Attendance Policy

Berkhamsted Prep and Pre-Prep

Berkhamsted Senior Schools & Sixth

Heatherton

<u>Revision and Terminology:</u> Please refer to the School's Policies Policy.

Policy owner:	Vice Principal
Type of policy:	Regulatory
Regulatory Body:	Department for Education; Independent Schools Inspectorate
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Linked Policies:	Child Protection and Safeguarding Children Looked After Health and Safety Missing Persons Expulsion and Required Removal

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Scope of this policy

1.1 Berkhamsted Schools Group acknowledges its continuing responsibility proactively to manage and improve attendance across the school community. Attendance is the essential foundation to positive outcomes for all pupils, and improving attendance is everyone's responsibility.

1.2 Daily registration is a legal requirement and must be done accurately, and attendance registers are legal documents. A pupil's name may not be deleted from the attendance register unless it has also been marked as a 'leaver' in the admissions register.

1.3 Berkhamsted Schools Group has excellent levels of attendance for individual children.

1.4 Children who attend school regularly and punctually are best able to take full advantage of the educational opportunities available to them and the vast majority of our pupils fall into this category.

1.5 This Attendance Policy is intended to guide, assist and empower Berkhamsted Schools Group to maintain the excellent levels of attendance and to meet the responsibility to provide an agreed framework within which consistent practices and procedures can be applied. Parents will be directed towards this policy when their child(ren) join the School and when there are major revisions.

2 Our aim

2.1 Berkhamsted Schools Group will work in close partnership with parents, pupils, and if necessary, the Local Authority (see Appendix Seven), in order to maintain excellent levels of school attendance and punctuality for all pupils.

2.2 The School aims to develop and maintain a whole school culture that promotes the benefits of good attendance through the following actions:

2.2.1 Setting high expectations for every pupil in relation to punctuality and attendance

2.2.2 Communicating these expectations clearly and consistently to pupils and parents

2.2.3 Appreciating that attendance cannot be seen in isolation, and the foundation to good attendance is the creation of a calm, orderly, safe and supportive environment for all pupils to learn and thrive

2.2.4 Systematically monitoring and analysing attendance data to identify patterns and trends, target improvement efforts and put effective strategies in place

2.2.5 Building strong relationships with families to understand barriers to attendance and working with families to remove them

2.2.6 Working effectively with the local authority and other local partners where necessary to overcome barriers to attendance when necessary

3 **Punctuality**

3.1 The School takes active steps to encourage excellent levels of punctuality. Lateness is monitored and followed up by Heads of House/Tutors (Senior and Sixth) and Form teachers (Preps).

3.2 School documentation clearly states the time at which each school session begins and finishes, including the time at which registers open and close (see appendices).

3.3 When a pupil arrives late and the register is still open, s/he will be marked as 'late' but counted as present for that session.

3.4 When a pupil arrives after the register has closed and provides a satisfactory explanation, s/he will be marked as 'authorised absent' for that session.

3.5 When a pupil arrives after the register has closed and fails to provide a satisfactory explanation, s/he will be marked as 'unauthorised absent' for that session.

3.6 When a pupil arrives late having missed registration, reception staff update ISAMS accordingly.

3.7 Please see Appendix One for a list of codes used for registration purposes.

4 **Rationale and School Responsibilities**

4.1 The Governors have a statutory responsibility to monitor and authorise absence. Within Berkhamsted Schools Group, this responsibility is delegated to the Headteachers.

4.2 The Vice Principal is the Senior Leader responsible for the strategic approach to attendance across the Berkhamsted Schools Group.

4.3 Each Headteacher has overall responsibility for managing pupil attendance in their School. Administrational responsibility for how procedures are carried out on a daily basis can be delegated (for example to the Attendance Officer in Senior/Sixth).

4.4 The Health and Safety Officer is also an important stakeholder. In the event of a fire drill or other emergency situation, the School must be able to carry out an immediate headcount to ascertain the number of pupils physically present on site. Please see the Health and Safety Policy for further information.

4.5 The School is responsible for supporting the attendance of our pupils and for dealing with barriers to accessing education that may lead to non-attendance. If attendance falls below 85% then the steps outlined at 4.17 below will be followed.

4.6 Registration data will be available for Inspection when required and the Vice Principal will be responsible for providing data for inspections (although this may be delegated to the Educational Compliance Manager). The DfE requires us to maintain and share pupil attendance statistics; registers are subject to inspection by HMI, Ofsted or ISI. The School reports annually to the Governing Body's Education Committee on Pupil Absence.

4.7 The School analyses attendance data to monitor attendance patterns and trends across the Group and to ensure that its efforts to improve attendance are directed, and appropriate support is provided, to those pupils / families and pupil cohorts most in need of assistance.

4.8 The Head of House (or a House Tutor) or Form Teacher is responsible for ensuring that pupils have registered

4.9 Heads of House/Tutors (Senior and Sixth)/Form teachers (Preps) will deal with parents and pupils over issues related to attendance and punctuality in the first instance. Any such issues will be followed up with Deputy Heads and Headteachers, if required. Please see Appendix Two for contact details of the relevant staff for each part of the School.

4.10 Heads of House/Tutors (Senior and Sixth)/Form teachers (Preps) should therefore:

4.10.1 Monitor and deal appropriately with lateness, using the range of available sanctions (such as detentions).

4.10.2 Monitor and deal appropriately with persistent failure to Register.

4.10.3 Monitor and respond to pupil absence without notification - please refer to the Missing Persons Policy in the case of unexplained absences.

4.11 A pupil's individual circumstances are always taken into consideration wherever there are attendance and punctuality issues.

4.12 Where attendance becomes an issue, this will be managed by Assistant Heads/Heads of House/Tutors (Senior and Sixth) or Form teachers (Preps) in the first instance, with support from Deputy Heads, Headteachers, The Learning Support Department and the well-being team (Deputy Head Pupil Wellbeing, Counsellors, School Nurses and Chaplaincy), as appropriate.

4.13 The School's attendance procedures can be adapted to reflect the specific needs of CLA and PLA pupils. Where there is a concern about attendance or punctuality the School will contact the carer, social worker and other professionals including the Virtual School, as an early intervention. This contact will be made by the Designated Teacher for CLA and PLA having liaised with the pastoral team as outlined in 4.12 above. For more details about CLA and PLA pupils, see the Children Looked After Policy.

4.14 The School's attendance procedures can be adapted to reflect the specific needs of pupils who face particular barriers to attending such as long term medical issues, anxiety or Emotionally Based School Avoidance issues.

4.15 Where there has been long term absence for any reason, a re–integration plan will be developed with the pupil, the parents, the Assistant Head/Head of House/Form Teacher, and a Deputy Head or Headteacher. Members of the Wellbeing team may be involved and the School will engage with external agencies as required.

4.16 In the event of attendance that falls below 90% over the course of a half-term, parents may be written to by the Headteacher to alert parents to the low attendance and signpost support for the child and family.

4.17 In the event of attendance that falls below 85% over the course of a half-term, the

Deputy Head or Headteacher of the School should (subject to case-by-case evaluation):

4.17.1 arrange a meeting between the Assistant Head/Head of House/Form Teacher, the parents, and the pupil.

4.17.2 offer specific support to parents and individual pupils, either at school or elsewhere e.g. involvement of Child and Adolescence Mental Health Service (CAMHS).

4.17.3 facilitate case conferences and other meetings between all involved directly in the care of the pupil.

4.17.4 enable the pupil and parents to access appropriate support from other services and agencies through the use of Integrated Practice/Common Assessment process, via the DSL.

4.18 The School seeks to build relationships with families, listen to and understand barriers to attendance and work with pupils and families to remove them. However, where support provided by the School is not appropriate (e.g., for an unauthorised holiday in term time), or is not successful or is not engaged with, support may be formalised in conjunction with the local authority and/or other sanctions will be sought. Please see section 8 and Appendix Seven below.

4.19 As pupils move between Key Stages, there is an appreciation of the insecurity and concern that may accompany such change. Clear induction programmes run to make transitions between schools as easy as possible.

4.20 If the School is told that a pupil is leaving to attend another school, the Headteacher of the relevant school should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school.

4.21 If the Headteacher is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be discussed with the Designated Safeguarding Lead (DSL) and drawn without delay to the attention of the Children Missing Education Officer in the relevant local education authority: csf.cme@hertscc.gov.uk childrenmissingeducation@buckscc.gov.uk

4.22 Please refer to the Policy and Procedures for Safeguarding and Child Protection for further details.

5 Authorising Absence and Approved Educational Activity

5.1 The fact that a parent has provided a note or other explanation (through the School's Parent Portal) in relation to a particular absence does not, of itself, oblige the School to accept it.

5.2 Absence should be authorised if:

5.2.1 the pupil is absent with permission from the Headteacher (or, in the Senior

Schools, the Assistant Head / Head of House for absences less than half a day). Depending on the circumstances, this will be recorded as code C or the relevant specific code as set out below and in Appendix 1.

5.2.2   the pupil is ill (code I), attending a medical or dental appointment (code M), or prevented from attending by any unavoidable cause (code Y);

5.2.3   the absence occurs on a day exclusively set aside for religious observance (code R);

5.2.4   there is a family bereavement (code C);

5.2.5   a pupil is granted study leave (code S);

5.2.6   leave of absence is granted for a family holiday in accordance with the school policy outlined below (code H).

5.3   Absence should be unauthorised if no explanation that is deemed sufficient by reference to the above list, is forthcoming.

5.4   Pupils who are engaged in off-site educational activities which meet the criteria for "approved educational activity" (see section 5.5 below) should be recorded as absent due to an approved educational activity.

For example, a pupil should be recorded as absent due to an approved educational activity if they are on or at:

5.4.1   a field trip or educational visit (code V);

5.4.2   an approved sporting activity (code P);

5.4.3   an interview with a prospective employer, university, college, or another school (code J);

5.4.4   a taster day at another school (code B);

5.4.5   (Y10 and Y11 pupils) an approved work experience placement (code W).

5.5   The key features of approved educational activity are that it is:

5.5.1   educational and directly linked to the School's programme;

5.5.2   approved by the School;

5.5.3   supervised by the School or someone authorised by School.

5.6   For pupils of compulsory school age, if a pupil is recorded as absent to attend an approved educational activity, the school must record the nature of the activity.

5.7   For the avoidance of doubt, "Study leave" is not an approved educational activity and will be recorded as Study Leave (code S).

5.8   For Sixth Form students:

5.8.1   it is current practice to allow two term-time days per academic year for university Open Days. These are not within the criteria for approved educational activity, but if approved in accordance with the school's guidelines this absence

will be recorded as Authorised Absence (code C).

5.8.2   for Y12 and Y13 students undertaking work experience, they are encouraged to organise this in the school holidays where possible. If undertaken during term time this will be subject to the guidelines governing the number of permissible absences for such activities. Absence to attend work experience in term time will be recorded as work experience (code W).

5.8.3   if a student is at home to undertake private study in study periods (subject to having prior permission from the Head/Deputy Head of Sixth and parents), this does not fall within the criteria for approved educational activity and will therefore be recorded as Authorised Absence (code C).

6   Family Holidays and Extended Trips Overseas During Term Time

6.1   The School actively discourages parents from arranging term time holidays because it is disruptive to the education of pupils. Parents are reminded that they cannot expect leave of absence for the purpose of a holiday to be granted as of right, and any permission is at the discretion of the Headteacher or the Principal. **Please note that this also applies to boarding pupils, who are expected to arrive in time for the start of term and to depart after the end of term.**

6.2   The School will <u>NOT</u> authorise absence for family Holidays (other than in exceptional circumstances or for religious festivals).

6.3   A standard letter will be sent to parents who request leave of absence due to family holiday – **please see Appendix Six**.

7   Unauthorised Absence

7.1   In cases of unauthorised absence, the pupil has responsibility to catch up on any work missed. The School will not set work or mark work completed by pupils during an unauthorised absence or provide additional support or tuition on their return.

7.2   In the case of unauthorised absence during School examination periods, internal examinations will not be set at an alternative time.

8   Extended Unauthorised Absence

8.1   Schools are required to inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission (see Appendix 7). In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at effecting a

return to satisfactory school attendance, the DSL will seek advice from the relevant local authority.

8.1.1 This may result in legal proceedings on the grounds that no other course of action is available and the pupil will be removed from the School and identified as a "Child Missing from Education".

8.1.2 If a student is deleted from the school register when the next school is not known, the School is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives. See Policy and Procedures for Safeguarding and Child Protection for further information.

8.2 Extended unauthorised absence (truancy) will be considered persistent misconduct, which may result in sanctions, including the Required Removal of the pupil concerned. (See Expulsion and Required Removal Policy).

8.3 For more information about the role of the Local Authority please refer to Appendix Seven.

9 Responsibilities – Parents and Carers

9.1 Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age. Parents are responsible for ensuring that their children attend and stay at school.

9.2 Parents should:-

9.2.1 ensure that their children arrive at school on time, properly dressed and ready to learn.

9.2.2 instil in their children an appreciation of the importance of attending school regularly.

9.2.3 impress upon their children the need to observe the School's Code of Conduct. This includes the need to follow the School's registration procedures.

9.2.4 take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings.

9.2.5 work in partnership with School to resolve issues which may lead to non-attendance.

9.2.6 notify School using the Parent Portal by 8.30am if their child is absent and also provide an explanation on the first day of any absence (and for any other subsequent day or period). If it is known that the absence will be for longer than one day, parents should specify this in their initial notification to the school.

9.2.7 avoid arranging medical/dental appointments during school hours if feasible.

9.2.8 avoid booking holidays during term time (please see Section 6 above).

9.3   Parents should inform the Form teacher or Head of House as soon as possible if a pupil is absent (using the Parent Portal), explaining the absence before the registration session to be missed.

9.4   Appointments outside of school (e.g. doctor, dentist, orthodontist)

9.4.1   Parents must inform the School in advance using the Parent Portal of any appointments, giving approximate times of leaving and returning to school.

9.5   The school may ask parents to provide a written note explaining a child's absence from school. In most cases, this should be sufficient evidence for the school to authorise the absence. In some cases, the School may request supporting evidence. For example, a prescription or an appointment card, or a GP letter.

APPENDIX ONE: Berkhamsted Schools Group Registration Codes

The following registration codes are used across Berkhamsted Schools Group (whether registration is processed electronically or manually):

**/ **   present (/ is present at start of morning session; \ is present at start of afternoon session)

A   on site educational events *(e.g., out of lessons for a conference)*

B   receiving part-time education elsewhere/offsite

C   **authorised circumstances** *(compassionate leave, driving test etc.)*

D   dual registration (registered at another school)

E   external exclusion *(temporary and permanent)*

F   internal suspension

G   family holiday ***(NOT agreed)***

H   family holiday *(agreed)*

I   **illness** *(NOT medical or dental etc. appointments)*

J   interview

K   music/LAMDA/drama lesson

L   late

M   **medical/dental appointments** *(NB. The code will change to L when pupils arrive mid-session)*

N   no reason yet provided for absence

O   unauthorised absence (not covered by any other code/description)

P   approved sporting activity

Q   with Nurse / at Medical Centre

R   religious observance

S   study leave

U   off games

V   educational visit or trip

W   work experience

X   non-compulsory school age absence

Y   unable to attend due to exceptional circumstances *(e.g., school closed due to snow)*

Z   pupil not yet on roll

school closed to pupils (planned in advance, e.g. INSET days)

APPENDIX TWO: Contact details for staff dealing with attendance matters

The Senior Leader with strategic oversight of attendance across the Berkhamsted Schools Group is Andrew Ford, Vice Principal - AFord@berkhamsted.com, 01442 358068

For day-to-day attendance issues the relevant contact is the pupil's **Head of House or Tutor (Senior & Sixth)** or **Form Teacher (Preps)** - contact details can be found in the School Information section of the Parent Portal.

For more detailed support on attendance matters the first point of contact is the relevant Headteacher:

Sixth	MWalker@berkhamsted.com sixth@berkhamsted.com 01442 358052
Girls	PAKings@berkhamsted.com girls@berkhamsted.com 01442 358161
Boys	THadcroft@berkhamsted.com boys@berkhamsted.com 01442 358031
Prep	PrepHead@berkhamsted.com prep@berkhamsted.com 01442 358201
Pre-Prep	PrePrepHead@berkhamsted.com preprepoffice@berkhamsted.com 01442 358188
Heatherton	Head@Heatherton.com office@heatherton.com 01494 726433

APPENDIX THREE: Pre-Prep and Prep Attendance Procedures

1   Registration

1.1   The School hours are:
Pre-Prep 8.40am until 3.20pm (or 1.00pm for some children in Stepping Stones)
Prep 8.20am until 3.40pm

1.2   All pupils are registered at the start of the day (Registers are open from 8.20am to 9.00am at Prep and 8.40am to 9.00am at Pre-Prep) and at the beginning of their afternoon lessons (Registers are open from 12:15pm to 2.00pm at Prep and 12:00pm to 1:30pm at Pre-Prep).

1.3   At both Prep and Pre-Prep the School Day is followed by clubs and After School Care, all of whom maintain a register of attendees.

1.4   Pupils are also registered before leaving the premises for PE and Games (and any other off-site activity).

1.5   If a Prep School pupil is unable to participate in PE, Games or Swimming lessons because s/he is injured or unwell, the school must receive notification via the Parent Portal providing details of the circumstances and specifying quite clearly the duration of non-participation expected.

1.6   Where a child is considered too unwell to participate, parents should question if the child is indeed well enough to attend school. The School reserves the right to send pupils home should the nurses feel this is necessary.

1.7   In the case of injury, it would be helpful to send the school a copy of a doctor's certificate as a supporting document.

1.8   In both instances, pupils will still be expected to attend their PE, Games or Swimming lesson as a spectator, to assist with officiating or other similar activities. It should be noted that this may require them to change into the appropriate clothing.

1.9   Pupils will not be permitted to be collected from school instead of participating in a PE, Games or Swimming lesson unless prior agreement has been sought and authorised by the Headteacher.

APPENDIX FOUR: Heatherton Attendance Procedures

1   Pupils register twice a day electronically

1.1   Registers are open between the following times:
8.20a.m – 8.40am Morning session
1.40p.m. – 1.50pm Afternoon session

1.2   The School hours are:
Early Years Department 08:00am until 12.00pm / 3.30pm
Pre-Prep 8.20am until 3.30pm
Prep 8.20am until 3.40pm, followed by clubs and After School Care, all of whom maintain a register of attendees.

1.3   Attendance registration, using iSAMS, takes place at the start of the morning session (8.20) and at the start of the afternoon session (1.40), and records whether pupils are present, absent or on an approved educational activity. For Reception – Year 6 this is done in class by the Form teacher in the morning and the subject teacher who has a particular class at the start of the afternoon; for EYD (Nursery pupils) this is completed by the Nursery teacher at the start of the morning and afternoon sessions by 9am and by 2pm.

2   Pupils

2.1   Must sign in at the School Office if arriving outside of registration periods.

2.2   Must sign out at the School Office if leaving (with a parent / carer) before the end of school.

2.3   Any pupil who needs to go out of School (with a parent / carer) must report to the school office when they leave and when they return and a record kept in the 'signing in' book.

3   School office staff

3.1   Monitor codes for absence on the system.

3.2   Prompt Form teachers (Preps) for reasons for absence.

4   Off Games Procedure

4.1   Parental permission to be 'off games' should be communicated to the Form Teacher or PE Teacher by email.

APPENDIX FIVE: Senior School and Sixth Procedures

1   Day-to-Day Administration of Registration Procedures

1.1   The School Hours are:
8.30am – 4.20pm

1.2   Official attendance registration takes place at the start of the morning session and once during the afternoon session, and records whether pupils are present, absent or on an approved educational activity. (A daily back up of attendance data is stored on the ISAMS server, and in addition a separate back up copy is made at the end of every week and at the end of every month, on the iSAMS server). In addition, teachers record attendance at every lesson using iSAMS (see 1.8 below).

1.3   Registers open and close at the following times:

1.3.1   Morning session: 8.20am until 9.00am (for Y7-11) and 8.20am until 9.20am (for Sixth). Registration after 8.30am (for Y7-11) and after 9.00am (for Sixth) will be recorded as L (late)

1.3.2   Afternoon session: 12 noon until 2.00pm.

1.4   When calling the register the appropriate registration code (see Appendix One) must be placed against each pupil's name. Gaps should not be left so that entries can be made later.

1.5   When the reason for a pupil's absence cannot be established at the beginning of a session (or lesson), the absence should be recorded as N (no reason yet provided for absence). Any subsequent correction to the register should be made as soon as practicable after the reason for the absence has been established, by the Attendance Officer and no more than 5 working days after the session. Code N should not be left on a pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 working days, the record should be amended to Code O (Absent without authorisation).

1.6   All absences will be followed up on a daily basis, with the Attendance Officer providing support to Assistant Heads / Heads of House / Tutors in terms of monitoring codes for absence on the system and prompting Assistant Heads / Heads of House / Tutors (Senior and Sixth) for reasons for absence.

1.7   Morning absences: by 9.00am (when registration closes for Y7-11) or as soon as possible afterwards, the School Attendance Officer will have checked absences. They will then follow up as far as possible (with the assistance of Assistant Heads / Heads of House and Tutors, as required). On days when there are Chapel services/assemblies, a member of the House staff may be available to follow up absences. After 9.00am, any unexplained absences must be reported to the Attendance Officer and Reception staff to be followed up (using registration@berkhamsted.com) as per the Missing Persons Policy.

1.8   Each class teacher must register on ISAMS to monitor pupil attendance at each lesson. After 9am, <u>any unexpected or unexplained</u> absence should be followed up with an email to the Attendance Officer (registration@berkhamsted.com), who will follow up.

1.9   Should a child fail to register at the appropriate time and the reason for their absence is unknown, the Missing Persons Policy should be followed.

1.10   Any pupil who needs to go out of School for any reason during the School day must get permission from a member of staff – preferably their Head of House or an Assistant Head. The pupil must report to the respective school office when they leave and when they return.

1.11   In the event of a power cut or technical issue, pupils should register at the appropriate school office or, if appropriate, manually in House rooms.

2   Off Games Procedure

2.1   Pupils who are off games should have Parental permission, submitted through the Parent Portal, by 8.30am on the day in question. Long Term arrangements to be off games should be made with the Director of Sport.

2.2   There may be occasions where the discretion of the Head of House or supervising games teacher is appropriate. For boarders, Boarding Staff, acting in loco parentis, grant permission for a student to be off games.

APPENDIX SIX: Sample Letter to Parents re Holiday Absence during Term

Dear

Thank you for your email requesting leave of absence for ….

Our term dates are published well in advance, and we expect parents to take these into account when planning family holidays to avoid students' education being impacted by missing school. As you know, our school policy is not to give permission for holidays taken during term time because of the potential negative impact this can have on students' wellbeing (caused by worrying about missing teaching and needing to catch up on their return) and academic progress. We would encourage you to revisit your holiday plans to avoid disruption to XXXXXXXX's education. If you are unable to rearrange the trip, this absence will be recorded as unauthorised. I am sure you will understand that I am bound by the Schools' Attendance Policy (section 6) and the regulatory expectations of the local education authority. Therefore, I am unable to authorise leave for holidays in term time.

Regards

APPENDIX SEVEN: The role of the Local Authority

The DfE guidance *Working together to improve school attendance* (effective from September 2022) states that it is the responsibility of all schools, including independent schools, proactively to manage and improve attendance in their school community.

In addition to the responsibilities placed on schools, the DfE expects Local Authorities to offer support to all schools, including independent schools, to meet their duties in relation to attendance.

Accordingly, the School works with the relevant Statutory Attendance and Participation Team (SAPT) at Hertfordshire County Council, with the Local Authority's support including the following:

- Access to resources relating to attendance
- Advice and guidance from the Local Authority Statutory Attendance and Participation Team (SAPT) in relation to attendance
- A link named Local Authority Attendance Officer (LAAO)
- Tailored intervention in respect of individual pupils

Pursuant to the School's statutory responsibilities in relation to safeguarding, the School must notify the Local Authority of the following:

Removal from the Roll: the School is required to inform the Local Authority when any pupil of compulsory school age is removed from our roll (other than at normal transition times) within 5 school days of the child being removed from the roll.

10 Day unexplained absence: the School is required to report all cases of 10-day unexplained absence and / or irregular attendance (as determined by the School) to the Local Authority by completing the relevant form. This should be done no less frequently than once per calendar month. The School is required to make timely enquiries to establish the whereabouts of missing children.

Part-time timetables: the School is required to inform the Local Authority of any child placed on a part-time / reduced timetable. For more information please refer to the DfE Guidance which includes information about part-time timetables at sections 43 and 44 on page 18. In brief, all pupils of compulsory school age are entitled to a full-time education, but it is acknowledged that in very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. The DfE guidance gives some examples and sets out parameters within which a part-time timetable might be considered.