



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL



ATTENDANCE AND PUNCTUALITY POLICY

Date reviewed: Sept 2024

Date of next review: Sept 2025

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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.

Why attendance matters

At ELPS, 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

Attendance is ‘everyone’s business’ in school

The headteacher, staff and governors are committed to partnering with parents to promote full attendance and support every child's educational development.

Key people summary table

Name	Role	Responsibilities
Mr Adams	Attendance Champion	<ul style="list-style-type: none"> • Has oversight of attendance and academic achievement – 6-week cycle (triangulation of data). • Presents attendance data to HT. • Creates termly reports to LAB. • Creates termly reports to BoT. • Monitors impact of EWO service. • Ensures all staff receive training for improving student attendance (including training via National College). • Meets with parents for Exceptional Leave requests. • Meets with parents for persistent absences/poor punctuality. • Works with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. • Where out-of-school barriers are identified as a cause for absences, signposts and supports parents to access any required services in the first instance. If the issue persists, involve multi-agencies such as the LA. • Liaises with the SEND coordinator and the safeguarding coordinator to ensure sharing and triangulation of data. • Ensures cooperation with the SENDCo where required to put in place additional support and adjustments, such as an individual healthcare plan and, if applicable, ensures the provision outlined in the pupil's EHCP is accessed. • Ensures all school staff complete their attendance responsibilities in line with the school's policies and procedures.
Ms Malik	Attendance Administrator	<ul style="list-style-type: none"> • Completes daily DfE return. • Phone or e-mail parents of absent pupils. • Generates letters relating to attendance (see letter templates in the Appendices).

		<ul style="list-style-type: none"> • Generates the weekly attendance report for phase leaders before weekly phase assemblies (when attendance trophies are awarded). • Creates attendance certificates for pupils with 100% attendance at the end of each term. • Regularly monitors data to identify patterns and trends and understands which pupils and pupil cohorts to focus on for improving attendance/punctuality.
Mr Adams	Designated Safeguarding Leader	<ul style="list-style-type: none"> • Liaises with the Attendance Champion and investigates/ intervenes when attendance or poor punctuality becomes a safeguarding concern. • Where a vulnerable child also has a special educational need or disability, liaises with the SENDCo to provide support for the child and their family to improve attendance and/or punctuality. • Has oversight of attendance of vulnerable pupils.
Ms Kennedy	SENDCo and designated teacher for LAC	<ul style="list-style-type: none"> • Has oversight of SEND pupils' attendance and punctuality. • Provides targeted support to families of SEND pupils with poor attendance and punctuality. • Ensures close partnership with the Attendance Champion where required, and put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. • Considers additional support from wider services and external partners, making timely referrals. • For LAC, works directly with parents to develop good home-school links that support good attendance. Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance.
	Teachers	<ul style="list-style-type: none"> • Accurately complete admission and attendance registers.

		<ul style="list-style-type: none"> • Regularly monitor data to identify patterns and trends and to identify pupils with poor attendance/punctuality. • Inform LG of children who are consistently absent / late. <p>Develop and maintain a whole-school culture that promotes the benefits of good attendance.</p> <ul style="list-style-type: none"> • Report any reasons pupils disclose for their absence /lateness that is a cause for concern to Attendance Champion and safeguarding leader (if appropriate).
	Academy trustees and governing bodies	<ul style="list-style-type: none"> • Ensure school leaders fulfil expectations and statutory duties, including to provide staff training. • Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed, and help school leaders focus support on the pupils who need it. • Monitor and review attendance of the LAC cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.

At the end of each day, the Attendance Administrator populates a list of absent pupils and shares this with the teachers. This allows teachers to notice patterns in pupils' attendance. The Attendance Champion oversees attendance and receives a weekly report from the Attendance Administrator. The Headteacher keeps a weekly attendance and punctuality log which is displayed in the school office and updated daily by 9 a.m.

Processes for persistent absences, poor punctuality and unauthorised absences are detailed in the following pages.

Central to fostering good attendance is cultivating positive attitudes towards school and learning.

We are committed to maintaining high attendance by ensuring:

- We are a school that children want to come to – where pupils are treated with respect and are valued, where their needs are recognised and addressed, and where all can experience success.
- The Senior Leadership Team are visible at the start of the school day to greet and welcome pupils to the school, and are at hand at the end of the school day to speak to parents should an issue be brought to their attention.

- First interactions with teachers are positive, warm and friendly – teachers have well-planned and organised lessons.
- We provide a calm, orderly and safe environment for pupils– safeguarding in our school is outstanding and pupil voice and surveys reveal pupils are happy and feel safe. Pupils know that they can approach any teacher to discuss their worries, and can identify the safeguarding leads in the school.
- The curriculum is rich, interesting and engaging to motivate pupils to come to school to learn.
- A wide range of enrichment activities such as workshops and school trips are planned to supplement the curriculum, further providing pupil motivation to attend school.
- We consistently promote the benefits of, and reward, good attendance. This is through certificates, achievement points, class trophies and badges.
- We communicate attendance expectations clearly and consistently to parents: parents are aware of the school's attendance expectation and the processes for absences and poor punctuality.
- Poor punctuality is recorded (parents have to sign their child in/out at the school office), monitored and followed up by the Attendance Champion.
- Parents are aware that the school will take absences during term time very seriously and will escalate the case to the local authority should the absences be unauthorised.
- We systematically analyse attendance data to identify patterns to target improvement and work effectively with the local authority and other local partners to overcome barriers to attendance.
- That parents/carers know that Mr Adams is the Attendance Champion and can be contacted to help address attendance barriers.
- We support parents to make decisions regarding when their child should return to school following an illness, for example by referring them to school policy and NHS guidance on quarantine duration ([‘Is my child too ill for school?’](#) NHS guidance – See Appendix 11).

Training for teachers

Teachers receive training on improving attendance, delivered through National College courses. The courses include, but are not limited to:

- Supporting Pupil Attendance: Experience-Based Strategies to Address the Root Causes of Absence (for primary schools)
- Developing a Pupil-Focused Approach to Attendance and Persistent Absence (for primary schools)
- DfE Guidance on Working Together to Improve School Attendance

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 in the morning and afternoon for all pupils of compulsory school age who are on the school's admission roll.

The school overall attendance target is 97+%.

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

Expectations of teachers

All teachers are expected to:

- Register pupils accurately and efficiently at registration. This is within 10 minutes of the beginning of the school day, and then again after the end of lunch break.
- Report pupil attendance and lateness daily.
- Encourage pupils to attend school regularly and ensure all absences are accounted for.

Expectations of pupils

Pupils will be encouraged to:

- Attend school regularly.
- Inform staff if there is a problem that may lead to absences.

Expectations of parents/carers

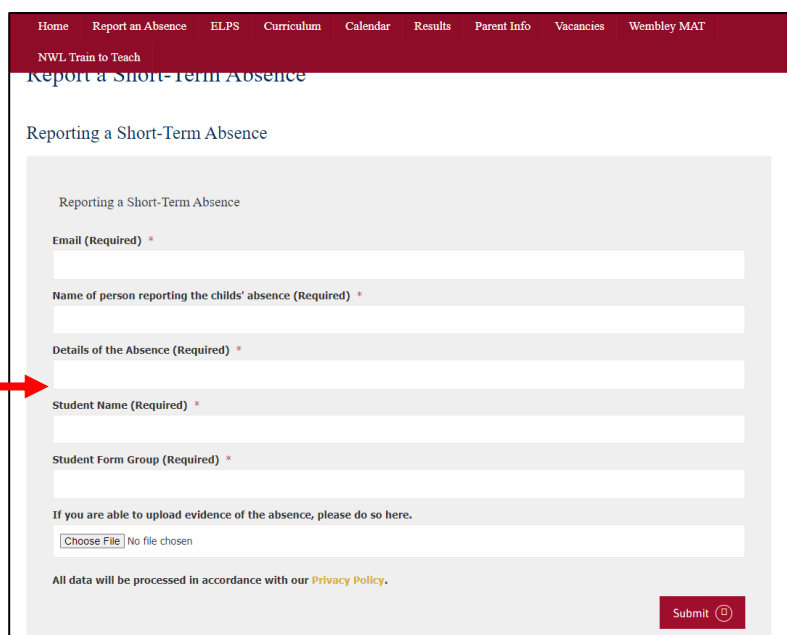
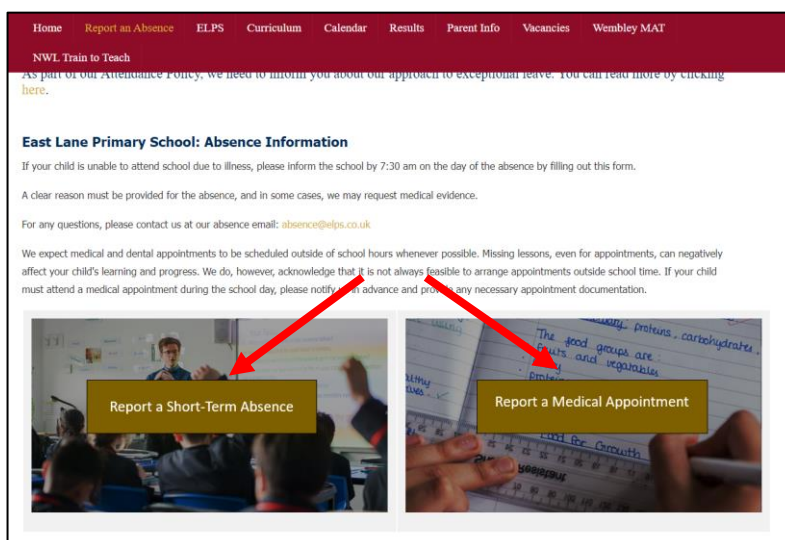
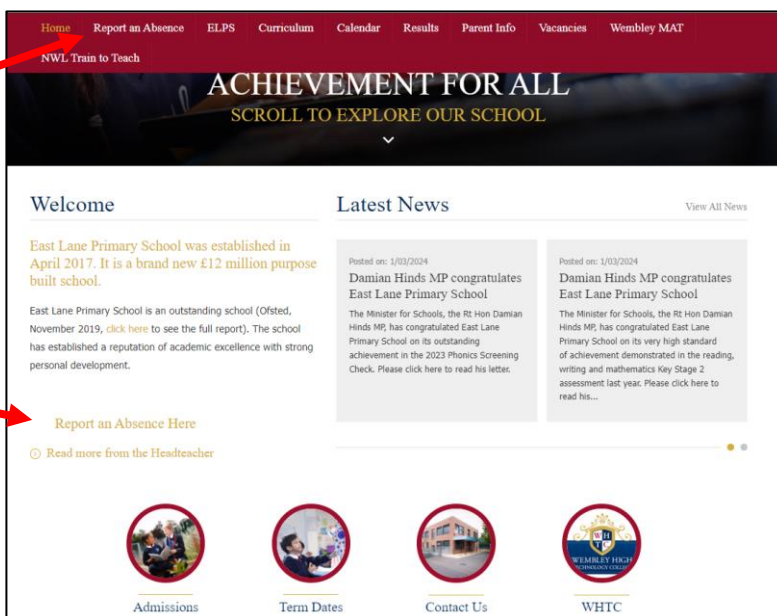
Parents/Carers will be asked to:

- Ensure your child attends school regularly. Absence should only happen when your child is significantly ill and there should be a symptom.
- Telephone or email on the first morning by 8:30 a.m. and each subsequent morning of absence unless the school attendance officer advises otherwise, informing us of the reason for absence; 'ill/unwell' is not sufficient.
- Make all non-emergency medical appointments out of school hours or during school holidays. If a medical appointment falls within the school day, provide evidence of the appointment and notify the school no less than 24 hours in advance.
- Provide medical evidence after the 2nd day of absence where the illness/absence is frequent or prolonged.
- Ensure we have your current contact numbers; this includes all telephone numbers, childminders and emergency contact details.
- Only request exceptional leave in exceptional circumstances and in advance.

The Attendance Champion (Mr Adams, the Senior Deputy Headteacher) will meet with the Attendance Administrator on a regular basis to discuss pupils causing concern and the action to be taken.

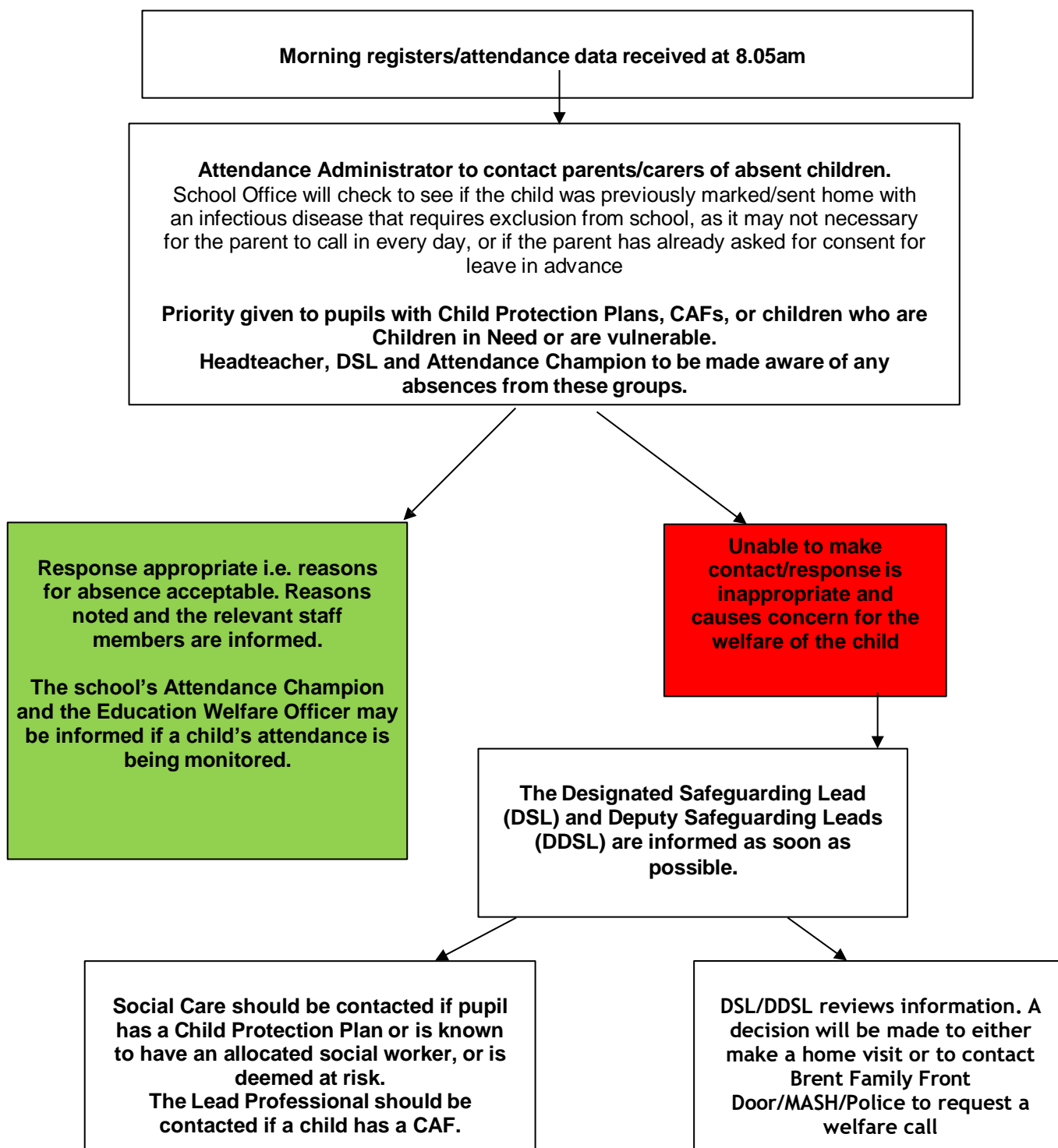
Reporting an Absence

All absences must be reported via 'Report an Absence' portal on the school website by 7:30 a.m. of each morning. For any queries, email absence@elps.co.uk



First Day Calling

'First Day Calling' is important because school absence and safeguarding are closely linked. This practice encourages good attendance helps monitor pupils' wellbeing and safety.



Analysing attendance data

The school Attendance Champion (AC) will analyse attendance and absence data weekly to identify pupils that need additional support with their attendance. This analysis will allow the school to provide targeted support to these pupils and their families. The AC will have an overview of attendance in the school and can look at historic data (pupils' attendance in previous terms and years) to support the

identification of emerging patterns of attendance and absences. From this, the AC can develop strategies to appropriately address these patterns.

The AC will also share the data with staff members concerned; this targeted approach involves providing regular attendance reports to class teachers and other school leaders to facilitate discussions with pupils and their families. The AC will oversee, monitor and evaluate the impact of any interventions put in place in order to assess their effectiveness in improving attendance, modify them where needed, and use the data to inform future strategies.

Arrangements for monitoring and evaluation

The school will:

- Follow up unexplained absences by phone call, email, text message and letters, as necessary.
- Telephone all listed contacts on a pupil's records if the number one contact is unobtainable.
- Remind parents/carers of the importance of regular attendance and punctuality via newsletters and the school website.
- Ensure parents know how to access their child's attendance record on SIMS.
- Publish each child's attendance rate on her/his Annual School Report (Reception– Year 6).
- Inform parents if we have concerns regarding their child's attendance and punctuality. Children with 90% attendance or less, whatever the reason for the absence, are classified as persistent absentees.
- Meet half termly with the Local Authority School Attendance Officer to discuss attendance that is a cause for concern.

When attendance becomes a concern

The school will:

- In the first instance, send a Stage 1 Attendance Letter (Appendix 2) via email to all pupils whose attendance drops below 97%. A Stage 2 Attendance letter is sent if attendance continues to fall (Appendix 3). If attendance then falls below 90%, the school will send, via email, a Stage 3 Attendance Letter.
- If the attendance does not improve, make an immediate referral to the Local Authority Attendance Officer to highlight the child's attendance concerns.

Persistent Absence

Once a child's attendance falls to 90% for whatever reason, he/she is automatically defined by the Department for Education (DfE), irrespective of the reason for absence, as a Persistent Absentee.

Persistent absence is a serious problem for pupils. Much of the work they miss when they are off school is never made up; these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE. (*Appendix 1: School attendance in the real terms*).

Persistent absence is well below our expectations and, as such, the school will work in partnership with the parent to improve matters. In some cases, parents might be invited to agree a 'Parenting Agreement/Contract/Attendance Improvement Plan' with the school as a way of managing improvement.

Authorised Absence

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill and the school has been notified.

Other authorised absences, such as for a family bereavement or for religious observance are classed as exceptional leave and a form must be completed for the absence to be authorised.*

Where a family has suffered bereavement within the extended family, 2 days will be authorised leave and any subsequent days will be recorded as unauthorised, unless an arrangement has been made with the school.

In addition to the exceptional leave form, the school will require copies of documentation to support your application of exceptional leave, e.g. copies of flight tickets, medical letters, etc.

**If you wish to apply for exceptional leave you will need to request a form from the school office and provide evidence for the exceptional absence.*

Please note that the outcome of a request for absence is only granted after a meeting with the Attendance Champion.

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.

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.

Term Time Exceptional Leave of Absence

Amendments to the 2006 School Attendance Regulations make it clear that a Headteacher may not grant any exceptional leave of absence during term time for holidays. Exceptional leave is only granted in exceptional circumstances (e.g. if there is an emergency) at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. There is no entitlement to time off during term time.

If you wish to apply for exceptional leave you will need to request a form from the school office via email and provide evidence for the exceptional absence.

Please note that absence taken which has not been authorised could be liable for a fixed penalty fine by the local authority and that extended absences without permission may put your child's place at East Lane Primary School at risk.

Children Missing Education

In accordance with the DfE Children Missing Education Statutory Guidelines 2016, schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register after making 'reasonable enquiries' to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Monitoring attendance is an essential part of safeguarding children at East Lane. 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.

See Appendix 7 for the CME flowchart.

Attendance Rewards

We celebrate 100% attendance each term by awarding every child with a certificate and a badge. During Phase Assemblies, trophies are awarded to the class with the highest attendance of the week.

Punctuality

It is important to be on time as the first part of the school day is used to give out instructions or organise school-work for the rest of the day.

School Times

7:50 am – 2:30 pm

(33 hours 20 mins per week)

Late Arrivals

From 8:00am the pedestrian gates will be closed – any pupil who is late will be sent to the school office where their parent/carer must sign them in. Parents/carers will later have a message on SIMS of their child's lateness for their record.

Children that are not in class on time for the register will be marked late (L code). All gates will be closed at 8:00am and registers taken at 8:05am. By 08:10 the Attendance Administrator creates the absence list and checks are conducted before calling parents/carers for reasons for absence.

Parents remain responsible for their child's punctuality. Late arrival after registration closes at 8:05 a.m. will be marked as 'Late' (L code). You will be asked to provide a reason when you bring your child to the school office. Consistently arriving late to school can have longer-term academic effects. Late arrivals are disruptive to the whole class and is often embarrassing for the child.

All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information can be made available to the courts in the form of a report should a prosecution be the outcome of repeated lateness.

Families of children who receive more than 5 late marks per half term will receive a warning letter (See Appendix 4). Persistent lateness will be referred to the Local Authority Attendance Officer. A meeting may also be arranged with the Attendance Champion (Mr Adams, Senior Deputy Headteacher).

See the full list of register attendance and absence codes in the Appendix.

Collection from School

Please collect your child promptly at the end of the school day or from any after school activity. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety i.e. the local police station. We will share concerns with other agencies including the Brent Family Front Door (formally Social Services). If you are running late or unavoidably delayed, please keep the school office informed.

Pick Up Arrangements

Please inform the school office at the start of the school day if there are any changes to your regular pick up arrangements. This can be done or via email to the school office.

Leavers

If your child is leaving our school (other than to go to High School) parents are asked to complete a Leavers Form (Appendix 8) available by request via email from the school office. This asks for comprehensive information about new school details, address details and a leaving date.

Child Missing Education

When pupils leave and we do not have information about where they have gone, they are considered to be a 'Child Missing Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Brent MASH/ Brent Family Front Door, Educational Welfare Service, the Police and other services to try and locate your child. By giving us the above information, these investigations can be avoided.

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 9 for reasons for deletion of a pupil from the admission register.

Legal Note

Parents have a legal duty to ensure the regular and full-time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the DFE (Department for Education) and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if these absences continue.

Appendix

Appendix 1: Attendance Levels

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



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Appendix 2: Attendance letter: Stage 1

Date:

Re: Child name and class

Current Term Attendance: %

Dear Parent/Carer,

I am writing to express my concern at your child's attendance level. The school expects each pupil to meet the attendance target of 97% and above. It is essential that your child meets the School's expectations in regards to attendance to ensure that they can achieve their full potential here.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

Government research tells us there is a high correlation between attendance and academic attainment. Please be advised that under **Section 7 Education Act 1996**, **parents have a duty to secure a full-time education for their children of compulsory school age whether at school or otherwise.**

The school will no longer be able to authorise absences without sufficient evidence. Whilst I understand that absences are sometimes unavoidable, **please arrange medical and dental appointments outside of school hours** and try to minimise any periods of absence. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents in their decision making about mild illness. Even when absences are authorised by the School, they will still affect your child's attendance level.

If your child's attendance continues to fall, you will be required to attend a meeting at the school. If you are experiencing any difficulties that may be affecting your child's attendance, please contact Mr Adams or Ms Malik to discuss this.

Thank you for your cooperation.

Yours sincerely,

Mr Adams

Senior Deputy Headteacher



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Appendix 3: Attendance letter: Stage 2

Date:

Re: Child name and class

Current term attendance: %

Dear Parent/Carer,

According to our records your child's attendance has dropped to ----- %. This is equal to {#} days of school missed, or {#} lessons missed, so far this school year.

The East Lane Primary School attendance target for this academic year is 97%.

Any child with attendance lower than 90% is considered to have persistent absence and is referred to the Local Authority.

Thank you for communicating with the school about your child's absence. We shall now be asking you to provide medical evidence when your child is unable to attend the school due to illness. This can be a prescription, hospital letter or GP appointment text.

Please remember that we are able to administer antibiotics in school.

East Lane Primary School reserves the right to unauthorised absences when dates are frequently connected to weekends/school holidays or late marks occur after the register has closed.

Please contact us if there are any particular circumstances which have had or might continue to have a bearing on your child's attendance and punctuality.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Yours sincerely,

Mr Adams

Senior Deputy Headteacher



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Appendix 4: Punctuality letter

Date:

Re: Child name and class

Punctuality Concern

Dear Parent/Carer,

According to our records, your child has arrived late to school on ----- occasions so far this term/academic year. Frequent lateness is detrimental to your child's education by creating gaps in his/her learning and is disruptive to the continuity of learning for the whole class.

Please support your child to establish good habits in order to access the full curriculum and reach his/her potential. Your child should arrive in school by 7:55 am.

Learning begins immediately after registration and children can quickly fall behind. Even one missed day or lesson can make it hard to catch up.

If you are experiencing any difficulties, please get in touch and we will do our best to support you and your family so that your child can arrive in school on time.

Thanking you in advance for your efforts and cooperation in this matter.

Yours sincerely,

Mr Adams

Senior Deputy Headteacher

Appendix 5: Praise letter

Date:

Re: Child name and class

Improvement in attendance

Dear Parent/Carer,

It is with great pleasure to inform you of the big improvement in your child's attendance. According to our records, your child's attendance is now at -----%.

By consistently attending school, your child benefits from the valuable educational opportunities our curriculum has to offer and develops important life skills such as responsibility, resilience, respect, and a positive attitude to learning.

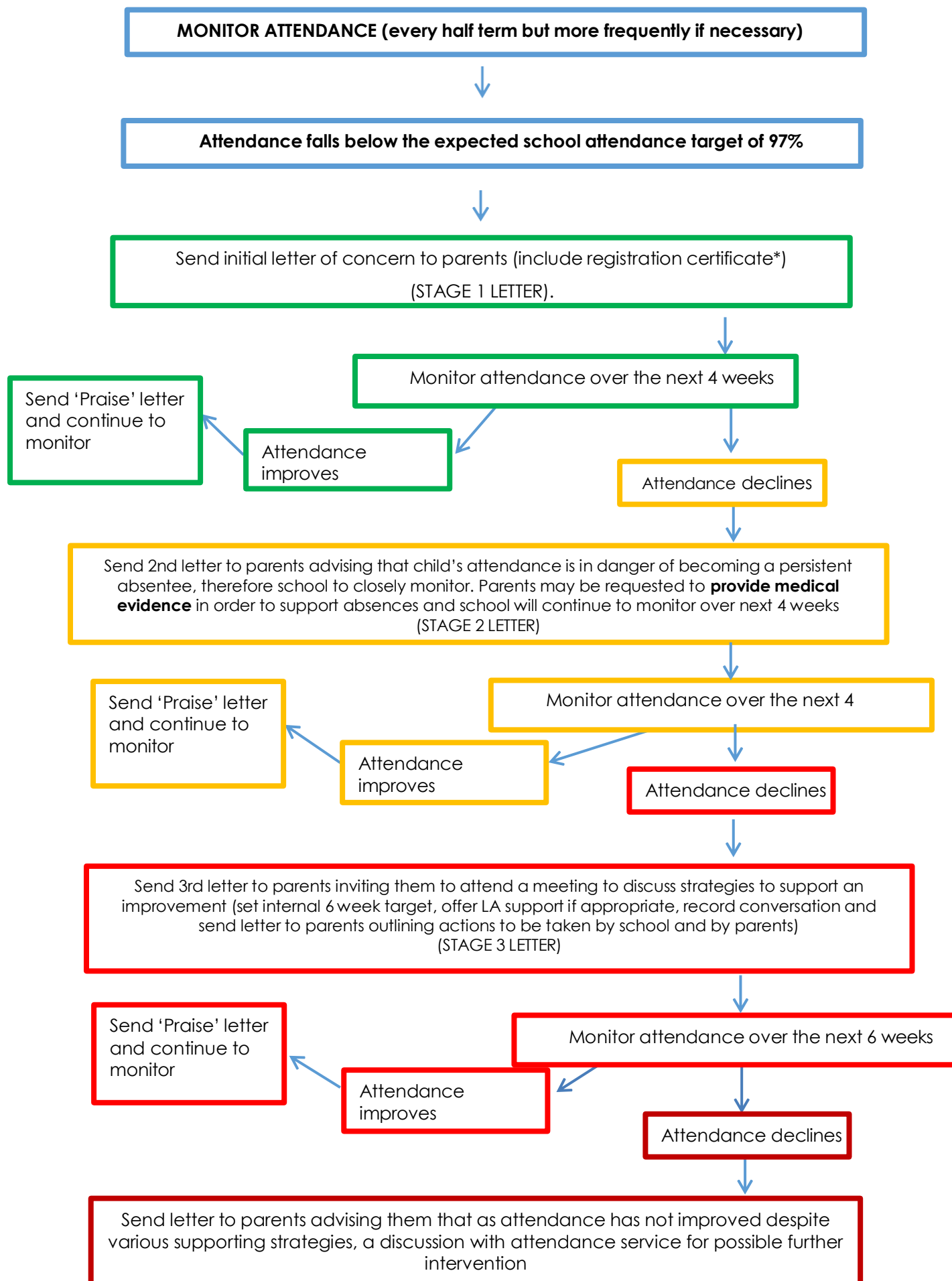
Thank you for your continued effort and cooperation in this matter.

Yours sincerely,

Mr Adams

Senior Deputy Headteacher

Appendix 6: Flowchart for attendance monitoring (escalation process)



Appendix 7: CME flowchart

CHILDREN MISSING from EDUCATION (CME) SCHOOL FLOWCHART

Those children who do not arrive at school, there is no explanation for their absence and 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 including the following:

- fully completed CME referral.
 - 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 0208 937 2255 who will retrieve the CTF from the Lost Pupil Database and forward to new school.

Appendix 8: 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, 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

.....

School use only: Please send completed form to CME: cme@brent.gov.uk			
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 9: 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 School Attendance Order	(i) The Local Authority has substituted the school named on the School Attendance Order with another school. Or (ii) School Attendance Order has been revoked on the grounds that child is receiving suitable education otherwise than at school.	<ul style="list-style-type: none"> • Approved by Local Authority prior to deletion • CTF Upload • SAM updated
(b) Pupil is registered at another school (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"> • School transfer and start date confirmed • CTF Upload • SAM updated
(c) Pupil on dual roll has ceased to attend	Removal from roll has been agreed by the dual school. Where pupil remains on roll.	<ul style="list-style-type: none"> • CTF Upload • SAM updated
(d) Pupil receiving education otherwise than at school (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"> • CTF Upload • SAM updated • Referral to LA: EHE Referral Form
(e) Pupil has stopped attending and home school distance is unreasonable (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 and public transport journey time exceeds 75 minutes.</p>	<ul style="list-style-type: none"> • New address details/destination country recorded • CTF Upload • SAM updated • Referral to LA: CME Referral Form
(f) Pupil has failed to return following authorised extended exceptional leave of absence	(i) Pupil has failed to attend within the ten school days following expiry of extended leave. And (ii) There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause. And (iii) Both the school and the Local Authority have made reasonable enquires and failed to ascertain the child's whereabouts.	<ul style="list-style-type: none"> • Consult with EWO • CTF Upload • SAM updated • Referral to LA: CME Referral Form (except when child has moved outside England or Wales)
(g) Pupil is medically unfit to attend school (certified by a relevant medical professional)	(i) Pupil unlikely to regain fitness before reaching end of compulsory school age. And (ii) There is no indication of intentions to attend beyond compulsory school age.	<ul style="list-style-type: none"> • CTF Upload • SAM updated • Referral to LA: CME Referral Form

<p>(h) Pupil has been absent continuously for at least 20 school days</p>	<p>(i) Absences are all unauthorised. And (ii) There are no reasonable grounds to believe that the pupils is unable to attend due to sickness or any unavoidable cause. And (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"> • Consult with EWO • CTF Upload • SAM updated • Referral to LA: CME Referral Form
<p>(i) Pupil has been given a custodial sentence for four months or longer as a result of a final order</p>	<p>Formal notification received and approval from the YOS.</p>	<ul style="list-style-type: none"> • Consult with YOS • CTF Upload • SAM updated
<p>(j) Death of a pupil</p>	<p>Formal notification received.</p>	<ul style="list-style-type: none"> • CTF Upload • SAM updated
<p>(k) Child above statutory school age</p>	<p>Neither child nor parent has indicated an intention for continued attendance.</p>	<ul style="list-style-type: none"> • CTF Upload • SAM updated • Referral to the LA if the child is at risk of becoming NEET
<p>(l) Permanent Exclusion</p>	<p>Deadline for independent appeal has expired or decision upheld at appeal hearing.</p>	<ul style="list-style-type: none"> • Approved by LA Exclusions Officer • CTF Upload • SAM updated

Appendix 10: Attendance and absence codes

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
Attending a place other than the school		
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
Absent – leave of absence		
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
Absent – other authorised reasons		
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
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 11: 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).