmacist, who can recommend a treatment.

**Vomiting and diarrhoea**

- Children with [diarrhoea or vomiting](#) should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

## **APPENDIX 4: LOCAL AUTHORITY SCHOOL ATTENDANCE PANEL**

### **What is the purpose of the School Attendance Panel meeting?**

The purpose of the School Attendance Panel meeting is for you and your child to meet with Representatives from the Local Authority to identify the reasons for absence and to work together to improve attendance.

### **What will happen at the School Attendance Panel meeting?**

The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A supportive action plan in the form of a parenting contract will be agreed.
- An attendance target for improvement will be set.
- The student's attendance will then be closely monitored for a period of 12 school weeks.

If the parent fails to attend without reasonable justification this could result in a Penalty Charge Notice being issued to parents/carers or court proceedings under the 'Single Justice' process. Under section 444, a Penalty Charge Notice will be issued for £60 to parents. This will be issued to both parents even if one of the parents does not live with the student. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. There is no right of appeal by parents against the penalty charge notice.

Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts with possible outcomes of a fine (maximum is currently £2,500), a community order or three months in prison.

### **What happens next?**

Whilst the intention of the School Attendance Panel meeting is that the child's attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Issuing Penalty Charge Notices: Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay the penalty charge notices in Sefton may result in prosecution.

Taking parents to court for unauthorised absence: Under the Education Act 1996 Section 444(1), the court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

Taking parents to court for persistent unauthorised absence: Under the Education Act 1996 Section 444(1A), the court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to three months.

Under the 1989 Children Act the Local Authority has the power to issue an Education Supervision Order (ESO) and place a child under their supervision on the grounds that the child is not being 'properly educated' and is in danger of 'significant harm'. The Local Authority can issue an order if the child is persistently absent from school. The Local Authority appointed 'Supervisor' can give 'directions' to the parents on how the child should be educated and work with the parent to ensure the child attends school regularly.

Under the 2003 Anti-Social Behaviour Act, if a student continues to have attendance issues after a parent has been convicted, the courts can also issue a Parenting Order. This legally requires the parents to participate in a programme of parenting support and counselling. If the unauthorised absence continues, a new case will be brought against the parent/s but previous parental failure to engage with the school and Local Authority can be cited.

## CHILDREN MISSING from EDUCATION (CME) SCHOOL FLOWCHART

Those children who do not arrive at school, there is no explanation for their absence and/or you suspect that the child is no longer at their home address.

**Within 10 school days that the child is missing, school should carry out the following searches.**

**Prioritise to day 1 or 2 of absence depending on level of concern for family or if there is definite knowledge of a move.**

- Contact parents/carers/ relatives/friends
- Contact siblings including in other schools
- Alert relevant school staff
- Check/review the S2S website
- Contact other relevant schools/professionals
- Visit home address

On Day 1 of absence, unless otherwise agreed, if a child has a Child Protection Plan, school should notify Social Care.

If school have safeguarding concerns, they should contact Brent Family Front Door

By Day 11 latest:

Refer to CME via [Education Welfare Service Referral Form](#).

Email [EWS.CME@brent.gov.uk](mailto:EWS.CME@brent.gov.uk) including the following:

- a) fully completed CME referral.
- b) attendance certificate.
- c) copies of any relevant documentation i.e. minutes of meetings, record of phone calls, emails or letters.

Record absence as unauthorised.

CME will:

- Record on CME register
- Carry out searches
- Liaise with school

**If child is found and the CME team have not contacted you, please let them know.**

**If child found by CME within 20 school days**

- CME will contact school to advise off-roll date and reason (if applicable)

**If child is missing after 20 school days**

- Contact CME for off-rolling advise
- Once discussed and agreed with CME, send school leaver form as per their instructions
- At the point of off-rolling, send CTF to the Lost Pupil Database (destination XXXXXXXX)

**When child is found after sending CTF to the Lost Pupil Database**

Please contact Brent [EWS.CME@brent.gov.uk](mailto:EWS.CME@brent.gov.uk) 0208 937 2255 who will retrieve the CTF from the Lost Pupil Database and forward to new school.

**APPENDIX 6: LEAVERS' FORM**



**LEAVING SCHOOL FORM FOR PARENTS**

School (please tick)

- Wembley High Technology College
- North Brent School
- East Lane Primary School

Please complete this form if your child is leaving the school (not at the end of Year 6 or 11) and return to the School Office. If you are not sure of these details yet, please let us know as soon as possible, and fill in this form as fully as you can before your child leaves.

The school is expected to transfer information as quickly as possible to the new school. If you do not provide information to us about where you are moving to, both the school and Local Authority (LA) have a safeguarding responsibility to make enquiries in an attempt to locate your child.

Action may include contacting social care or the police if your child's whereabouts are unknown. If we are unable to locate your child the LA will record their name on Brent's Children Missing from Education register.

---

NAME OF PUPIL

DATE OF BIRTH  CLASS

MY CHILD WILL BE LEAVING ON (date)

BECAUSE WE ARE:

|                          |                            |                      |
|--------------------------|----------------------------|----------------------|
| <input type="checkbox"/> | MOVING HOUSE               | <input type="text"/> |
| <input type="checkbox"/> | MOVING ABROAD              | <input type="text"/> |
| <input type="checkbox"/> | OTHER- PLEASE GIVE DETAILS | <input type="text"/> |

---

NEW ADDRESS:

Postcode:

WILL YOU KEEP THE SAME MOBILE PHONE NUMBERS? YES  NO

Please confirm your numbers, or list new numbers:

Mother's Mobile/Tel number:  Email:

Father's Mobile/Tel number:  Email:

**IT IS IMPORTANT THAT YOU EMAIL US THE NAME OF THE NEW SCHOOL**

**IF POSSIBLE, PLEASE GIVE US THE NAME, ADDRESS, AND PHONE NUMBER OF A FRIEND OR RELATIVE IN THE UK WHO IS NOT MOVING AND WHO WILL BE STAYING IN TOUCH WITH YOU.**

**WE WILL ONLY CONTACT THEM IF WE NEED INFORMATION ABOUT YOUR CHILD'S NEW SCHOOL AND CANNOT CONTACT YOU.**

NAME:  Tel:

ADDRESS:   
  
 Postcode:

**FULL NAME(S) of PARENT(S)/CARER(S). PLEASE PRINT NAMES AND SIGN**

Mother's Name:

Signature:

Father's Name:

Signature:

Other, state:

**THANK YOU FOR YOUR ASSISTANCE**

**FOR SCHOOL USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE**

.....

| <b>School use only: Please send completed form to CME: <a href="mailto:cme@brent.gov.uk">cme@brent.gov.uk</a></b> |        |                                     |        |
|---|--------|-------------------------------------|--------|
| New school details provided?  | Yes/No | New home address provided?          | Yes/No |
| Date confirmation requested   |        | LSF (Leaver School Form) completed? | Yes/No |
| Received confirmation?  | Yes/No | EWS sent? (if applicable)           | Yes/No |
| Head Teacher Signature  |        | Date:                               |        |

**APPENDIX 7: REASONS FOR DELETION OF A PUPIL FROM THE ADMISSION REGISTER**

| Reason for deletion  | Conditions for removal from roll   | Checklist   |
|--|--|---|
| (a) Local Authority has approved change of education provision for a pupil subject to a <b>School Attendance Order</b> | (i) The Local Authority has substituted the school named on the School Attendance Order with another school.<br><b>Or</b><br>(ii) School Attendance Order has been revoked on the grounds that child is receiving suitable education otherwise, not at a school.   | <ul style="list-style-type: none"> <li>• Approved by Local Authority prior to deletion</li> <li>• CTF Upload</li> <li>• SAM updated</li> </ul>  |
| (b) Pupil is <b>registered at another school</b> (no dual roll arrangement in place)                                   | Notification of school transfer and details of new school received from parents/carer. Placement start date confirmed by new school.   | <ul style="list-style-type: none"> <li>• School transfer and start date confirmed</li> <li>• CTF Upload</li> <li>• SAM updated</li> </ul>   |
| (c) Pupil on <b>dual roll has ceased to attend</b>   | Removal from roll has been agreed by the dual school. Where pupil remains on roll.   | <ul style="list-style-type: none"> <li>• CTF Upload</li> <li>• SAM updated</li> </ul>   |
| (d) Pupil receiving <b>education otherwise, not at a school</b> (Elective Home Education)                              | The parent has given the school written notification of their decision to home educate their child.  | <ul style="list-style-type: none"> <li>• CTF Upload</li> <li>• SAM updated</li> <li>• Referral to LA: EHE Referral Form</li> </ul>  |
| (e) Pupil has stopped attending and <b>home school distance is unreasonable</b> (use when child has left the country)  | <p>Primary school: Home-school distance is over two miles (walking distance).</p> <p>Secondary school: Home-school distance is over three miles <b>and</b> public transport journey time exceeds 75 minutes.</p>   | <ul style="list-style-type: none"> <li>• New address details/destination country recorded</li> <li>• CTF Upload</li> <li>• SAM updated</li> <li>• Referral to LA: CME Referral Form</li> </ul>                        |
| (f) Pupil has <b>failed to return following authorised extended exceptional leave of absence</b>                       | <p>(i) Pupil has failed to attend within the ten school days following expiry of extended leave.</p> <p><b>And</b></p> <p>(ii) There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause.</p> <p><b>And</b></p> <p>(iii) Both the school and the Local Authority have made reasonable enquires and failed to ascertain the child's whereabouts.</p> | <ul style="list-style-type: none"> <li>• Consult with EWO</li> <li>• CTF Upload</li> <li>• SAM updated</li> <li>• Referral to LA: CME Referral Form (except when child has moved outside England or Wales)</li> </ul> |
| (g) Pupil is <b>medically unfit</b> to attend school (certified by a relevant medical professional)                    | <p>(i) Pupil unlikely to regain fitness before reaching end of compulsory school age.</p> <p><b>And</b></p> <p>(ii) There is no indication of intentions to attend beyond compulsory school age.</p>   | <ul style="list-style-type: none"> <li>• CTF Upload</li> <li>• SAM updated</li> <li>• Referral to LA: CME Referral Form</li> </ul>  |
| (h) Pupil has been <b>absent continuously</b> for at least 20 school days  | <p>(i) Absences are all unauthorised.</p> <p><b>And</b></p> <p>(ii) There are no reasonable grounds to believe that the pupils is unable to attend due to sickness or any unavoidable cause.</p> <p><b>And</b></p> <p>(iii) Both the school and the Local Authority have made reasonable enquiries and failed to ascertain the pupil's whereabouts.</p>  | <ul style="list-style-type: none"> <li>• Consult with EWO</li> <li>• CTF Upload</li> <li>• SAM updated</li> <li>• Referral to LA: CME Referral Form</li> </ul>  |
| (i) Pupil has been given a <b>custodial sentence</b> for four months or longer as a result of a final order            | Formal notification received and approval from the YOS.  | <ul style="list-style-type: none"> <li>• Consult with YOS</li> <li>• CTF Upload</li> <li>• SAM updated</li> </ul>   |
| (j) Death of a pupil   | Formal notification received.  | <ul style="list-style-type: none"> <li>• CTF Upload</li> <li>• SAM updated</li> </ul>   |

|   |   |  |
|---|---|--|
| (k) <b>Child above statutory school age</b> | Neither child nor parent has indicated an intention for continued attendance.     | <ul style="list-style-type: none"> <li>• CTF Upload</li> <li>• SAM updated</li> <li>• Referral to the LA if the child is at risk of becoming NEET</li> </ul> |
| (l) <b>Permanent Exclusion</b>              | Deadline for independent appeal has expired or decision upheld at appeal hearing. | <ul style="list-style-type: none"> <li>• Approved by LA Exclusions Officer</li> <li>• CTF Upload</li> <li>• SAM updated</li> </ul>                           |