



## **Pudsey Bolton Royd Primary School**



### **Attendance Policy**

**Date ratified by School Governing Board: 17<sup>th</sup> May 2022**

**Review date: July 2023**

# **Pudsey Bolton Royd Primary School Attendance Policy**

## **Mission Statement**

The staff at Pudsey Bolton Royd Primary School are committed to working in partnership with the parents, pupils, and governors, to building a school which serves the community well and of which the community is proud. We believe that good attendance at school supports a child in achieving their full potential and a positive attitude towards education and lifelong learning.

This school attendance policy document has been produced to explain to everyone in the school's community, the rights, roles, and responsibilities relating to school attendance. Regular attendance at school promotes the best learning opportunities, punctuality, and reliability, all of which are valuable qualities for a successful future life.

At Pudsey Bolton Royd Primary School, we consistently strive to achieve the best for all our pupils, and we will use every opportunity to deliver the message to parents and pupils on how important excellent attendance at school is.

***Children who attend school regularly make better progress, both socially and academically and find routines, homework, and friendships easier to cope with.***  
***Our school attendance target is 97%***

### **Every child has a right to access education**

Pudsey Bolton Royd Primary School will meet, wherever possible, the requirements of the UN convention – The Rights of the Child, by ensuring that children not only access education but are consulted in all decisions that relate to them.

### **Legislation**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE):

<https://www.gov.uk/government/publications/school-attendance>

and refers to the DfE's statutory guidance on

<https://www.gov.uk/government/publications/school-attendance-parental-responsibility-measures>

These documents are drawn from government legislation setting out the legal powers and duties that govern school attendance.

This policy also refers to LCC guidance on Children Missing Education (CME).

### **Safeguarding**

Children may be at risk of harm if they do not attend school regularly. Safeguarding the interest of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for all children encompasses:

- Attendance
- Behaviour management
- Health and safety
- Access to the curriculum
- Anti-Bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter. Helping to create a pattern of regular attendance is everyone's responsibility: parents/carers, pupils, and all members of the school staff.

## Expectations of parent/carers who have day to day responsibility for their children and young people

- To be aware of their legal responsibilities (**Section 444(1) Education Act 1996 states: “If a child of compulsory age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence”**).
- To ensure that the child in their care arrives at school punctually, prepared for the school day
- To avoid taking their child out of school for non-urgent medical appointments
- To avoid taking their child out of school in term time except in exceptional circumstances. *Any leave of absence must be applied for in advance and agreed by the Headteacher; any absence not agreed will be marked as unauthorised. Unauthorised absence can result in a Penalty Notice being issued.*
- To contact the school on the first day of the child’s absence
- To contact the school promptly whenever any problem occurs that may keep the child away from school
- To continue to support their child by engaging in all aspects of school life

## Pupil responsibilities

- To attend school regularly
- To arrive at school on time and follow school procedures for registration
- To arrive at school in uniform and equipped for learning
- To seek support in school regarding any barriers to attendance, attainment, and achievement

## Roles and Responsibilities of the School

- To ensure that pupils are registered accurately twice daily
- To monitor every pupil’s attendance and analyse attendance data
- To ensure that parent/carers are contacted on the first day of absence
- To make further enquiries for any unexplained absences and undertake home visits to ensure safeguarding procedures are adhered to.
- To encourage good attendance and promote the links between Attendance, Attainment and Achievement
- To provide a welcoming atmosphere for pupils and a safe learning environment
- To listen and respond accordingly to any pupil’s concerns
- To celebrate good and improving attendance with assemblies, certificates, and rewards
- To ensure pupils are identified and plans are in place to address any attendance issues as soon as possible to prevent pupils becoming PA’s (persistent absentees)
- To set aspirational annual attendance targets for whole school and individual pupils
- To regularly monitor progress towards attendance targets. Any child with attendance below 90% is a persistent absentee, whether their absence is authorised or unauthorised, and appropriate measures will be taken to support their improved attendance
- Provide information for everyone on attendance matters in newsletters
- To review the attendance policy regularly with pupils, parents, staff, and governors
- To inform the Local Authority of all pupils with 10 or more continuous unauthorised absences
- To consider LCC Traded Options and refer irregular or unjustified patterns of attendance to the School Attendance Service

In order for the school’s Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corroborating messaging about the

value of education. In order to ensure that attendance is a priority in our school, we have an Inclusion Team who oversee attendance.

In addition to this, the school has the following responsibilities:

## **Responsibilities of Headteacher and Governors**

- Adopt the policy and ensure that attendance is prioritised within the school community
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided
- Oversee an attendance award scheme with assemblies, certificates, and rewards
- To oversee the regular monitoring process towards attendance targets.
- To regularly review the attendance policy with pupils, parents, staff, and governors.

## **Responsibilities of the Inclusion Team**

- To oversee the registration process and ensure that registers are completed accurately and punctually
- Take responsibility for ensuring appropriate pupils are identified and plans are in place to address any attendance issues as soon as possible to prevent pupils becoming PA's (Persistent Absences - below 90%)
- Implement an attendance award scheme with assemblies, certificates, and rewards
- Ensure that attendance percentages/graphs are displayed in school
- To act on teachers' concerns regarding early identification of attendance problems with the Family Support Manager (completing the blue attendance form)
- The Inclusion Team will meet half termly to monitor the systems and structures in place for attendance and punctuality and target support where needed, ensuring they have an impact and will report back to the Headteacher
- To work with school's Senior Leadership Team (SLT) and teachers to plan for the reintegration of pupils after long term absence
- To ensure that termly Local Authority Returns are accurate and share a school attendance update report with SLT and governors for analysis
- Refer to School Attendance Service for advice and support
- To revise and amend this policy
- Annually review the Traded Options with the School Attendance Service.

## **Attendance Monitoring Procedures**

### **Class teachers:**

- To complete registers accurately twice daily
- To record all reasons for absences in the register
- To follow up on any unexplained non-attendance
- To review the previous weeks' attendance, teachers will follow up on any absences and record absences on the record sheet. To record all reasons for absences in the register
- To feed back to parents about pupil attendance and punctuality regularly at Parent Consultation Evenings
- To inform the Inclusion Team about attendance concerns using the blue attendance concerns form and CPOMS.
- To be alert to early signs of disaffection which could culminate in poor attendance and to report these concerns as soon as possible to the Inclusion Team

## **School Office:**

- To check the school answer phone and to take messages from parents/carers about pupil absence
- To record reasons for absence accurately and edit SIMS
- To record the names and the reasons of pupils arriving late in the office and onto SIMS
- To check registers are received from each class on SIMS (AM & PM registrations)
- Ensure parents/carers are contacted on the first day of absence
- To record the outcome of first day calls when a child doesn't arrive at school and where no reason has been received
- To oversee the admission of new pupils to the appropriate class registers
- To accurately record the movement of children in and out of school during each school day

## **Encouraging attendance**

Pudsey Bolton Royd Primary School encourages regular attendance in the following ways:

- By providing a caring and welcoming learning environment
- By having pupil voice heard through School Council and Attendance Champions who are involved in decision making and practices in school, attending half termly meetings and feeding back to their classes.
- By responding promptly to a child's or parents' concerns about the school or other pupils
- By prominently displaying and sharing attendance targets and achievements
- A registration certificate is sent with the annual report for all children. This shows any absences or punctuality issues. Individual cases which are monitored and becoming a concern are reported and discussed with parents/carers by the Inclusion Team and Headteacher.
- By providing access to a breakfast club which allows participating parents to drop off their children from 8:30am, ensuring they are on time for school, supervised by the Learning Mentor and members of support staff
- By celebrating good and improved attendance through systems such as:
  - Weekly class attendance assembly
  - Termly class attendance competition display
  - Weekly class attendance trophy for KS1 & KS2
  - School newsletters highlighting attendance each half term
  - 100% attendance certificate at end of each half term (along with a raffle ticket towards a big end of year prize e.g. bicycle) for both key stages
  - A certificate at the end of each half term for the most improved class attendance
  - Cluster attendance initiatives held twice a year (usually in March and November where pupils with 100% are eligible to win prizes)

## **Procedures for Responding to Non-Attendance**

When a pupil does not attend school, we will respond in the following manner:

- School Registers: The register for the nursery session will be taken and will be kept open until 9:20am. Class registers are taken at 9:05am, at which point the school cloakroom doors are closed. Afternoon sessions start at 1:00pm for KS2 and Reception and 1.15pm for KS1.
- Children arriving after 9:05am must enter the school through the main entrance where a member of the office staff meets the children arriving late in the school reception area,

recording their arrival on the class registers and SIMS. These children will receive a code 'L' for late arrival.

- Children arriving late after registration closes: A member of office staff will sign the children in on a 'sign in' sheet to ensure that no children are missed on the register due to arriving in school late. Children arriving after 9:30am are recorded as 'U' (late after register closed).
- Once a child has received 5 U codes in any one school year, they are sent a Headteacher's letter regarding school's concern and which explains how much learning they are missing.
- Pupils who continue to arrive late or show little or no attendance improvement will be referred to the Family Support Manager who may need to involve or refer to outside agencies.
- On the first day of absence, if no note or telephone call is received from the parent/carer, school will endeavour to contact them as a matter of urgency.
- If there is no response, the school will continue to try and contact the parent/carer. If by the end of the day, there has been no contact made, a home visit should be arranged.
- If a parent says the child is in school and the child has not arrived, then emergency procedures must be put in place (refer to CME guidance and 'when to contact the police' document).
- Record and edit SIMS attendance with the response given by parent.

## Authorised and Unauthorised absence

Headteachers are not allowed to authorise any leave of absence in term time unless they consider there to be exceptional circumstances. All leave of absence requests should be made in advance of any leave being taken and each request will be considered individually. Any leave of absence is only granted at the Headteacher's discretion.

Valid reasons for absence may include: Illness, Medical Appointments (these should be arranged out of school hours where possible), Religious Observance (as defined by the religious body to which the pupil's parents belong and need to be applied for in advance), Traveller pupils travelling for occupational purposes only (needs to be agreed with the school in advance).

***“By law, parents/carers are legally responsible for ensuring that their child regularly attends the school at which they are registered, at and in failing to do so would be committing an offence.***

### Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence. Where possible, evidence to support absences will be required (e.g medical appointments).
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised and proof of medical appointments is needed.

### Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school's Headteacher.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.
- Absences of children with below 90% attendance, will be unauthorised unless medical evidence is provided.

## Continued or ongoing absence

- If a child's attendance falls to below 90% of their schooling, authorised or unauthorised, they will be defined as a Persistent Absentee (PA). Any absence disadvantages a child by creating gaps in their learning which will affect their attainment and achievement.
- Parents of PA pupils will be invited into school to attend a School Attendance Panel meeting (SAP) where their child's attendance is deemed to be unacceptable. Together we will discuss their child's absences and a plan will be put in place to improve their attendance and /or further action may be requested from the local authority.

## School Refusal or Unauthorised other Absence

- If a child is absent long term for unauthorised circumstances (i.e. refusal to come to school, or persistent unauthorised absence) then the child is referred to the LA. A referral is made to the Cluster and the HT/ Inclusion Manager consider whether a Common Assessment Framework for an EHP (Early Help Plan) referral is needed. A Common Internal Record will be required for submission to Guidance and Support at the Cluster.

## Long Term Medical Absence

- In some cases, a pupil may be absent from school long term due to an illness or injury. The school liaises with families in order to ensure children return to school quickly and that there are no safeguarding concerns. For example, in the case of a broken leg, the school will liaise with parents to write up care plans that ensure the child returns to school quickly. The school will liaise with the parent to provide regular homework for the pupil.
- In longer term illnesses, the school may need to liaise with the hospital staff and or home teaching service.

## Leave of absence in term time

The school recognises that taking children out of school **may constitute a safeguarding risk** and will make necessary enquiries in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the children

From 1<sup>st</sup> September 2013, The Education (Pupil Registration) (England) Amendment Regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, the Headteacher will determine the number of school days the child can be away from school.

When unauthorised leave of absence in term time has been taken (min 5 days/10 sessions over a 12-week period), the school may apply for a penalty notice to be issued through the School Attendance Service when the child returns to school after their leave.

Penalty Notices are £60 **per parent, per child** if paid within 21 days, after 21 days the fines increase to £120 if paid within 28 days. If payment is not made within 28 days, the local authority will prosecute parents in Magistrates Court.

## CME (Children Missing Education)

School will make a CME referral as soon as possible, but no later than when the child has been missing from school for 20 days, in the following circumstances:

- The child has left the country regardless of whether a new address and/or new school information has been provided

- A child is rumoured to have moved out of the area (after home visits and checks have been made)
- A child has moved to a different Local Authority and is not on roll at a new school within 20 days of leaving our school
- If a child fails to return to school on the agreed return date after a leave of absence, the school will take action (make home visits, contact all telephone numbers on the child's record etc) and then, if whereabouts are still unknown, the child will be referred to the local authority as CME and be removed from school roll.

## Changing Schools

It is important that if families decide to send the child/children in their care to a different school, they must inform the office staff as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:

- The date the pupil will be leaving this school and starting their new school
- The address of the new school and telephone number
- The new home address if it is known
- Confirmation of the child starting at their new school has been received.

The pupil's school record will then be sent onto the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Child Missing Education (CME) team.

This policy should be read in conjunction with the following documents (many of which can be found on our school website) or on request to the school:

Safeguarding & Child Protection Policy

Keeping Children Safe in Education

Children Missing in Education guidance

Elective Home Education guidance

Working Together to Safeguard Children

Single Equality Scheme

Attendance Information leaflet for Parents/Carers

<https://www.leedsforlearning.co.uk> SLA tool kit for Attendance

<https://www.leedsforlearning.co.uk/Page/15731> CME

**Policy prepared by: Christine Morton (Family Support Manager)**

**Date of ratification by Governing Board: 17<sup>th</sup> May 2022**

**Review date: July 2023**

### Appendices:

- 1. The following codes are taken from the DfE's guidance on school attendance, attendance codes.
- 2. Leave of absence form
- 3. Escalation of intervention for irregular school attendance flowchart
- 4. Pudsey Bolton Royd attendance targets poster
- 5. Attendance information for parents' leaflet
- 6. Government definition of Persistent Absence
- 7. CMG guidance

**Appendix 1: The following codes are taken from the DfE’s guidance on school attendance.**

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma, and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

**Appendix 2: Leave of absence request form**

**EXCEPTIONAL CIRCUMSTANCES LEAVE REQUEST FORM**

**SCHOOL: Pudsey Bolton Royd Primary School**



**DATE OF REQUEST:**

<b>Name of Children:</b>	<b>First Name</b>	<b>Surname</b>	<b>Class</b>
<b>Leaving date:</b>		<b>Date due back in school:</b>	
<b>Length of absence applied for (number of school days only):</b>			<b>days</b>
<b>Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend</b>	<b>First Name</b>	<b>Surname</b>	<b>School</b>
<b>Contact Details</b>			
<b>Parents: (eg. Mother, Father, Grandparent, Carer):</b>	<b>First name</b>	<b>First name</b>	
	<b>Surname</b>	<b>Surname</b>	
	<b>Address</b>	<b>Address</b>	
	<b>Post Code:</b>	<b>Post Code</b>	
	<b>Email:</b>	<b>Email:</b>	
	<b>Home:</b>	<b>Home:</b>	
	<b>Mobile:</b>	<b>Mobile:</b>	
	<b>Alternative number while away:</b>	<b>Alternative number while away:</b>	

<b>Reason for absence including full explanation (use a separate sheet of paper is necessary)</b> The exceptional circumstances are...	
<b>Point of departure (eg. Airport, Coach, Train Station etc.):</b>	<b>Destination:</b>
<b>Time of departure:</b>	<b>Flight numbers and name of airline</b>

<b>Emergency Contact Details (preferably someone who is staying in Leeds):</b> <b>First Name:</b> <b>Surname:</b> <b>Address:</b> <b>Postcode:</b> <b>Relationship to the child:</b> <b>Contact number:</b>	<ul style="list-style-type: none"> <li>• <b>Provide copies of travel plans to support your request*</b>            If child is not leaving with parent(s) who is accompanying them?</li>   <li>Who will be caring/responsible for the child?</li>   <li>Why is/are the parent(s) not leaving with the child?</li>   <li>Name:</li> <li>Relationship to child:</li> <li>Address: <span style="float: right;">Postcode:</span></li> </ul>
---	---

**Statutory Declaration**

**Legal responsibility**

**As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.**

*I understand that requests for leave can only be granted by schools if there are **exceptional circumstances**, and **holidays are not considered exceptional**. They must also be made to the school in advance, as the **Department for Education** has told schools that they cannot authorise any absences after they have been taken.*

**Fines**

*I understand if my request is unauthorised I am most likely to be fined, **£60 per parent, £60 per child** (for example a family of 4 with 2 parents and 2 children will be fined a total of £240).*

*Once the penalty notice is issued, I have **21 days in which to pay the fine**. If I fail to pay in that time period, the fine **will double** and I then have **another seven days in which to pay**, taking the total time in which to make payment to 28 days.*

***If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

**School places**

***I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place.***

*I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school.*

**Parents Full Name:** **Parents Full Name:** **Date:**

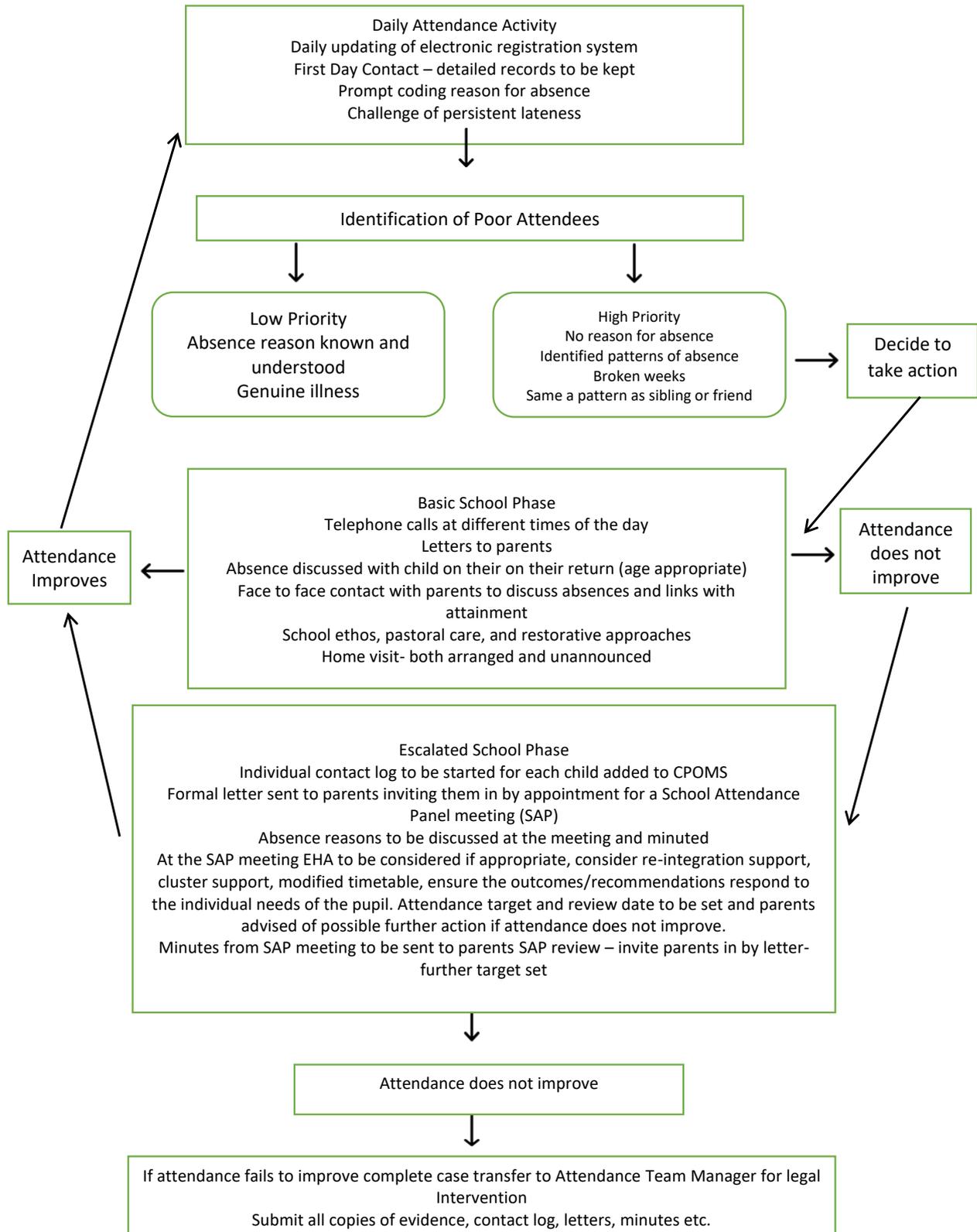
**Parents Signature:** **Parents Signature:** **Date:**

<b>School section</b> <b>Any previous request</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>	<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Reason for refusal/Comments</b>			
<b>Approved</b> <input type="checkbox"/>		<b>Number of School days Approved</b>	
<b>Not approved</b> <input type="checkbox"/>		<b>Number of School days Not approved</b>	
<b>Headteacher's Signature</b>		<b>Date</b>	

### Appendix 3: Escalation of intervention for irregular school attendance flowchart



#### Escalation of Intervention for irregular attendance





# Pudsey Bolton Royd Primary School

**Pudsey Bolton Royd Attendance target is 97%**

**Did you Know?**

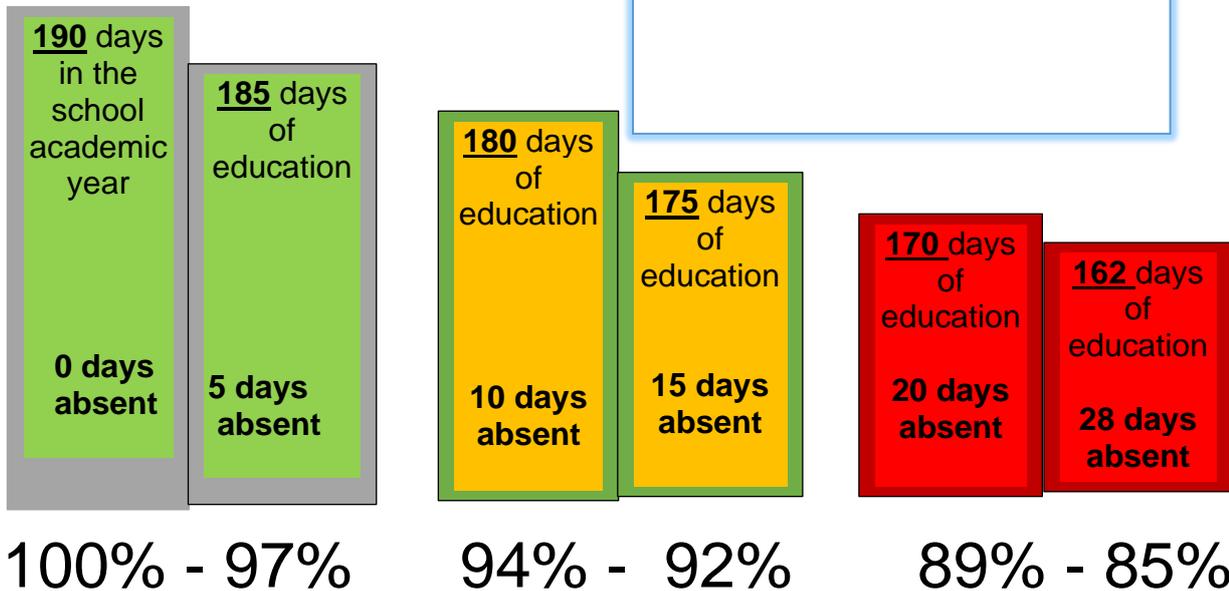
When children attend school, they:

- Can achieve their full potential
- Grow in confidence
- Keep up with their work and homework
- Get better grades
- Make new friends developing good social skills
- Develop healthy life habits
- Develop great routines

**Below 90%** attendance is now legally classed as **“Persistent Absence”**

It is parents/carers responsibility to ensure their child attends regularly. If you need support with this contact school on 0113 3862560

**‘We enjoy. We achieve’.**



**Well Done!**  
Great attendance gives you better chance of success

**I'm concerned!**  
POOR attendance gives you less chance of success

**Seriously worried!**  
Very poor attendance has a serious impact and reduces the chances

## Appendix 5: Attendance information leaflet for Parents/Carers:

### Parents please note:

The law states parents are responsible for making sure their children of compulsory school age receive full time education.

Amendments to regulations make clear that Headteachers may not grant any leave of absence during term time for holidays.

Parents who fail to ensure their children attend school regularly risk a fine.

At Pudsey Bolton Royd we monitor pupil attendance, any concerns will be notified in writing and parents will be invited to attend face to face meeting to discuss this further.

Moorland Grove

Pudsey

Leeds

LS28 8EP

Phone: 0113 3862560

Email: [info@pudseyboltonroyd.org](mailto:info@pudseyboltonroyd.org)

Web:

<http://www.pudseyboltonroyd.org/>

Pudsey Bolton Royd

Primary School

Care Growth Teamwork



**“We enjoy. We achieve.”**

**Headteacher:**

**Kim Buck**

Phone: 0113 3862560

## Appendix 6:

- Government definition of Persistent Attendance:

Persistent Absence: “Children are identified as persistent absentees if they miss 10% or more school sessions available to them”.

What is persistent attendance?

If your child takes too much time off school, they will become categorised as PA or persistently absent. (**Attendance below 90% = persistent absence**). Missing school will make your child fall behind in lessons and will impact on their academic progress and achievement.

## Appendix 7:



# CME Referral Form Guidance 2021-2022

## What is meant by Children Missing Education?

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise (e.g. privately, electively home educated (EHE) or in alternative provision).

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

## What are the Risks to Missing Children?

Children who are missing education are at greater risk than those who are seen regularly in school. These risks include:

- Child Sexual Exploitation
- Radicalisation
- Female Genital Mutilation
- Modern Day Slavery
- Forced Marriage
- Domestic Violence
- Honour Based Violence
- Human Trafficking
- Neglect

## Leeds City Council Guidelines

The local authority must be notified when a school is to delete a pupil from its register. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this statutory duty as defined in [Keeping Children Safe in Education September 2021](#).

## When Should School Refer?

Schools submit a [CME referral form](#) as soon as possible, but no later than when the child has been missing from school for 20 days in the following circumstances:

- A child has left the country **regardless** of if a new address and/or new school information has been provided
- There is reasonable evidence to indicate a child has moved out of the Leeds local authority area and their whereabouts is unknown.
- Where a child is reported or believed to have moved to a different Local Authority area but is not confirmed to be on a school roll in the new area.
- 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, and reasonable enquiries have failed to establish the whereabouts of a child and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

## Expectations Prior to Referral

Schools and colleges are responsible for keeping clear supporting evidence to verify that the grounds for deletion from the register have been met. Therefore, before referring a child to CME a school is expected to carry out the following investigations (please note that this list is not exhaustive list):

- Completing home visits including speaking to neighbours to confirm the family has left
- Telephoning all known contacts
- Emailing any known email addresses for parents/guardians
- Speaking to school friends and/or their parents/guardians
- Requesting copies of flight information
- Asking for the address the family is moving to
- Checking which school a child is expected to attend
- Requesting working contact details for parents including email addresses

Please consider when making referrals the CME team do not know the child, their family or their background. School staff, family and friends hold the primary information. We can only work with the information we are provided with.

In cases where a child has been removed from roll inappropriately, the school will be required to put the child back on roll with immediate effect. Further information on schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school roll at standard and non-standard transition points can be found in the department's statutory guidance: [Children Missing Education](#).

## Completing the CME Referral Form

### Part 1

This part should be completed by a member of staff with access to the following information:

- Pupil details
- Attendance information
- Information provided by the family
- Information about **all** enquiries made

It is **vitaly important** that as much information as possible is included in this section so that the CME team can make appropriate enquiries. If you have letters or emails of communication from the family you **must** submit copies as well as the CME referral.

### Part 2

This must be completed by one of the school's Designated Child Protection Officers. It is important that **any** concerns the school have had be recorded.

For Independent schools and academies please securely email the form to [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk)

For maintained schools please securely email the form to [schoolattendanceservice@leeds.gov.uk](mailto:schoolattendanceservice@leeds.gov.uk)

### Part 3

This part is to be completed by the Local Authority Attendance Improvement Officer (AIO) who has been allocated the case and should check that all other sections have been satisfactorily completed. Where a section is incomplete or further information is required the AIO should contact the member of staff named as completing the section.

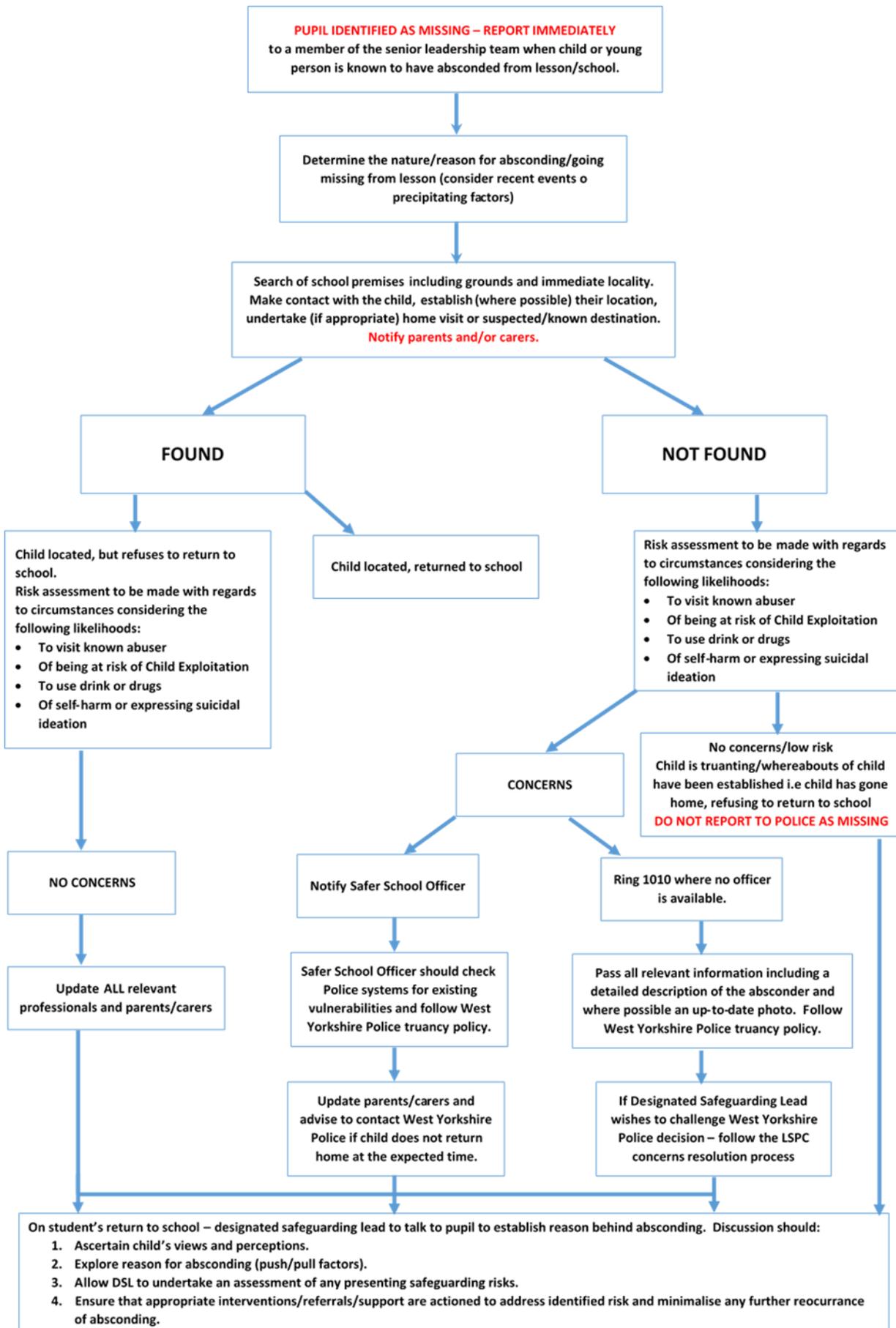
**Please note. Should you become aware at any time that a previously referred family has returned to Leeds, please contact the CME team as a matter of urgency as the team may still be carrying out enquiries.**

## Removal from Roll

Schools may remove pupil/s from roll when one of the following grounds set out in the Education (Pupil Registration) (England) Regulations 2006, as amended has been met:

1	8(1) (a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1) (b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1) (c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1) (d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1) (e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1) (f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that: (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1) (g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age
8	8(1) (h) - that he has been continuously absent from the school for a period of not less than twenty school days and: (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1) (i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1) (j) - that the pupil has died.
11	8(1) (k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12	8(1) (l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1) (m) - that he has been permanently excluded from the school.
14	8(1) (n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1) (o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.



## Referral pathway for reporting children and young people missing/absconded during the school day