



ATTENDANCE POLICY

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Principal

Senior Attendance Champion

Designated Safeguarding Lead

All staff

Office Staff

Parents

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Key Contacts

Strategic Attendance Lead: Fay Brackstone-Bawden, Deputy Principal

Attendance team:

Fay Brackstone-Bawden – Deputy Principal and Deputy Designated Safeguarding Lead (DSL)

Alison Gutsell – Pupil and Family Support Lead and Designated Safeguarding Lead

Jodie Johnson – Operations and Office Manager

Reporting Absence:

School Office – 01179 030333

Parents and carers must notify the academy on the first day of an unplanned absence by 8.45am (or as soon as is practically possible). In the first instance, **parents should call the academy** to report the child's absence verbally to a member of the academy office team.

The academy telephone number is 01179030333. Parents should leave a voicemail if they cannot speak to a member of the office team.

If this isn't possible, parents must report the absence via email. If parents have not reported the child's absence and the academy is required to follow up, **the absence will likely be unauthorised without appropriate evidence.**

Part A - Policy

1. Introduction

Oasis Academy Long Cross (OALC) is committed to developing the character and competence of all its pupils in the context of the community in which they live. The academy believes that these are the essential components for an excellent education and that, in order to fulfil their potential, they must regularly attend school. We recognise that attendance is a safeguarding matter, and that poor attendance may indicate that a pupil's welfare is at risk. We also recognise that parents and carers have a legal duty to ensure that children of compulsory school age attend school regularly.

In developing a policy for attendance, it is vital that we hold tight to the Oasis vision - for community - a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are, and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include.
- A desire to treat people equally respecting differences.
- A commitment to healthy, open relationships.
- A deep sense of hope that things can change and be transformed.
- A sense of perseverance to keep going for the long haul.

It is these ethos values that we want to be known for and live by. It is these ethos values that also shape our policies. They are the organisational values we aspire to and must be the lens for all our work. We are committed to a model of inclusion, equality, healthy relationships, hope and perseverance throughout all the aspects of the life and culture of every Oasis Hub and community.

Therefore:

- We believe all our pupils and families are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every pupil and member of staff.
- We provide opportunities and experiences for all our pupils, as well as their wider families, giving advantage to those being systemically disadvantaged.

The Trust has a robust, clear strategy in place for:

- Promoting good attendance and reducing absence, including persistent absence and severely absent pupils.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Address patterns of absence by using previous academic year attendance rates to trigger early intervention.
- Taking a 'support first approach' to work in partnership with families to improve attendance and punctuality.

The principles of a ‘support first approach’ are:

Support first approach	
Expect	Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
Monitor	Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
Listen and understand	When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.
Facilitate support	Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.
Formalise support	Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.
Enforce	Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil’s right to an education.

This policy should be read alongside the Department for Education guidance Document [‘Working Together to Improve Attendance August 2024’](#).

Checklist

- We will ensure that our approach to attendance is in line with the Oasis Ethos and 9 Habits.
- We will treat all pupils with equity.
- We will ensure that parents and carers know the importance of effective attendance for their child / children.
- We will do all we can to remove the barriers that stop some pupils from attending their academy and work with parents to remove barriers.
- We will support and work with families and the community to promote a positive culture so that pupils / pupils want to attend the academy.
- We will ensure that rewards are used to promote good attendance at the academy.
- We will ensure that all staff are involved in improving attendance at their academy – ‘Attendance is everybody’s business’.
- We will ensure that parents understand if their child does not attend the academy and we have exhausted all other avenues, we will work with external services to enforce good attendance at the academy.
- We will ensure we use the OCL Attendance Standard Operating Procedure (ASOP) to manage and monitor attendance.

2. Aims

Oasis Academy Long Cross aims to:

- Ensure that all pupils attend school for the maximum time possible and at least to the level of national average attendance so that every pupil can be the best they can be.
- Ensure that effective attendance practice is understood and implemented by all staff and is closely linked to safeguarding practice
- Promote punctuality in attendance
- Support parents and carers in their legal duty to ensure that children of compulsory school age attend school regularly.

To these ends, this policy is designed to

- Promote regular attendance and reduce absence, including persistent absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Act early to address patterns of absence

We want our pupils to go to school every day unless they are really not well enough to attend. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in later life.

We will do all we can to encourage our pupils to attend. We will also make available the best provision we can, for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the academy community.
- Raise our pupils' awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, pupils and staff.
- Work in partnership with parents, including regularly informing them about their child's absence and attendance levels.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Celebrate and reward good attendance and punctuality.

3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as a part of our standard operating procedures. However, we are aware that sudden or gradual changes

in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) (2023 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the academy cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Safeguarding Policy for more information).

4. Legislation and Guidance

This policy meets the requirements of the government guidance 2024 [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#) from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024
- The Education (Penalty Notices) (England) (Amendments) Regulations 2024

5. Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of possible sessions they are defined as 'severely absent'.

The academy will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include: identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance [Working Together to Improve School Attendance](#).

6. Understanding Barriers to Attendance

In relation to understanding barriers to attendance, we will ensure all pupils and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and school that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing and enhance their understanding of what good attendance looks like. Where a pupil or family needs support with attendance we will identify who is best placed to work with them to address issues.

We will support pupils and parents by working together to address any in-school barriers to attendance. Where barriers are outside of the academy's control, all partners should work together to support pupils and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provided, which will require the academy to work in tandem with the local authority and other relevant partners.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. In working with parents to improve attendance, we are mindful of the barriers these pupils face and will put additional support in place where necessary to help them access their full-time education.

Reduced timetable will only be used in exceptional circumstances, for a limited period to support pupils to reintegrate back into education to access fulltime provision.

The academy is committed to share information and work collaboratively with other schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe.

7. Staff Training on Attendance

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard pupils. Just as those barriers are regularly evolving, so too is the training that school staff require to address them. The academy therefore will facilitate training for all staff to understand:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- the law and requirements of schools including on the keeping of registers
- the academy/trusts' strategies and procedures for tracking, following up and improving attendance,
- and the processes for working with other partners to provide more intensive support to pupils who need it.

For staff with specialist attendance responsibilities, they will receive training to include:

- the necessary skills to interpret and analyse attendance data
- and any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

Part B - Academy procedures

1. Contents of the Admissions Register

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the academy along with the date of admission or re-admission to the academy, information regarding parents and carers, and details of the school last attended. The academy will enter pupils on the admission register at the beginning of the first day on which the academy has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

It is vital that the admission register is kept up to date, they are a legal document. Therefore, we encourage parents to inform the academy of any changes whenever they occur and ensure the admission register is amended as soon as possible.

2. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the morning session of each school day and once during the afternoon session. On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil. Please refer to Working Together To Improve School Attendance for the code descriptors and also appendix A of this document. The academy must record whether each pupil is:

- Attending
- Absent

Effective and timely use and sharing of register data is critical to safeguard children, improve attendance and is supported by the use of our electronic Management Information System to record attendance information. Our registers will be preserved for 6 years from the date after the last entry was made.

Attendance codes (Appendix A) are used to report attendance and absence of pupils at the academy. For any absences, the following information is reported:

- Who made contact? i.e. parents or the academy
- What was said? i.e. reasons given for absence

3. Attending the Academy

Attendance and punctuality expectations

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the legal responsibility of every parent to make sure their child receives that education and to ensure that their child attends that school regularly. This means their child must attend every day that the academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

Attendance and Codes

For pupils in Year 6, they must arrive by 8.30am on each school day.

Our morning register is taken at 8.30am and will be kept open until 9.00am.

Our afternoon register is taken at 1.25pm and will be kept open until 1.55pm
Our register is kept open for 30 minutes.

For **mainstream pupils in Reception to year 5**, they must arrive by 8.45am on each school day.
Our morning register is taken at 8.45am and will be kept open until 9.15am
Our afternoon register is taken at 1.00pm (Years 1-3) and 1.25pm (Years 4 and 5) and will be kept open for 30 minutes.

For pupils in the **specialist resource base**, they must arrive by 9.00am on each school day.
Our morning register is taken at 9.00am and will be kept open until 9.30am.
Our afternoon register is taken at 12.30pm and will be kept open until 1.00pm
Our register is kept open for 30 minutes.

For pupils in **nursery**, they must arrive by 8.40am or 12.30pm on each school day.
Our morning register is taken at 8.40am and will be kept open until 9.10am.
Our afternoon register is taken at 12.30pm and will be kept open until 1.00pm.
Our register is kept open for 30 minutes.

Pupils are marked present (/ \) if they are in school when the register is taken. If a pupil leaves the academy premises after registration they are still counted as present for statistical purposes.

Punctuality and lateness

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present for statistical purposes.

If a pupil arrives after the register has closed they will be marked with the unauthorised absence code “Late after registers close” (U), which is an unauthorised absence mark.
This will be:

- 9.00am for Year 6
- 9.15am for mainstream pupils Reception to Year 5
- 9.30am for pupils in the specialist resource base
- 9.10am for nursery pupils in morning sessions
- 1.00pm for nursery pupils in afternoon sessions

However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly. See DfE guidance Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk).

Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

Attending a place other than school

Pupils are marked as attending a place other than the academy if they are present for the assigned session.

These codes include:

- Code K Attending education provision arranged by the local authority
- Code V: Attending an educational visit or trip
- Code P: Participating in a sporting activity
- Code W: Attending work experience
- Code B: Attending any other approved education activity
- Code D: Dual registered at another setting

The academy retains responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. We must be satisfied that appropriate measures have been taken to safeguard the pupil. The academy should ensure that we have in place arrangements whereby providers notify the academy of any absence and the academy must record the pupil's absence using the relevant absence code.

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, the academy will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider arranged by the academy, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (any other approved educational activity). The academy expects the alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting. Any attendance concerns will be followed up by us, in conjunction with the Alternative Provider (AP).

4. Absence from the Academy

Leave of absence

A leave of absence means that the academy has given approval in advance for a pupil of compulsory school age to be away from the academy. These codes are classified for statistical purposes as 'authorised absence' which means the pupils absence is with permission granted by the academy. These codes include:

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment

- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
- Code C: Leave of absence for exceptional circumstance

Medical or dental appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment i.e. if the appointment is in the morning we would expect the pupil to attend for the afternoon session. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the academy will need an explanation as to why this is. If we do not feel there is just cause for the child to be absent for the whole day, only the time of the appointment will be authorised.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the academy with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

If a pupil must attend a medical appointment during the school day, they must be collected from the academy office by the parent or another authorised adult, and signed out. No pupil will be allowed to leave the academy site without parental confirmation.

Part-time timetables - Leave of absence for a compulsory school age pupil subject to a part-time timetable

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

The academy will not issue part time timetables as part of the behaviour policy or strategy.

Any part time timetable will be temporary and have an end date specified before they are issued.

All part time timetables will be authorised by the principal.

Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of school during term time.

Principals (or Executive and Lead Principals) may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances are likely to include the following:

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

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

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The academy must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead.

Where a leave of absence is granted, the academy will determine the number of days the pupil can be away from school. **A leave of absence is granted entirely at the academy's discretion.**

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the academy office. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

All term time absence for children in care should be discussed at the child's Personal Education Planning (PEP) meeting in advance where possible and agreed with the Social Care and The HOPE Virtual School. This permission should be gained before school is approached for approval. The academy will contact the HOPE Virtual School in relation to any requests for term time absence for a child in care.

Absent – other authorised reasons

Absent due to other authorised reasons means that the academy has given approval in advance for a pupil of compulsory school age to be away from the academy or has accepted an explanation offered afterwards as justification for absence. These codes are classified for statistical purposes as 'authorised absence'. These codes include:

- Code T: Parent travelling for occupational purposes
- Code R: Religious observance

- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded and no alternative provision made

Mobile pupil - Parent travelling for occupational purposes

The academy will authorise the absence of a mobile pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The academy will discuss cases individually with Traveller parents as necessary. Parents should let the academy know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Religious Observance

Our school acknowledges the multi-faith nature of the academy community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. **In accordance with the law, the academy will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs.** Should any additional days be necessary, they should be requested in advance using the leave of absence in term time process. Additional days taken without exceptional circumstances, will be recorded in the register as unauthorised absence. If necessary, the academy will seek advice from the parents' religious body, to confirm whether the day is set apart.

Illness

In most cases, absences for illness which are reported by following the academy's absence reporting procedures will be authorised. That is unless the academy has a genuine concern about the authenticity of the illness.

The academy follows Department for Education guidance 'Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)' 2024 which states that if the authenticity of the illness is in doubt, the academy may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. Where a parent cannot provide any written evidence, we will endeavour to have a conversation with the parent and pupil, if appropriate, which may itself serve as the necessary evidence to record the absence.

We will not ask for medical evidence unnecessarily. In some instances, the academy may ask the parent to obtain a letter from a GP, or the academy may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the academy may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the academy will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the academy by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the academy each day to provide an update on the child's condition, unless otherwise agreed by the academy.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead (or other key professional in the setting) for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the academy office by a parent or another authorised adult and signed out. No pupil will be allowed to leave the academy site without parental confirmation.

Suspensions (aka Exclusions)

If the academy decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The academy will follow the current [DfE's statutory guidance on exclusions](#).

Any exclusion **must** be agreed by the headteacher.

The academy will notify the parent of the exclusion in writing. If the pupil is a Child in Care, the academy will notify the pupil's carer, social worker and the HOPE Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the academy will also inform their allocated social worker.

The pupil must be collected from the academy office by the parent or another authorised adult, and signed out. No pupil will be allowed to leave the academy site without parental confirmation.

Absent – unable to attend school because of unavoidable cause

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend school because of unavoidable cause' in the following circumstances (such circumstances are not recorded as absences and are not counted as possible attendances):

- Code Q: Unable to attend because of a lack of access arrangements
- Code Y1: Unable to attend due to transport normally provided not being available
- Code Y2: Unable to attend due to widespread disruption to travel

- Code Y3: Unable to attend due to part of the academy premises being closed
- Code Y4: Unable to attend due to the whole school site being unexpectedly closed
- Code Y5: Unable to attend as pupil is in criminal justice detention
- Code Y6: Unable to attend in accordance with public health guidance or law
- Code Y7: Unable to attend because of any other unavoidable cause

Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence or no reason for absence was provided.

Absence will be unauthorised if a pupil is absent from school without the permission of the academy. **Whilst parents can provide explanations for absences, it is the academy's decision whether to authorise the absence or not.**

Unauthorised absence includes:

- Where a parent has failed to inform us of the absence following the correct reporting arrangements
- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark – **Mainstream years R-5 after 09:30, Year 6 after 09:00; Resource Base after 09:30**
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the academy)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. The unauthorised absence codes include:

- Code G – Holiday not granted by the academy
- Code N – Reason for absence not yet established
- Code O – Absent in other or unknown circumstances
- Code U – Arrived in school after registration closed

Administrative codes

Where necessary and applicable, our school will use the defined administrative codes. These codes are not collected for statistical purposes and are:

- Code Z: Prospective pupil not on admissions register
- Code #: Planned whole school closure

We recognise that there will be occasions when the attendance code needs amending. For example, where an absence for a medical appointment was initially unauthorised and then the parent provides evidence.

Any amendment to the attendance register will include:

- The original entry
- The amended entry

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

See Appendix A for the DfE attendance codes.

First Day of Absence Reporting

Parents and carers must notify the academy on the first day of an unplanned absence by 8.45am (or as soon as is practically possible). In the first instance, **parents should call the academy** to report the child's absence verbally to a member of the academy office team.

The academy telephone number is 01179030333. Parents should leave a voicemail if they cannot speak to a member of the office team.

If this isn't possible, parents must report the absence via email. If parents have not reported the child's absence and the academy is required to follow up, **the absence will likely be unauthorised without appropriate evidence.**

Ultimately the academy is responsible for deciding if the absence is authorised or not. Only genuine absence will be authorised.

5. Pupils in nursery

Whilst attendance in nursery is non-statutory, the academy applies the same policy and procedures for attendance and safeguarding as with pupils of statutory school age. This also includes the academy response to absence, monitoring of attendance and strategies for improving attendance.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Request Form . A leave of absence is granted entirely at the principal's discretion.

If a child in nursery does not take up their place by attending the setting regularly, and the absences have been deemed to be unauthorised, **the academy have the right to withdraw the pupil's place with notice.**

Following daily and weekly monitoring, the attendance and Early Years leads will identify pupils not attending nursery regularly. In the first instance, the academy will follow the same protocols for absence as with pupils of statutory age, ensuring safeguarding is prioritised. For pupils not attending nursery, a meeting will be arranged to discuss any concerns or challenges impacting the child's attendance. The academy will seek to address these and improve attendance.

If the academy is unable to make contact or arrange this meeting, parents will receive a written letter warning that their child's place is at risk of being withdrawn and inviting them to contact the academy to meet and resolve the matter.

If there is no response to this letter within 10 working days, then the academy will assume the nursery place is no longer needed and will write again to explain that the place is being withdrawn a further 10 days from the date of the second letter.

Throughout this process all safeguarding procedures will be maintained including pupil

tracking and referrals to social care where appropriate.

6. Safeguarding and Attendance

Following up absence

OALC will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. We will aim to follow up all unexplained and unexpected absence in a timely manner.

When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code will be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, our school must amend the pupil's record to Code O.

On the first, and every day of absence, if we have not received a message from parents regarding the absence we will telephone home to ascertain the reason for absence. If there is no answer, an answer phone message will be left, or an email will be sent. If there is no response to this after 30 minutes, we will then attempt to make contact with anyone listed on the pupil's contact list.

If we do not make contact then safeguarding procedures will be followed and the absence will be unauthorised.

Vulnerable Children

If a child is unexpectedly absent with no explanation all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the child's whereabouts. Where a child is considered 'vulnerable' (for example under a child protection plan) we should make a first day home visit and follow the safeguarding policy that confirms the child's whereabouts. Principals must not accept anything short of a definitive confirmation of the child's whereabouts.

The DfE guidance, 'Keeping children safe in education' has been updated from September 2024 as follows: 'Where reasonably possible, academies should hold more than one emergency contact number for each pupil or pupil. This goes beyond the legal minimum and is good practice to give the academy or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.'

For children who are unexpectedly absent for a prolonged period (for example, acute family trauma or an unreasonable travelling distance from the academy), the academy will continue to make regular assurances of their whereabouts and welfare. Typically, in these circumstances, contact with families will be sought every 3 days. These absences should only be authorised by the attendance lead and/or principal.

Where a child is in receipt of social care, e.g. on a Child Protection Plan or Looked After, the relevant processes will be followed to inform carers and other professionals involved of the absence from the academy.

Children at Risk of Missing Education

The academy must inform the local authority (LA) of any pupil who fails to attend school regularly or has been absent without the academy’s permission for a continuous period of 10 days or more. As this could be a safeguarding issue leaders should ensure that regular follow up contact is made with the LA if the whereabouts of the pupil is not known or communicated to the academy.

If a child cannot be contacted between the first and third day of absence a home visit should be completed. This should continue until the information has been secured. Leaders will follow the guidance issued by the Department for Education: <https://www.gov.uk/government/publications/children-missing-education>

Our school will add and delete pupils from roll in line with the law. A pupil’s name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. The academy will follow Bristol City Council’s Children Missing Education guidance, and make CME and Pupil Tracking referrals as appropriate. The academy will seek advice from the Children Missing Education Officer if unsure about any individual cases: childrenmissingeducation@bristol.gov.uk

7. Strategies for promoting attendance

Good attendance

Good attendance, which is 97% of the academic year, is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. The pupils with the highest attainment have higher rates of attendance.

Promoting Good Attendance

At OALC we have a clear strategy to promote attendance which includes rewards, assemblies, celebration events, meetings with parents and carers and an engaging and enjoyable curriculum.

These will be in line with those recommended by the Department for Education, recent research and OCL Best Practice.

Our ethos for attendance is ‘miss school, miss out’. Attendance celebrations and rewards are for everyone to achieve, regardless of their individual attendance but you have to be ‘in it, to win it’.

The table below clarifies the impact on learning of absence:

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48



Reporting to parents and carers

Parents can keep up to date with their child's attendance using the MCAS app. In addition, OALC will email parents and carers weekly with their child's attendance percentage.

In the child's annual end of year report, their attendance will also be provided.

If the academy has concerns about your child's attendance you will be contacted by the class teacher in the first instance. If we have serious concerns, you may be asked to meet with a member of the attendance team to discuss how we can support you to improve your child's attendance.

If your child's attendance drops below 90%, they are considered persistently absent and we may contact you to discuss how best to support you in improving their attendance at the academy.

8. Improving poor attendance

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the Attendance Lead to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a Notice to Improve – attendance warning letter.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the academy. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the academy his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that

each child's irregular attendance is dealt with as a separate matter.

The academy will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Academies will fine parents for the unauthorised absence of their child from school if not engaging in academy support systems or following an attendance contract.

The decision on whether or not to issue a penalty notice ultimately rests with the principal, following the local authority's code of conduct for issuing penalty notices.

This may take into account:

- A number of unauthorised absences occurring within a rolling academic year and not engaging in the academy's attendance support systems.
- Holidays in term time.
- One-off instances of irregular attendance and not engaging in the academy's support systems.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in one of the following:

- a. A Penalty Notice. The penalty is £80 per parent, per child payable within 21 days, rising to £160 per parent, per child if paid between 22 and 28 days. (Failure to pay will result in prosecution.) If a second Penalty Notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days. There will be no option to pay a lower amount.
- b. Prosecution.

Prosecution could lead to fines up to £2500 and /or up to 3 months imprisonment. (See DfE's statutory guidance on School attendance parental responsibility measures for more information and Bristol City Council's Penalty Notice Code of Conduct, available here: <https://www.bristol.gov.uk/schools-learning-early-years/education-welfare> or ask the academy for printed copies.)

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

Fixed penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion.

In addition to Penalty Notices, there is a range of other legal interventions open to schools. Schools, trusts and local authorities are expected to work together and make use of the

full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family.

These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

There is no right of appeal by parents against a fixed penalty notice.

Patterns in absence

Where our attendance analysis determines a pattern or trend in absences, e.g. every Monday or Friday, parents will be contacted to offer support in improving attendance on these days. If a pattern has been identified, the absences may not be authorised on those days without sufficient evidence to explain the absence.

9. Pupils leaving the academy and off-rolling

Pupils leaving the academy

The OCL vision is driven through a passion and commitment to include everyone. We believe all our children and young people are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each academy. Academy leaders must ensure that detailed records are kept for pupils who stop attending the academy and are removed from the roll/admissions register.

Details must include (but not exclusive to):

- The pupil's reason for leaving.
- Their destination and the destination's educational provision (e.g. name of school, home-schooling arrangements).
- Group (disadvantaged, SEND, EAL, gender).
- Ethnicity

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

The principal and/or attendance lead must meet with the pupil and family, if off rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the pupil and family as well as ensuring that the destination of the pupil is known.

Leaders must ensure that pupils are only removed from the academy's roll/admissions register if one or more of the criteria (defined by the Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as described in the Department for Education's guidance: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Leaders should inform their Regional Director and follow their local authority's procedures for off-rolling a pupil, which will always involve officially notifying the local authority of the reasoning and intention to do so.

On receipt of written notification to home educate, academies must inform the Regional Director and the pupil's Local Authority that the pupil is to be deleted from the admission register.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full-time education, but this does not have to be at a school.

See Appendix B for the OCL Off Rolling form to be used to record and monitor off rolling.

Part C - Roles and Responsibilities

All schools have a continuing responsibility to proactively manage and improve attendance across their school community.

The principal will:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.
- Ensure all Children at risk of missing education are reported according to the DfE [Working together to improve school attendance August 24](#) and OCL SOP.

All academies must:

- Inform the local authority (LA) of any pupil who fails to attend school regularly or has been absent without the academy's permission. As this could be a safeguarding issue, leaders should ensure that regular follow up contact is made with the LA if the whereabouts of the pupil is not known or communicated to the academy. If a vulnerable child cannot be contacted on the first day of absence, a home visit should continue until the information has been secured. Leaders should follow the guidance issued by the Department for Education: <https://www.gov.uk/government/publications/children-missing-education> and the OCL Safeguarding policy.

OCL Scheme of Delegation

As an academy, governance is held through the Trustees and the [Scheme of Delegation](#).

Principal

The principal is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring school-level absence data and reporting it to governors.

The principal also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

Senior Attendance Champion

Academies will ensure that a member of the Senior Leadership Team is appointed as the Senior Attendance Champion (SAC).

The name and contact details of the SAC will be published on the academy website.

The SAC will be responsible for:

- Improving attendance.

- Ensuring the academy’s vision for improving attendance is shared with all stakeholders.
- Communicating expectations.
- Evaluating and monitoring procedures.
- Oversight of regular data analysis of all groups of pupils.
 - The SAC will review day-to-day attendance for individual pupils and put in place support from wider partners as quickly as possible, making the necessary referrals. This may be before a pupil is designated as persistently absent.
- Communicating messages to pupils and parents.
- Leading training for teachers and non-teachers regarding attendance strategies.
- Management of attendance resources.
- Leadership of rewards and sanctions relating to attendance and punctuality.
- Oversee the arrangements for ‘Pastoral Review Meetings’ and quality assure the action plans devised.
- Comply with the Department for Education Statutory [Guidance on Children Missing Education](#) by informing the Local Authority of the details of children who are regularly absent, missing from academy following a leave of absence and prior to removing a child from the roll of the academy.
- Comply with the requirement set out in the Local Authority’s Code of Conduct when requesting issuance of penalty notices.
- Ensure that pupils are given the support that they need including support networks to attend the academy.
- Ensure statutory data returns are made to Local Authorities and the DfE.
- Ensure that parents receive an update of their child’s attendance every day via MCAS; this will show the pupils attendance.

Designated Safeguarding Lead

Supports the work of the SAC to deliver the attendance policy and ensure that all statutory procedures are followed.

All staff

All staff are responsible for promoting good attendance. Class teachers and learning support assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information. They will also follow the OALC Attendance Policy and work with pupils where there are concerns about their attendance. Academy leaders should ensure that suitable training is in place for all adults taking the register.

Office staff

Administrative staff are expected to take calls from parents and carers about absence and record it on the academy system. They will also adhere to the Academy Attendance Policy and challenge information received via phone calls or emails if there is any doubt in its accuracy.

Parents

Parents are responsible (<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>) for ensuring that children of statutory school age receive their entitlement to full-time education. Academies will work with parents to support this responsibility.

Use of data to improve attendance

The academy will monitor and analyse weekly attendance patterns and trends for:

- The whole school.
- Year groups.
- Tutor groups.
- Individual pupils.

Attendance will be analysed weekly by pupil characteristic as part of the Public Sector Equality Duty.

Attendance reports will be shared with teachers to facilitate discussions with pupils and parents.

Weekly reports will be shared with the Inclusion and Attendance Teams.

The SAC will analyse data on a half-termly, termly and annual basis, identifying patterns in uses of certain codes, days of poor attendance and, where appropriate, subjects which have low lesson attendance.

The SAC will devise specific strategies to address areas of poor attendance identified through the data.

The SAC will monitor the data to review the impact of attendance strategies.

The SAC will support the principal to provide data reports to the RD/ND.

Reducing persistent absence / severely absent

A pupil is persistently absent (PA) when they are absent for at least 10% of their school sessions, typically 19 days over the course of an academic year.

A pupil is severely absent (SA) when they are absent for at least 50% of their school sessions, typically 90 days over the course of an academic year.

When a pupil is deemed to be at risk of becoming PA, the SAC will ensure that the academy identifies a member of staff to work with the parents. They will:

- Hold a meeting with the parents.
- Address any in-school barriers to attendance.
- Agree actions to remove the barriers.
- Make referrals to services or organisations which can support, where the barriers are outside of the academy's control.

Where absence intensifies, the academy will work with the Local Authority and other relevant partners. This **may** result in the provision of:

- Mentoring.
- SEN support or an application for an ECHP where appropriate.
- Alternative provision.
- Voluntary family early help assessment.
- Early Help for Attendance Framework.

Where engagement in support is proving challenging, the SAC will inform the parents to explain the consequences of persistent and severe absence to the pupil and family.

Where voluntary support has not been effective and/or has not been engaged with, the SAC will work with the Local Authority to:

- Put formal support in place in the form of a parenting contract or an education supervision order.
- Issue a fixed penalty notice.
- Intensify support through statutory children's social care.
- Prosecute parents where all other routes have failed.

Monitoring of this policy

This policy will be reviewed regularly by the National Education Team (NET) and academy SAC. RDs should check and monitor the impact of the Attendance Policy.

Training requirements

This policy is linked to our Child Protection and Safeguarding policy. We have drop-in sessions and CPD through the Oasis Learning Development Zone to support colleagues in academies.

Statutory requirements - Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures updated version August 2024. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance: [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance).

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy complies with the Trust's funding agreement and articles of association.

APPENDIX A – Attendance codes 25-26

Attending	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

APPENDIX B – Off rolling a pupil procedure.

The unlawful off rolling of a pupil from an academy is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place.

The principal must authorise any off rolling.

If the pupil is missing, please complete an LA CME form.

From September 2017, ALL roll removals, with exception of normal transition points, unless this is requested, must be reported to the LA. Detailed DfE guidance:

<https://www.gov.uk/government/publications/children-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now registered at an alternative school.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil has ceased to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to Reception or a higher class.

See form on next page.

APPENDIX C – Request to remove a pupil from roll form.

NAME:	YEAR GROUP:
DATE OF BIRTH:	
ADDRESS:	

This pupil has been removed from the roll because:

The pupil has moved to another school. New school details	
Other reason for roll removal: Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)	
The pupil has been permanently excluded. Date of the PEX hearing: Date of the end of the appeal period (15 days from PEX hearing)	
The pupil's whereabouts are unknown. Date home visit completed: Date CME completed: Date pupil details uploaded to S2S:	
(If there are safeguarding concerns, date matter referred to the DSL)	

Member of staff
requesting removal from
the roll:

Confirmation there are no
safeguarding concerns:

Permission granted to
remove the pupil from the
roll YES/NO

Signature:
Date:
(This must be the principal)

DATE ROLL REMOVAL WAS NOTIFIED TO
THE LOCAL AUTHORITY: