

**Ark Pioneer
Academy**

**Attendance & Punctuality Policy
2022-23**

PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance and punctuality and set out the systems for dealing with absence and lateness.

Date of last review:	January 2023	Author:	Principal
Date of next review:	July 2023	Owner:	Principal
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Project Board (V1)
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ARK MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Behaviour Model

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1. Introduction

All children of school age have the right to a high quality full-time education, regardless of age, aptitude, ability or any special need they may have. Excellent school attendance is essential if a child is to make the most of the educational opportunity available to them and achieve their full potential. Irregular attendance leads to educational disadvantage and places children at risk. It can disrupt continuity of learning and undermine educational progress leading to underachievement or low attainment.

Ark Pioneer Academy takes the responsibility to monitor and promote the excellent attendance of all its pupils very seriously. It is the parents' or carers' responsibility by law to ensure their children attend and stay at school; we will work in close partnership with them to ensure high attendance and ultimately, success at school, for all pupils.

It is the parents'/carers' responsibility by law to ensure their child attends school every day the school is open except when a statutory reason applies.

2. Aims of the policy

The aims of the Attendance Policy are:

- ★ To ensure an academy attendance and punctuality level consistently above 97%; absence of 10% is considered 'persistently absent' and is the equivalent of 1 day off every 2 weeks
- ★ To raise the importance of excellent attendance in line with Ofsted requirements and our ethos of forming habits of excellence
- ★ Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- ★ To develop good punctuality as a habit of excellence
- ★ To promote opportunities to celebrate and reward children for excellent attendance and punctuality
- ★ To ensure all pupils attend school every day the school is open except when a statutory reason applies

3. Recording attendance and punctuality

Registers

We recognise that lesson and tutor registers are important legal documents which must be completed carefully and promptly at the beginning of each lesson, tutor time or enrichment session.

All registers will be taken electronically on Bromcom. Every period, including enrichment sessions and tutor time, will have a register taken. This will support us in keeping full and accurate records including keeping track of any possible truancy.

Reporting absence (parent/carer)

All absences should be reported to the school using the online Pupil Absence Form (not via our phone line).

Parents & carers can access the online form [here](#)

...or use the link to the form on the homepage of the Ark Pioneer Academy website.

The online form should be completed on each day of a child's absence.

The online form has several advantages over a phone-based system:

- It immediately creates a written record of the absence
- It requires less time for parents and school staff
- It allows multiple people at the school to immediately see reported absences

We strongly request all parents use this improved system.

Parents are expected to communicate for each day of absence, even when absence occurs on consecutive days for the same reason.

Parents may receive a follow up phone call from the attendance officer by 10am on the morning of absence. This is the case whether an absence form has been submitted or not.

If we cannot contact parents regarding a child's absence and a form has not been submitted, the child is considered to be missing and this may trigger a referral to external agencies so we can ensure the child/families safety.

Reporting pupil's attendance & punctuality

- Our front office will call parents to check on any absence that has not been reported already by a on the Pupil Absence Form on our website by parent/carer or coded as a pre-authorized event (e.g. hospital appointment)
- Form Tutors and Heads of Year will be in regular contact with parents where there is any concern regarding attendance
- We will report cumulative attendance and punctuality figures to parents each term
- We will also keep a register of absence and punctuality referral to EWO

3. Authorised and unauthorised absence

It is the parents/carers responsibility to notify the school when their child will be unexpectedly absent – see guidelines above.

Authorised absences

Acceptable reasons for authorising absence include sickness, hospital appointments, dentist appointments (only those that cannot be made outside of the school day), recognised religious holidays (1 day per holiday only) and funerals (when travelling abroad for a funeral up to 2 days will be authorised).

- Parents are asked to limit their children's absences to cases of real illness to minimise learning time missed.
- Medical appointments should be arranged outside of the academy day. Where this is not possible, pupils are expected to miss only part of the day.
- Where a pupil is absent in the days immediately before or after a school holiday medical evidence is required to authorise the absence, without this the Education Welfare Officer will be informed of the absence.

Unauthorised absences

Any absence taken for an unacceptable reason will be coded as unauthorised.

Reasons include:

- Attending an appointment that could be arranged at another time
- Visiting relatives
- Shopping or buying shoes, including items for school wear
- Getting a haircut
- Staying at home because a parent, carer or sibling is unwell
- Taking a holiday in term time
- Delayed return due to travel disruption

This list is not exhaustive

Note that in line with the approach recommended by Barnet Local Authority, we will issue Fixed Penalty Notice to a parent/carer where a holiday has been booked in term time, including any parent/carer decision to book one or more days away adjacent to half-term or end of term breaks holidays.

Extenuating family circumstance

We acknowledge that there may be special circumstances where a parent feels that their child needs to be taken out of school. In these circumstances, parents should write to the principal requesting absence at info@arkpioneer.org clearly stating the reasons and dates for the proposed absence.

The circumstances will be considered, and parents will receive a written response. The Principal's decision is final.

Where the decision is taken to refuse permission, the absence will remain unauthorised should the parent ignore this.

4. Procedure for reporting absences

Medical or education appointments

If a parent knows in advance of absence due to an appointment, the Head of Year and Attendance Officer should be informed and the appointment card shown.

Note: appointments for doctors, dentists, orthodontists, opticians etc., should be made outside of the school day wherever possible.

Absence due to illness

If a child is ill, the parent or carer inform the academy by completing the Pupil absence form on the website by 7.45am. The form must be completed for every day of absence.

If a notification has not been received from the parent or carer, the school will contact the parent/carer via text message or phone call every day of absence.

If this has not been responded to, we will send a message in the first instance while we attempt to make contact with the parent. A letter will be sent to the parent or carers requesting an explanation of the absence. Until the reply is received, the absence is unauthorised. Responses must be received within one week.

On the pupil's return to school, they should present a written note from their parent or carer, to their Form Tutor explaining the absence. This letter is a legal requirement.

If your child is absent and has been prescribed medicine by the doctor, please bring the medicine and/or prescription into the academy so we can photocopy it.

Concerns about reported absences

The school will contact parents/carers if there is any doubt or concern regarding a pupil's reported absence.

- The school will be watchful for signs of individual or group truancy and any suspicions will be raised with parents or carers immediately
- Even if notes are received, cases of frequent absence or suspicion that the letter may have been forged will be brought to parents' or carers' attention

5. Unacceptable Levels of Attendance

Attendance target

We expect every Ark Pioneer pupil to achieve a minimum of 97% attendance.

School procedure for dealing with absence concerns

The school will monitor all pupils' attendance regularly.

The Assistant Principal (instilling values & self-discipline) and Head of Year review the attendance of all pupils monthly. If the attendance of a pupil falls below 97% the reasons for the absence are investigated.

The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:

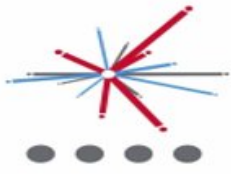
- ★ The Assistant Principal or Head of Year will write to the parent or carer to agree additional targeted support. The situation is reviewed at the next month's check
- ★ If no improvement is seen the Assistant Principal or Head of Year will request an appointment with the parent or carer. The situation is reviewed at the next month's check.
- ★ If no improvement is seen the Assistant Principal or Head of Year will issue an Attendance contract
- ★ If the attendance does not significantly improve, a referral to the Educational Welfare Service will be made and in non-improving situations a penalty notice will be served

Referrals to Education Welfare Officer

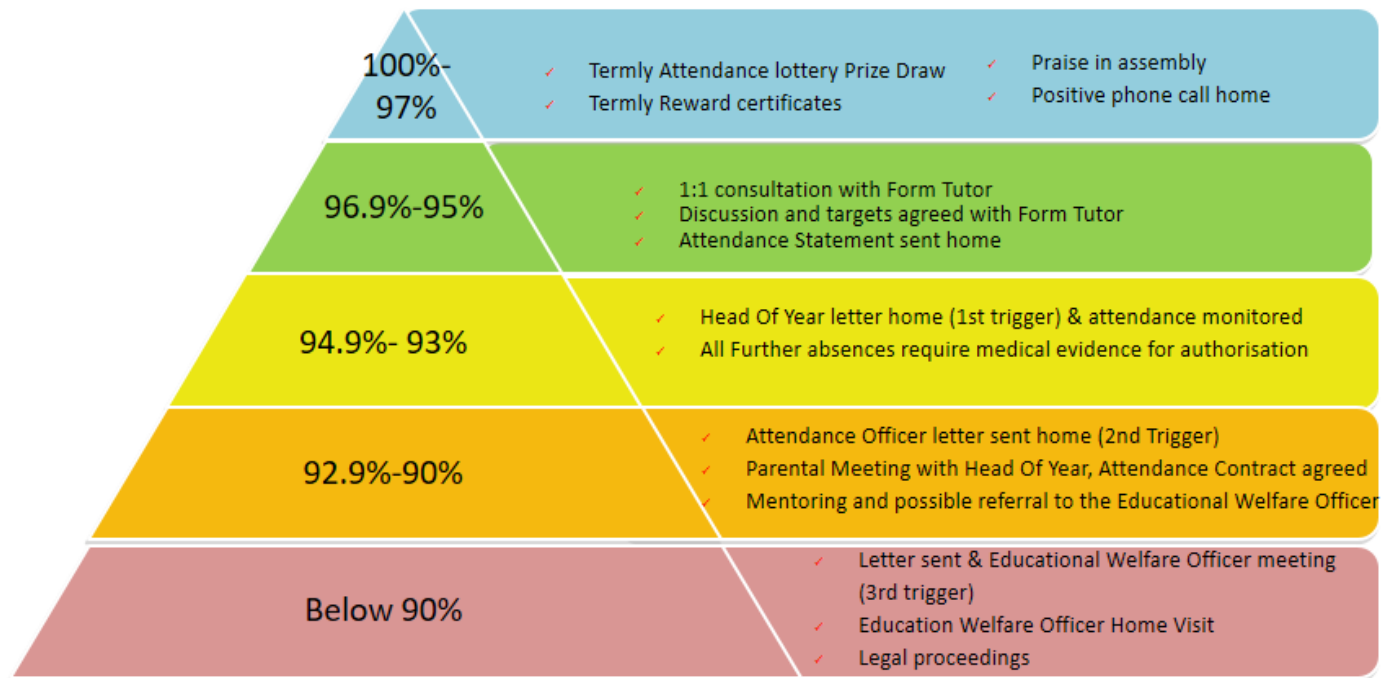
If the attendance of a pupil falls below 95% the reasons for the absence will be investigated.

The Assistant Principal/Head of Year will issue an Attendance/Punctuality contract. If the attendance does not significantly improve, a referral to the Educational Welfare Service will be made.

In this case, parents or carers may be liable for fast-track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996. Further information on Barnet Local Authority procedures are included in the appendices below.



Ark Pioneer Academy Attendance Triangle



6. Punctuality

Academy start time

Ark Pioneer school gates are open from 8.00 – 8.25am.

Pupils who arrive after this time must enter the academy through the main entrance, where they will be signed in by a member of the school reception team.

Children who arrive after at 8.25am are late. They will be marked as 'U' (unauthorised absence) on the register. Any child receiving six unauthorised latenesses in any four-week period may be issued with a Fixed Penalty Notice. Further information on Barnet Local Authority Procedure is included in the appendices below.

Pupils who arrive after 8.25am will receive a check for punctuality and parents/carers will be advised of a pupil's late arrival by text.

3 late arrivals in one week will result in a 30 minute catch up on Friday

Sanctions

Catch-up sanctions will be applied for persistent lateness.

Referrals to Education Welfare Officer

The procedure for consistent lateness is the same as for absence – punctuality is reviewed monthly by Assistant Principal and Head of Year.

- ★ If the pupil reaches the threshold of 6 lates within one month, a punctuality contract is used
- ★ Appointment made to see Education Welfare Officer – one month is given for improvement
- ★ If no improvement is seen the Education Welfare Officer will request another appointment
- ★ If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made
- ★ 'Cause for Concern' registers for absence and punctuality are kept

Note: We do sporadic punctuality inspections at the academy gate. Our Education Welfare Officer is sometimes involved in these.

7. Rewards

We want to encourage all pupils to have 100% attendance or at a minimum 97% (the Ark Pioneer expectation). We will congratulate those with high or improved attendance and punctuality.

Specific rewards relating to attendance include

Higher Level Rewards	Description
<i>Attendance at 100% for the term</i>	Pupils receive an entry into the awards draw Pupils entered into awards draw to win a bike each term (bike displayed in dining hall for all pupils)
<i>Attendance at 100% for the year</i>	Pupils receive an automatic reward and a certificate from the Head of Year at the end of year assembly Pupils receive a 100% Gold Badge to wear on their blazer
<i>Attendance better than any other form group for the term</i>	Form group receive a certificate at assembly Pizza party for winning forms each term Winners celebrated in display in dining hall
<i>Shout out</i>	Teacher or tutor nominate a pupil who has been exceptional that week – name displayed on plasma / shoutout in year group weekly assembly

For further details, please see the behaviour policy.

Appendix 1: Key Contact: Barnet Education Welfare Team

Charlotte Winston

Education Welfare Officer

Education Welfare Team

Barnet Education and Learning Service

2 Bristol Avenue, Colindale, NW9 4EW

Tel: 020 8359 2838 | Mobile: 07547 662685 | Web: barnet.gov.uk

Appendix 2: Code of Practice for Fixed Penalty Notices

Barnet Education Welfare Team

Penalty Notices for School Attendance Issues

Code of Practice

This Code of Practice governs the application of penalty notices issued to parents for school attendance matters. It outlines the roles and responsibilities of the Local Authority, schools, academies, parents, the police and other agencies, laying down the basis for the use of penalty notices as a legal sanction and as a deterrent, in accordance with The Education (Penalty Notices) (England) Regulations 2007 with amendments as per The Education (Penalty Notice) (England) (Amendments) Regulations 2012 and 2013.

The Supreme Court of the United Kingdom made clear in its judgment of 6 April 2017 that parents have a responsibility to ensure their children's regular attendance, which means complying with term dates. It pointed to the disruption to the education of all children caused by individual parents taking their own children out of school.

The penalty notice is intended as a quick-response disposal in cases where parents either fail to ensure the full school attendance of their children, show disregard for the authority of the head teacher (unauthorised holidays) or fail to supervise a child excluded from school, as in Table 1 below.

This Code of Practice bears in mind the expectations of the Department for Education on the improvement of attendance, and the provisions of Ofsted's school inspection framework, in which there is an expectation that schools use all available means in their attendance strategy to secure best outcomes for pupils, including the use of legal sanctions.

The Power to Issue

By local agreement between schools, the police and the London Borough of Barnet, the Education Welfare Team is the only agency administering penalty notices in respect of school-related issues. Schools, academies and the police can request that a penalty notice be issued (See Table 1).

Head teachers decide whether to give leave of absence or not: and, if not, whether then to request a penalty notice.

The Regulations allow head teachers to delegate the power to issue penalty notices to deputy and assistant head teachers. For the purpose of this Code of Practice, in which the Local Authority issues all penalty notices, the power to request a penalty notice is similarly delegated to deputy and assistant head teachers. The authority to request a penalty notice cannot be delegated to other school staff. In the case of academies, the Principal may delegate this function to his or her deputy or assistant principals, however described.

Method of Issue

All penalty notices are issued by post only. It is impossible for any council officer, police officer or other official to issue on-the-spot penalty notices or accept cash from clients. Schools must also refuse payment of penalty notices. Customers must follow the payment instructions on their invoice.

The Education Welfare Team maintains a record of penalty notices issued within the London Borough of Barnet's finance system. Pupil case files will include a record of the issuing of a penalty notice to the family. Schools must not keep records of penalty notices on children's academic records.

Timescale for issue

Penalty notices are subject to two timescales, the main one being that for payment by parents, who have a maximum of 28 days to make a payment.

In the event of non-payment, the Education Welfare Team must prosecute the parents in the Magistrates' Court. A summons must be requested within six months of the original offence, in this case, the first date of absence.

Some cases cannot be pursued because delays in the procedure mean that too much time has elapsed. Delays are caused by:

- Technical issues within the EWT or the Finance system
- Delay in schools issuing requests
- Incorrect addresses on invoices (parental failure to provide updates)
- Delay in EWT processing requests
- Bottlenecks, peak periods
- Disputes
- School holidays: these do not form part of evidence but are part of the legal timescale.

Timescale guide

Schools	to issue request within three school weeks of child returning to school
EWT	to issue penalty notice within three school weeks of the request
Parent	to pay penalty notice within four weeks of penalty notice invoice
Dispute	to be resolved within the four-week payment period for parents.

- **Legal action then follows with parents who have failed to pay.** Summonses will be requested in good time. These may be for dates a considerable time ahead, but that is a matter for the courts and their workloads.
- Schools will continue to be able to make requests outside this guide, but should do so only exceptionally.

Declining to issue

The Education Welfare Team expects to accede to requests from head teachers and other authorities as in table 1 but may decline to do so if it feels there is a need to explore a case further or in the case of significant delay in making the request. This provision is in place to deal with instances where the school makes decisions in good faith but may lack pertinent information when making the request.

Cancelling penalty notices

The EWT cancels penalty notices in a range of circumstances, usually as a result of parents providing suitable evidence for the absence or, indeed, schools updating their evidence.

The Education Welfare Team Manager decides on issues about cancellation, including writing off cases where litigation would be difficult. In many cases, logistical issues have to be taken into account. While cancellations can seem to undermine a school's action, this is not the intention, but something that takes into account court issues as well as a range of processing difficulties beyond our control.

Income

Income from penalty notices is used to fund their enforcement. In the event that income exceeds costs, surplus income passes to the Council's general account. Schools receive no income from penalty notices.

Feedback to schools

The EWT will provide feedback to schools on individual cases and is happy to discuss best practice.

Good Practice for Schools

Head teachers should ensure that

- Parents are aware of the school's policy on leave of absence
- Each request for leave of absence is considered on its merits
- Due regard is paid to religious issues, and family situations requiring special consideration
- Parents are informed of the reasons for refusal of their request
- Parents failing to request leave of absence should be issued with a penalty notice
- The child is of statutory school age
- Requests for penalty notice for absences adjacent to school holidays due to suspicions of a holiday should have supporting evidence, such as parents not being contactable, international dial tones, or evidence from individuals, including the child in question.
- Exclusion correspondence reminds parents of their duty to supervise their excluded child during the first five days of exclusion
- Only they, or those authorised by them, may sign the request form
- School registers have the appropriate registration absence code (G, U, or E, as appropriate) as an extract from the register may be required in the event of court action.
- Where a family seeks leave of absence and it is known there are siblings in other schools, they should liaise and reach a joint decision. They may, of course, agree to disagree.

Head teachers are not compelled to request the issuing of a penalty notice even if they have refused to give leave of absence but should be mindful of the need for a consistent approach across all schools to support colleagues for whom attendance issues are of significant concern.

Good Practice for Parents/Carers

Parents should:

- Follow the school's attendance policy
- Make a request for leave of absence in good time so that it can be considered
- Make travel arrangements AFTER permission has been given
- Keep all travel documents and invoices to account for delays or disruptions
- Make sure that they obtain medical evidence if their child is ill in the periods either side of an official school holiday
- Ensure they can be contacted by school during periods of illness
- Understand that, if school or Education Welfare staff visit the family home and the child is not there when reportedly too ill to attend school, a penalty notice will be issued.

Appendix 2: Guidance for parents on PCN – Barnet LA

Education Welfare Team

Penalty Notices for School Attendance Issues: Guide for Parents

A parent is defined by Section 576 of the Education Act 1996 as any natural parent, person with Parental Responsibility under the Children Act 1989 or a person with whom the child lives and who looks after the child, irrespective of his or her relationship with the child.

Parents must ensure that their children attend school unless they are ill or have appointments the school has been informed of. There are also times when unavoidable situations arise which parents should inform the school of at the earliest opportunity.

If parents have plans involving their children missing school, they must make a request for leave of absence.

Parents who fail to ask for leave of absence are liable to receive penalty notices. This is also the case if their request is turned down by the school and they still remove their child from school.

Penalty notices are usually applied where parents do not have permission to

- Take children on holiday
- Visit family, including sick relatives
- Take children out of school for special occasions

Penalty notices also apply to parents whose children have six unauthorised latenesses in any four-week period or whose child is unsupervised in a public place while excluded from school.

All parents whose children attend a maintained school or academy in Barnet are subject to the rules in respect of penalty notices, regardless of where they live. The borough of residence is notified of the action being taken.

Parents can be issued a maximum of 3 penalty notices each in respect of the same child in any one calendar year. Thus, where two parents take three children on an unauthorised holiday, a total of six notices are issued for the single episode.

Each penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, otherwise the penalty notice will be £120. If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates' Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1000, for a first offence, and be required to pay costs to the Local Authority.

On payment of a penalty notice, the parent can no longer be pursued legally for the same period of evidence (Section 23 of the Anti-Social Behaviour Act 2003) and does not have a criminal record arising from the penalty notice itself.

As with prosecution in a magistrates' court, penalty notices can only apply to offences relating to a child of statutory school age enrolled at a maintained school or a Pupil Referral Unit (PRU).

Exceptional Circumstances

The decision to authorise or not, and then whether to request a penalty notice lies with the head teacher, who must consider whether the absence will be for exceptional circumstances.

These are, in essence, circumstances that are outside people's control, are emergencies, are "one-off" occasions or matters of a compassionate nature.

Parents should understand that holiday costs, sick relatives who can be visited in school holidays and many family occasions are unlikely to be seen as exceptional. It is essential that parents provide schools with all relevant information and then respect the decision of the head teacher.

Disputing a penalty notice

There is no right of appeal for parents but the Local Authority will examine any evidence that shows an error has been made. Parents will be required to provide documentary evidence to the Education Welfare Team, using contact details on their invoice.

Recipients are advised to contact the Education Welfare Team by e-mail or in writing, using contact details on their invoice with any queries about payment or the reason for the penalty notice.

Parents are advised that the timescale for payment remains the same. All queries about penalty notices are dealt with promptly. Parents who delay their dispute are not given extra time to pay, if their challenge is unsuccessful.

Parents with a credible claim not to have received a penalty notice may have the original replaced by a new notice, allowing time to pay the initial, lower, amount. Generally, however, a notice issued by second-class post is deemed to have been received within three to four days.

Parents should note the following advice:

- Follow the school's attendance policy
- Make a request for leave of absence in good time so that it can be considered
- Respect the decision made
- Make travel arrangements AFTER permission has been given
- Keep all travel documents and invoices to account for delays or disruptions
- Make sure that they obtain medical evidence if their child is ill in the periods either side of an official school holiday
- Ensure they can be contacted by school during periods of illness
- Understand that, if school or Education Welfare staff visit the family home and the child is not there when reportedly too ill to attend school, a penalty notice will be issued.
- Never remove children from school without explanation
- Notify school of a family emergency immediately
- Provide evidence requested by school staff

Appendix 3: Barnet LA - Request to Issue FPN

Request to issue Penalty Notice

The Education (Penalty Notices) (England) Regulations 2007

Name of School / Agency:		
Person Making Referral:		
Telephone Number:		
Fax Number:		
E-Mail Address:		
Parents to be issued with Penalty Notice	Parent* 1	Parent* 2
Parent's* First Name:		
Parent's* Family Name:		
Address of Parent(s):		
Post Code:		
Telephone number(s):		
Address of Parent not living at main address: <i>(to be provided only if parent is to be issued with fine)</i>		
Post Code:		
Telephone number(s):		

Name of Child:	
Date of Birth of Child:	
Year / Class Name:	
Reason for Penalty to be issued, including dates of period of absence:	

Checklist [please tick]	
Full names and address of all parents responsible for the absence*:	<input type="checkbox"/>
Copies of correspondence sent to/from the parents relating to incident attached (if applicable):	<input type="checkbox"/>
Attendance printout showing unauthorised absences:	<input type="checkbox"/>
Dates of Absences in reason for Penalty to be issued:	<input type="checkbox"/>

Signed:	
Date:	

Appendix 4: Barnet LA - Guidance on CME

Children Missing from Education: Guidance

All local authorities are bound by the statutory guidance in Children Missing Education, September 2016, which is non-statutory for schools. It incorporates safeguarding guidance found in Keeping Children Safe in Schools, 2016 and changes in school enrolment procedures in the Education (Pupil Registration) (Amendment) (England) Regulations 2016.

Pupil Registration Regulations require all schools to

1. Include in the admissions register any new address where the pupil will be living and any new school he/she will be attending, when a parent provides such information.
 2. Notify the Local Authority each time a pupil is added to the register, giving all the information in the register relating to the pupil. (See Notifying of New Starters, below)
 3. Make enquiries jointly with the Local Authority where a pupil is missing from school without explanation.
 4. Notify the Local Authority each time a pupil is removed from the register other than at the end of its final year (Y2, Y6, Y11, as appropriate). Notifications must include any new address and new school.
- The first provision is largely for admissions secretaries and the second accounted for in schools' work with Admissions. No school or academy can admit a new pupil without informing the Local Authority.
 - The third provision relates to children who fail to return within ten days of leave of absence or fail to attend for four weeks (categories f and h, respectively). The new requirement to work jointly with the Local Authority to make enquiries is covered by the Children Missing School form, which must be sent to the Children Missing Education Officer, Education Welfare Officer or Targeted Youth Worker, as appropriate.
 - The fourth provision requires all schools and academies to notify the Local Authority (the Children Missing Education Officer) of all removals from the school roll using the revised Off-roll Notification Form. To fulfil the requirement to jointly make enquiries, no pupil can be removed from roll under the categories f and h unless there has been a Children Missing School form submitted earlier.
 - These regulations will have an impact on schools' administration of their off-roll procedures with a large amount of information coming to the Children Missing Education Officer. The EWT will maintain a log of all movements and will seek to streamline the flow of information in due course.

Notifying of new starters

The requirement to notify the LA of new starters in schools is not generally required of schools as the Admissions Team manages almost all school allocations. The exceptions are the small number of schools managing their own admissions or making ad hoc admissions arrangements independent of the Admissions Team. These schools were advised on 7 October 2016 of their duty to inform the LA via the CME Officers. See Appendix 5

Independent schools are subject to the same provisions and have been provided with information and referral forms.

Children Missing from School (CMS)

Children who are missing from school must be notified to the EWT or TYS using the form below where

- the child has failed to return five days after a period of leave of absence, or
- the reason is unknown and the child has been absent for ten days

Children in these categories cannot be removed from roll unless the school and the CME Officer have investigated their whereabouts. These children are removed from roll under categories f and h in Regulation 8 of the Pupil Registration regulations and will generate both a CMS form (Appendix 2) at the

start of the process and a CME form (see below) at the point of removal from roll. This two-step process is obligatory and is aimed at prompt investigation of unexplained absence.

Failure to attend

Where the child refuses to attend or the parent withdraws the child from school, and the absence is ten days Such pupils should be subject to intervention from Education Welfare Officers or Targeted Youth Workers, as appropriate. Schools are responsible for ensuring that such action is taken.

CME Officers will log these cases and await their resolution by the relevant officer (EWO, TYW or school colleague responsible for attendance).

Elective Home Education

Schools should never suggest Elective Home Education to parents. When a parent makes this choice, the child is removed from the roll. Appendix 3 is amended to remind schools to provide the supplementary information requested to safeguard the education of EHE children, often particularly relevant where the choice of EHE results from difficulties with school.

Removal from roll

Schools are required to notify CME officers of all children removed from roll, for all the possible circumstances, using the off-roll form (Appendix 3).

Where schools are unsure which category to use, they must discuss the matter with a CME Officer before removing a child from roll.

Reinstatement

It is illegal for a school to remove a child from its roll for any reason other than those provided in regulations. The Local Authority will require immediate reinstatement, should this occur.

What CME Officers do

CME Officers work closely with Admissions to encourage parents to enrol their children. They enforce enrolment in some cases using School Attendance Orders (SAO). A child who is subject to an SAO cannot be removed from roll or transferred to another school without the permission of the Local Authority. SAOs remain in place for the whole of a child's statutory education

Alongside school staff, CME Officers investigate cases of children missing from school (CMS) and advise schools about children's enrolment status. CME Officers use data and home visits to track the whereabouts of children missing from education.

- CME Officers log all cases of children being removed from roll using the CME (off-roll) form. This involves tracking children into new schools or referring them to destination local authorities for their action.
- CME Officers log all CMS cases and track their resolution by EWOs, TYWs and school colleagues as appropriate.
- CME Officers contribute to the Pupil Placement Panel where there is regular review of the investigation process and its effectiveness.
- CME Officers liaise fully with Admissions and the Elective Home Education Advisory Teacher.

References

Children Missing Education, September 2016,

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education - statutory guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

Keeping Children Safe in Schools, 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Education (Pupil Registration) (Amendment) (England) Regulations 2016.

<http://www.legislation.gov.uk/uksi/2016/792/contents/made>

Related legislation

- Education Act 1996 (ss7, 8, 14 & 19)
- Education Act 2002 (ss 21 and 175)
- Education and Inspections Act 2006 (ss 4 & 38)
- The Education (Pupil Information) (England) Regulations 2005
- Children Act 1989 (ss 17 & 47)
- Children Act 2004 (ss 10,11, 12 & 17)

Appendix 5: Barnet LA - New Starter Notification Form

New Starter Notification Form

Education (Pupil Registration) Regulations, 2016

Please complete when a new pupil joins the school other than at the normal point of enrolment and send to: **Mo Hooper, Children Missing Education Officer, Building 2, North London Business Park N11 1NP.**

DATE ON ROLL		SCHOOL	
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DETAILS OF PUPIL

Surname				Forename			
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth		Year Group		UPN	
Parents							
Home address							
telephone				Borough of residence			
Other parent/carer							
New or alternative address							
telephone				Borough of residence			
Any other information, including previous school							

Referrer	
Position	
Date	

Address/e-mail	
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If you have any queries, please contact Mo Hooper, **8359 7892**, or the Education Welfare Team on **8359 7684**

Appendix 6: Barnet LA - Off Roll Notification Form

Off Roll Notification Form

Please complete when deleting a compulsory school-age child from the school roll and send to: *Mo Hooper, CME Officer, via **USO-FX** or **secure e-mail**.*

You must give ONE reason for removal from roll from the list on page 2.

DATE OFF ROLL		SCHOOL		CTF ISSUED?	Y <input type="checkbox"/> N <input type="checkbox"/>
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DETAILS OF PUPIL

Surname			Forename		
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Year Group		DOB	
Parents					
Home address					
telephone			Borough of residence		
Other parent/carer					
New or alternative address					
telephone			Borough of residence		
Any other information					

Referrer	
Position	
Date	

Address/e-mail	
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If you have any queries concerning the process of removing a child from the school roll, please contact Mo Hooper, 8359 7892, your EWO or TYW, or the EWT on 8359 7684

REASON FOR DELETION (please tick as applicable)

LA changing provision via School Attendance Order	a	<input type="checkbox"/>	School / provision named			
Registered at another school	b,c	<input type="checkbox"/>	Name of school		Start date	
Elective Home Education	d	<input type="checkbox"/>	LA notified by school (see note 1 below)	Y <input type="checkbox"/> N <input type="checkbox"/>	Date	
Elective Home Education, supplementary information to Mary Helmore, EHE Advisor	d	<input type="checkbox"/>	<i>Attendance - past three full academic terms</i> <i>Fixed term exclusions – past three full academic terms</i> <i>Permanent exclusions – any history</i> <i>Attainment / progress – last two academic years (end of year attainment)</i> SEN information			
Home – school distance deemed unreasonable	e	<input type="checkbox"/>	New Address provided	Y <input type="checkbox"/> N <input type="checkbox"/>		
Failure to return from leave of absence	f	<input type="checkbox"/>	Date of original CMS referral			
Medically unfit to pursue education	g	<input type="checkbox"/>	Must be certified by School Medical officer			
Continually absent for 20 days or more	h	<input type="checkbox"/>	Date of original CMS referral			
In custody for four months or more; on final order	i	<input type="checkbox"/>	To be agreed with LA			
Death of child	j	<input type="checkbox"/>				
Child above statutory school age	k	<input type="checkbox"/>				
Leaving Independent School	l	<input type="checkbox"/>	Give reason			
Permanent Exclusion	m	<input type="checkbox"/>				
Not moving to Reception from Nursery	n	<input type="checkbox"/>	Name of school		Start date	

Appendix 7: Barnet LA - Children Missing in Education Form



Children Missing Education (CME) Referral Form

Date of referral		Referral method	
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Please complete this pro-forma in respect of a child who is known or believed to be without a school place. Completed details should be sent to Mo Hooper, Education Welfare Team, Building 2, North London Business Park, Oakleigh Road South, London N11 1NP mo.hooper@barnet.gov.uk, if encrypted, or via USO-FX .

Name of Parent/Guardian						
Home address						
Postcode			Borough of residence			
Telephone	home		work		mob	
Last known School				Local Authority	Barnet	

PLEASE TICK BOX IF APPLICABLE AND GIVE DETAILS BELOW

CIC	<input type="checkbox"/>	SEN	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>	Ethnicity:	
Disability	<input type="checkbox"/>	Young Offender	<input type="checkbox"/>	Domestic violence	<input type="checkbox"/>	CAF (Common Assessment Framework)	<input type="checkbox"/>

PLEASE FILL IN DETAILS BELOW FOR EACH CHILD FOR WHOM YOU NEED A SCHOOL PLACE:

<i>Name of Child</i>	<i>Gender</i>	<i>Date of Birth</i>	<i>Year</i>

Details of recent history/current provision and other relevant information:

Referred by

Name	
Organisation	

Tel no/mobile	
Address/e-mail	

Appendix 8: Children Missing in Education Form - Schools

Child Missing from School (CMS) Referral

School		Date of last attendance	
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CHILD'S DETAILS

Surname		Forename	
Date of birth	Year	Male/Female	Ethnicity
Looked-after child <input type="checkbox"/> Child Protection Plan <input type="checkbox"/> Child in Need <input type="checkbox"/> CAF <input type="checkbox"/> SEN <input type="checkbox"/>			

Home address			
Postcode		Borough of residence	
Parent / Carer		Tel number(s)	

Reason for referral	Tick as applicable	Additional information required
ABSENT FOR TEN SCHOOL DAYS	<input type="checkbox"/>	LAST DAY OF ATTENDANCE
ABSENT FOR FIVE DAYS FOLLOWING AGREED RETURN DATE FROM LEAVE	<input type="checkbox"/>	AGREED RETURN DATE
PUPIL REFUSING TO ATTEND OR PARENT REFUSING TO SEND	<input type="checkbox"/>	ATTACH ATTENDANCE RECORD

Other relevant information (please include details of any concerns about child's safety / welfare)

<p>Referrer:</p> <p>Position:</p> <p>Date:</p> <p>I will update the EWO, TYW or CME officer with any new information concerning the family.</p>	<p>Return form by USO-FX or secure e-mail to Mo Hooper, CME Officer, traded-service EWO, or Targeted Youth Worker, as appropriate</p> <p>London Borough Of Barnet, North London Business Park Oakleigh Road South, London N11 1NP Tel: 020 8359 7892</p>
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