

SHUSTOKE C OF E PRIMARY SCHOOL ATTENDANCE POLICY 2025-26



Central School Attendance and Welfare Service Ltd

Our School Vision

At Shustoke, all are encouraged to flourish and let their light shine. Passionate staff guide and support children to become compassionate, respectful, forgiving and confident individuals equipped to persevere when faced with challenges and to serve their community as Jesus taught us. Like a tree planted by streams of water, Children grow strong in wisdom. They explore talents, interests, and spirituality through opportunities to live life in all its fullness. Through our shared values, loving relationships are nurtured, and doors are opened to a future filled with hope, joy, and peace. Together, we all thrive.

Shustoke C of E Primary School Pupil Attendance Policy

Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress.

At Shustoke C of E Primary School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

Aims

- To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
- To improve children's attainment through good attendance.
- To make attendance a priority for everyone.
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

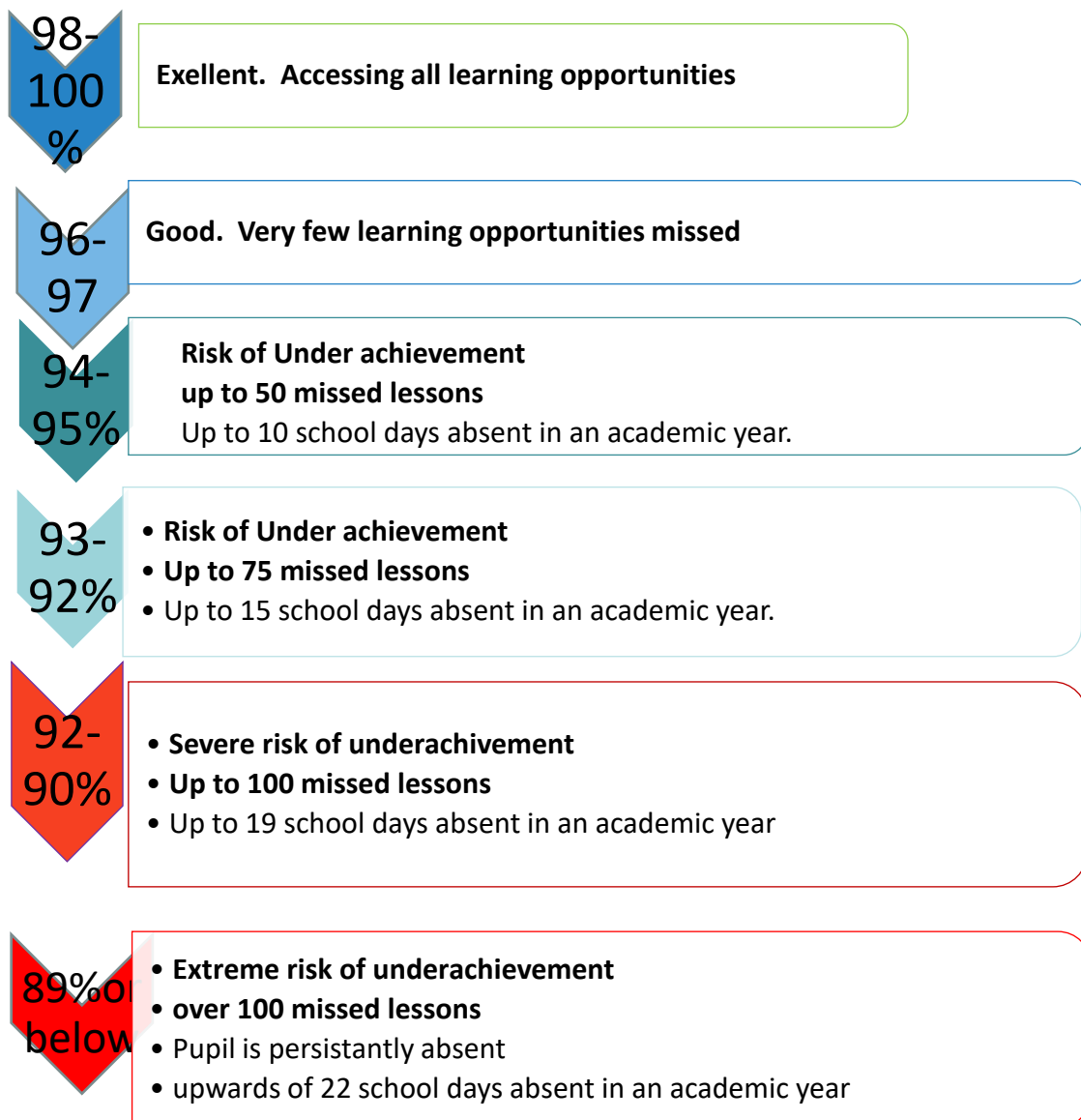
To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- listen to parents and pupils to understand barriers to attendance
- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood.
- high expectations of our pupils and all staff;

- a broad, balanced and relevant curriculum;
- recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;
- foster and maintain links with our wider community

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.



Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly.
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend wraparound provision;
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend. This should be via the dedicated absence message service or by email.
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from attend of school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

Roles and Responsibilities for Attendance

- Mrs Julie Babbs is the school Attendance Champion, a named senior member of staff with responsibility for attendance issues and can be contacted via email (senco3207@welearn365.com) or via the school telephone number (01675 481319)
- The first point of contact for parents and pupils with any attendance concerns is Mrs Julie Babbs
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school – if a child has been off school for 4 consecutive days, teachers/teaching assistants will make a *Safe and Well* call home on the 5th day of absence.
- Internal monitoring takes place for those pupils whose attendance is a cause for concern – Mr Julie Babbs undertakes this and has responsibility for contacting the parents of identified pupils when they are absent.

Role	Responsibilities
<p>Schools Governors</p> <p>Named Governor: Emma Davison (& Mark Waterstreet as part of Safeguarding Governor role)</p>	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (eg pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
<p>Michele Wall (Head Teacher)</p> <p>Julie Babbs (Attendance Champion)</p>	<ul style="list-style-type: none"> • Compliance with relevant legislation • Data analysis and Strategic Plan for attendance. • Implementing school policy and leading on whole school approach. • Authorising/unauthorising absences (HT) • Responding to leave of absence request (HT) • Ensuring there are clearly defined roles and responsibilities for attendance • Ensuring all staff have appropriate training • Overview of clear and escalating interventions • Evaluation of interventions. • Promoting school attendance. • Responsibility for links with CSAWS and the LA Statutory Team.
<p>All Class Teachers and Teaching Assistants</p>	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school's attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently • Point of contact for parents to discuss concerns • Creating a welcoming environment • Discussion of individual attendance at Parent Consultations in Autumn and Spring terms
<p>Julie Babbs (Attendance Champion and Inclusion Coordinator)</p>	<ul style="list-style-type: none"> • Liaison with parents/carers/teaching and non-teaching staff • Monitoring of attendance of all pupils and identified groups (SEND/Pupil Premium/Ethnic Minority Groups/EAL) • Regular meetings with CSAWS (Central School Attendance and Wellbeing Service) • 2 x yearly meetings with allocated Warwickshire Attendance Service partner • Administration of attendance issues letters to parents/carers (termly) • Attendance at relevant training, workshops, network meetings.

Designated Safeguarding Lead	Michele Wall (DSL) Emma Davison (Deputy Head and DDSL) Catherine Brown (DDSL) Julie Babbs (DDSL) Alison Harrison (DDSL)
School Office Susan Brigham	<ul style="list-style-type: none"> • Maintaining registers • First day calling/text messages • Identifying children whose absence needs further follow up action in line with the school absence procedure • Late arrivals • Process for clearing registers • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports

- Attendance matters are reviewed by the Head and members of the senior leadership team.
- Attendance issues are reported, on a minimum termly basis, to the Governing Body via the Head Teacher's report
- School will liaise with the Local Authority Attendance Support Team at a minimum twice yearly
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Procedures

Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.

Prevention
Prevention of poor attendance through good whole school attendance management

Early intervention
to reduce absence before it becomes habitual

Targeted reengagement
of persistent and severely absent pupil

All - Universal

97-100%

95-97%



93-95%

91-93%



Below 90%

Persistent absence

Severe absence

- All pupil's consistent application of policy and whole school approach.
- Setting high expectations for all through positive promotion of attendance

- Excellent. Accessing all learning opportunities**
- Rewards and incentives
 - Termly letter sent home

- Good. Accessing most learning opportunities**
- Rewards and incentives
 - Termly letter sent home

- Pupils at risk of lower-than-expected attendance identified through robust half-termly tracking**
- Letter sent to parents advising of attendance
 - Contact with parent and pupil from class teacher
 - School staff to explore if any in school barriers to attendance

- Lower than expected levels of attendance**
- Letter 2 sent expressing further concerns
 - Telephone contact or meeting with parent to understand barriers to attendance and agree support/actions
 - Pupil Voice
 - Offer of Early Support if appropriate

- Meeting with the attendance lead offered to discuss concerns and agree an action plan to secure attendance (in school support)
- Early Support to be explored and signposting to agencies
- Pupil Voice

- Pupil is persistently absent**
- Meeting with attendance lead and CSAWS.
 - Referred to CSAWS for interventions including home visits and direct casework
 - Consider In School Support (CFSW, SENCO) Multi Agency Support and Early Support/Family Help
 - Attendance contract
 - Where there is a lack of parental engagement in support, or support isn't effective, referral to the Local Authority for formal and/or Statutory Procedures

Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 199

Promoting Attendance and Preventing Absence

- **Publishing excellent attendance in the weekly newsletter**
- **Display of whole school and individual class weekly attendance in the main school corridor**
- **Recognition of improved attendance for those children who are being monitored**
- **Recognition of attendance above 97% letter to parents at the end of the academic year**
- **Attendance percentage discussed during SEND meetings/Parent Consultation appointments, good attendance identified as a strength**
- **End of year attendance highlighted on end of year report to parents**

School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



5 Minutes Late 10 Minutes Late 15 Minutes Late 20 Minutes Late 30 Minutes Late

To access the most from the school day we ask parents to ensure that their children are in school for 8.45am. A staff member will open the gate to welcome children into school at 8.37am.

Children arriving after 8.45am will be late for school and have to report to the school office.

Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

School registration will close at 9.15am (This must be no more than 30 minutes after the register opens Working together to improve attendance 2024)

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action where the trigger is met.

Absence

If a child is absent from school parents should contact the school on the first day of absence by 9.30am to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

At 9.15am school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will send text messages to parents to ascertain a reason for the child absence from school.

If staff are concerned about a child's absence or there is no response to text messages, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, telephone calls to other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a *Safe and Well* check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024)

If the pupil has a social worker, they will be notified of any absences with no reason provided

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2025) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the above absence process.

If a child has symptoms of a respiratory infection and has a temperature or is too unwell to attend school, they should stay at home and avoid contact with others until they no longer have a temperature and are well enough to attend school.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

If you are unsure as to whether your child should attend school, please contact the school who will offer advice and guidance, or signpost you to the relevant service.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness.

Please include the scenarios when your school would request medical evidence.

The types of scenarios when medical evidence may be requested include:

- Child is absent and there are frequent odd days absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problem and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Head Teacher and SENDCo to consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)

Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Other reasons for absences:

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding

Religious Observance

Shustoke C of E Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies may be contacted to verify these occasions.

Mobile Children

The School Attendance (Pupil Registration) (England) Regulations 2024 and the *Working together to improve school attendance* guidance use the term 'mobile child' to describe a child of compulsory school age who has no fixed abode and whose parent is engaged in a trade or business that requires them to move from place to place. This is a new term but covers the same children as section 444(6) of the Education Act 1996.

No fixed abode' means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time but they spend substantial periods of time not living there. So, a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place. If the child is absent from school while travelling with that parent, then code T applies.

Requests for Leave of Absence (exceptional circumstances)

- The Government issued new regulations in August 2024 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2024
- All schools can grant a leave of absence for other exceptional circumstances at their discretion.
- It must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.
- Leave may not be granted for a pupil to take part in protest activity during school hours.

- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

The resident parent should complete a Leave of Absence Request form available from the school office or the school website. The head teacher may ask parents to provide supporting evidence when assessing a parents case for exceptional circumstances.

Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school’s procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

Appendix 3 details the local Procedures that School follows

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

Truancy within school

Shustoke C of E Primary School monitor attendance in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Champion is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Shustoke C of E Primary School. Attendance to approved alternative providers is monitored. When Pupil are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence. For children who are Educated Off site but not dual registered their attendance will be recorded in Shustoke C of E Primary school register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Shustoke Cof E Primary School.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (except for a pupil who is a boarder)

Absence can only be authorised by a person designated to do so by the Head Teacher [see The Education (Pupil Registration) (England) Regulations 2024

There are procedures in place to resolve unexplained absences within 5 working days.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)

We meet this requirement by sharing their school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness..

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

We meet twice a year with the Local Authority for Attendance Targeting Support Meetings where attendance data is shared and discussed

Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Head teacher will analyse attendance data termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings and to target interventions.

Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentives.

Appendix 1 – School Absence Procedure

Class teacher mark registers by 8.55am and record pupils as present or absent.

Office staff check voicemails on the absence line and reasons for absence and add to pupil register using relevant code and adding comment

Office staff add late marks/late arrivals to the attendance register (L code between 8.50 and 9.15am, U code after 9.15am)

By 9.30am a list of pupils who are absent today and reason or reason not known produced by office for Attendance Champion/Head Teacher (DSL) and logged on CPOMS system for review.

Text sent or in some cases telephone calls made to all pupils on first day of absence where no reason provided.

Telephone call made to all pupils who are on 3rd day of consecutive absence where there has been no update.

Social Worker notified of any pupils absent/absent no reason provided (if applicable)

By 11.30 where no reason is still known for absence Attendance Champion/Head Teacher (DSL) to review.

Follow up action as assessed by DSL
Contact other emergency contacts
School staff undertake visit
Referral to CSAWS attendance and Welfare Officer
Request Police Safe and Well Check

Appendix 2 National Attendance and Absence Codes

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
\	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)

K	Attending Education provision arranged the LA	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)

C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (not medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence

Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed (e.g. RAAC)	Not a possible attendance

Y4	Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, Strep-A)	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance

Appendix 3

Children Missing Education

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school should make an immediate referral to Warwickshire County Council's Children Missing Education (CME) Service.

The Children Missing Education Service can be contacted on 01926 742036

*Reasonable steps include:

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits where safe to do so
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other service known to be involved with the pupil/family
- All contacts and outcomes to be recorded on the pupil's yellow file

Upon receipt of a referral from the school, the CME Service will then continue to attempt to track the child, for at least a further 10 school days, using access to additional contacts/services, e.g. housing. If this also fails to establish the pupil's whereabouts, the school will be informed by email and may then, but not before, remove the pupil from roll and report to the LA. This will place the pupil on the list of Children Missing from Education.

Deletions from roll agreed with the CME Service will normally be backdated to the first day of absence.

If the CME Service is able to contact the pupil and her/his parents, arrangements will be made with the school and family for a return to education, including a re-integration programme where necessary. Where pupils continue to be absent the non-school attendance procedures detailed in the school policy will be followed.

If the pupil has registered at another school, the school will delete the child's name from our roll and transfer the child's educational records to the new school in the normal way. Any child protection records will be transferred separately and securely for the attention of the DSL in the new school and a receipt secured.

Pupils leaving the school for known destinations outside the maintained sector in England and Wales will be updated to the School to School database. This includes private/independent schools, schools in other countries (including Scotland and Northern Ireland) and pupils moving into home education. The latter will be formally notified to the ESWs Home Education Officer by the school as soon as written confirmation is received from the parent(s). If no confirmation is received the above Missing Children procedures will apply.

