



Attendance and Punctuality Policy

Mission Statement

Educating Our Children Together

Introduction

The school is committed to the principle that all pupils have full access to their educational entitlement. This policy is an expression of that commitment. Please also see **Appendix 1**.

Purpose

- To clarify our statutory responsibilities and ensure we carry them out.
- To give guidance on procedures for monitoring and recording absences.
- To encourage good attendance and punctuality.

Registration

- Regulation 3 of the Pupils' Regulations 1956 requires registers to be marked at the beginning of each morning and afternoon session.
- As legal documents, it is essential that registers are marked accurately and that they are preserved for three years. Registers must be completed by an authorised member of staff through their SIMS username and password.
- Attendance marks are entered directly onto the SIMS database electronically both morning and afternoon. A paper register copy is provided in case of IT errors or problems. The school moved to a fully electronic registration system in 2011.
- Guidelines for completing registers are found in **Appendix 2**.

Close of Registration

Morning Session

Children will be registered in class at 8.45am. All registers must be closed by 9.15am

- 8.45 – 9.15am Registration period-present: Marked late, register still open
- 9.15am onwards Unauthorised absence: unless parent explanation given

Afternoon Session

- 12.30-12.40pm Registration Period for EYFS
- 12.45-12.55pm Registration Period for Years 1 & 2
- 1.00-1.10pm Registration Period for Years 3 & 4
- 1.15-1.25pm Registration Period for Years 5 & 6

Punctuality

It is of paramount importance that all children arrive on time for school each day in order for them to make the best possible progress in terms of learning and all round development. Pupils who arrive late miss the teachers



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instruction to the class on the mornings work, miss messages or information relating to the whole class, and have less time to complete their work. Parents or guardians of children whose attendance records demonstrate chronic lateness will be sent a letter by the Headteacher. If children are persistently late parents or guardians will be required to meet with the Headteacher to discuss the matter.

Authorising Unplanned Absence

Parents should notify the school on the first day of a child's absence. Messages should be left on the designated absence line – not on the general school answerphone. If no message is received, the school will send a text on the first day to ascertain reason for absence. If parents fail to notify the school of the reason for a child's absence it will be recorded as unauthorised. If the absence is unauthorised or if the Headteacher, in consultation with the class teacher, is not satisfied with the reason given, the matter will be discussed with the Education Welfare Officer.

Truancy

All parents must supply a reason for their child's absence from school in a timely manner. On receipt of the reason the decision whether or not to authorise the absence will then be made by the School. We assume that truancy will not be an issue for our Primary School.

Monitoring Absence

It is important to speak to a member of staff in relation to specific difficulties that may be affecting a child's attendance at the earliest opportunity. The Headteacher monitors children's attendance regularly and at least termly.

- If termly absence levels fall below 90%, this will be monitored by the Headteacher and a letter will be sent to parents.
- If it falls below 85%, where appropriate, a referral will be made to the Education Welfare Officer and a letter will be sent to parents.

The Headteacher or other Senior Leaders will meet with families where there are attendance concerns in order to work together to ensure children attend school regularly.

Leave of Absence for Exceptional Circumstances

The Governors of Hillcross Primary School believe that leave of absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that on occasions there may extenuating or compassionate reasons that justify such leave. The Education Amendment Regulations 2013 state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form which is available from the school office (see also **Appendix 3**). Verbal requests will not be accepted.
3. The form must include the reason why it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons **and must also include evidence of circumstances**, such as a medical certificate or letter from employers to support the request.
4. On receipt of an application for leave on the appropriate form, together with any supporting documentation, consideration will be given by the Headteacher. A decision will then be given to the parents within 7 days.



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5. Any leave of absence that is not authorised that results in your child's attendance falling below expected levels is very likely to result in a Penalty Notice being issued by the London Borough of Merton. The Penalty Notice currently carries a fine of £120 per parent, per child. If you plan to take leave of absence that will not be authorised, we recommend that you make an appointment to meet with the Headteacher prior to travel.

Sending Pupils Home

The decision to send a child home due to illness or accident must be agreed by the Headteacher or, in her absence, a member of the senior leadership team. Any child who is sent home will be recorded in the absence book in the main office. This is monitored by the Headteacher regularly.

No child will be sent home alone, unless the school has received a letter of authorisation from the parents. Children from Year Five & Year Six only will be allowed to walk home alone if permission has been granted from parents and the school has no concerns. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Parents or a person designated by the parent will be asked to collect the child. It is the school's policy that siblings or family members under the age of 14 will not be allowed to take a child home, unless in exceptional circumstances and with consent of the child's parent(s) and where the school has no concerns.

Please also see **Collecting Children from School Policy**

Children Missing Education

Missing school can be an indicator that a child's welfare is at risk. To safeguard pupils who are missing education, Hillcross Primary School will ensure compliance with local authority policy and procedures for Children Missing Education.

- If the absence exceeds 5 consecutive days and no reason has been provided for the absence, the school will write to the last known address.
- If the absence exceeds 10 consecutive days and no reason has been provided for the absence, the school will inform the Local Authority
- Any child who has been missing for more than 20 days will be added to the Authorities Children Missing Education Panel by the Education Welfare Officer or the school where no referral has been made.

The new Children Missing Education statutory guidance for Local Authorities (September 2016) and keeping Children Safe in Education (August 2016) guidance places a statutory duty on schools to collect information during the admissions procedure and again when the child is leaving the school.

If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care via the Multi Agency Safeguarding Hub (MASH) 02085454226 if they are a Merton child, or the Social care front door of the borough the child lives in, and the police if appropriate.

Off Rolling

The September 2016 guidance also places a statutory duty on schools to make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the attendance register. It is an LA requirement that the name of a pupil may only be deleted from the attendance register when that pupil's name has been deleted from the admission register. Where a pupil has been continuously absent from school for a period of four weeks, the name may not be deleted from the admission register until both the school and the LA have failed, after reasonable enquiry, to locate the pupil.



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All schools must tell the local authority when a child comes off roll by or before the date on which they are taken off roll. The school must collect key data and agree, if applicable, if the child can come off roll and the code under which this is agreed. Please see **Appendix 4 – Admission Procedures and Off Roll Recording for Pupils**.

The name of a pupil who has been permanently excluded may only be removed from the admission register when the representation and appeals process have been completed.

Referrals to the Education Welfare Officer (EWO)

The school has an attached Education Welfare Officer (EWO) who inspects the registers on a regular basis and makes visits to the school frequently as and when necessary.

When concerns arise regarding a child's ongoing poor attendance and/or punctuality, a referral form is completed by the School Administration Officer and Headteacher. The EWO will follow up the referral as appropriate. This may be by carrying out a home visit, contacting the parents in writing and/or arranging to meet at School/The Civic Centre etc. The EWO may also become involved in a Team Around the Child meeting convened to ascertain support needed for the family in order for the child's attendance to improve. Attendance that is below expected levels may lead to parent/s receiving Penalty Notice warning/fine.

Rewards

Every child is encouraged to be at school every day. Children with what we at Hillcross regard as good attendance (see **Appendix 5 – The Impact of Poor Attendance and Punctuality**) will be openly praised by all members of staff. This includes attendance and punctuality and will take into account any absence due to sickness or any unavoidable absence.

Every week the class with the highest attendance is awarded the school attendance cup. Every half term the school awards the house with the highest levels of attendance house points towards the end of year competition. In addition, each term children with 100% attendance are awarded a badge for their achievement. Those children with 99-100% attendance for the whole year are awarded with an Attendance medal and are entered into a prize draw.

Length of the School Day

The school will adhere to Regulation 10 of Education (Schools and Further Education) Regulations 1981 specified minimum duration for 'lesson time'.

Monitoring and Evaluation

The Headteacher and Attendance Officer work closely with the Educational Welfare Officer to ensure that all children attend school regularly and arrive on time.

The Headteacher reports to the Governing Body on a termly basis about the attendance of children in the school via the Standards, Teaching and Learning Committee.

The Safeguarding Governors discuss and monitor attendance records on a termly basis as part of their Safeguarding visit to school.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all pupils fairly and challenging negative attitudes about disability and accessibility and to



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developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children assess the curriculum and make the best possible progress.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with Keeping Children Safe in Education 2016, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

Written: Sep 2014

Last Review: February 2017

Approved by Staff/Parents/Pupils/Governors

Date of next review: Spring 18



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APPENDIX 1

EVERY DAY COUNTS

Primary School Attendance

Going to school every day is the single most important part of your child's education. Children learn new things at school every day – missing school puts them at a disadvantage.

Why attendance is important

At Hillcross we want all of our children to get the very best education, and the building blocks for a great education begin with them coming to school each and every day.

If your child misses school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a child misses puts them at a disadvantage and can affect their educational outcomes.

Each missed day can lead to progressively lower achievement, a lack of confidence and poor self-esteem.

Getting in early

Attendance patterns are established early – a child regularly missing days in nursery or in the early years of school will often continue to miss classes in the later years, and consequently their learning and social development suffers. It's vital that students go to school every day – even in the early years of primary school.

Why does absence occur?

The main reasons for absence are:

Sickness – There are always times when children need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

Health Appointments – A range of agencies work with families to support the development and well-being of children. Please try wherever possible to arrange appointment times outside of school hours. Where this is not possible you will be asked to provide evidence in the form of a letter, an appointment card, an email or a text confirmation from the agency your child is attending.

"Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

Visiting Relatives – Close links with extended families are vitally important but please arrange for visits to take place during the school holidays. If an unforeseen visit is necessary during term time please consider all alternatives before taking your child out of school – Can one parent remain at home until the school holidays? Is there another relative your child can stay with?

Term time holidays - It's vital that holidays are planned during school holidays and not during the term if it can be avoided.

An absence for holidays or to visit relatives will not be authorised unless the family can provide evidence of extenuating or compassionate reasons that justify such leave.

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued by the London Borough of Merton. The penalty notice currently carries a fine of £120 per parent per child.

Working Together



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At Hillcross we work in partnership with our families. Openly communicating with us about all absences is a good way to prevent attendance issues being escalated. If you are having attendance issues with your child, please let your class teacher know so that we can work together to get your child to school every day.

All children whose attendance is under 90% are considered by the Local Authority as 'persistent absentees' and there is an expectation that schools and parents work together to ensure the child's attendance improves as quickly as possible if it falls below this figure. If improvements do not occur we will have to refer the case to the Local Authority Educational Welfare Officer, who will contact you directly.

Please make sure that your child has the very best start to their education by ensuring that they attend school regularly. Remember, every day counts.



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APPENDIX 2

Registers

To help meet the statutory requirements, class registers are entered daily into SIMS.net and regular weekly and monthly print outs take place alongside statutory attendance returns for the DfE. This means that returns to the LA and the DfE are electronically read. Every effort must be made to ensure that the messages (verbal and written) are put in the register cover so that they can be entered under the appropriate code and against the relevant child's name on an absence report. Our school administration officer will process the daily registers and as from January 2011 the electronic attendance registers and make a daily print out of absence in case of emergency or fire. Electronic registers are taken via SIMS.net application within each classroom.

Registration times at Hillcross are 08.45-9.15am for whole school and then from 12.30-12.40pm for EYFS, 12.45-12.55pm for Years 1 & 2, 1-1.10pm for Years 3 & 4 and 1.15-1.25pm for Years 5 & 6. Children not present at those times should be marked absent. They must report to the office if they come in late so that their name and reason for lateness can be annotated on SIMS.

A child's absence is shown as unauthorised on SIMS unless a note explaining the reason or a telephone message has been received from the parents, with an acceptable reason for the lateness or absence.



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APPENDIX 3

Hillcross Primary School Leave of Absence Form

LONDON BOROUGH OF MERTON

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Head Teacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request, the supporting evidence provided, the overall attendance of your child(ren), your child's stage of education and progress and where appropriate both internal and external examinations and assessments.
- If the absence is approved by the Head Teacher you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine.

In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren): _____

Year Group: _____

Home address: _____

Dates of absence: From: _____ To: _____

Reason for request (additional evidence may be required): _____

Signed: Parent/Guardian: _____



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Email address: _____ Mobile phone number: _____

Date form submitted: _____

The above request for leave of absence in term time for _____ has/has not been authorised. If authorised, your child/ren should return to school on: _____

Signed: _____ Designation: _____

School Data Checklist:

For School Office Use Only:

<i>Pupil's name</i>	
% Attendance Yr to date	
Attainment/Progress	
SATs/Exam Check	
Previous leave of absence requested/taken (last 2 years)	
Nature of exceptional circumstances and evidence provided	



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APPENDIX 4

ADMISSION PROCEDURES AND OFF-ROLL RECORDING FOR PUPILS

Local Authorities under section 436A of the Education Act 1996 had to make arrangements to identify, as far as it is possible to do so, children missing education (CME). There were concerns about children going missing between schools and those leaving the country. In 2016 DfE consulted on changes to the 2006 Pupil Registration Regulations. The new Children Missing Education statutory guidance for Local Authorities (September 2016) and keeping Children Safe in Education (August 2016) guidance places a statutory duty on schools to collect information during the admissions procedure and again when the child is leaving the school. It is the schools responsibility to make reasonable enquiries to ascertain this information and that investigations as to the whereabouts of children is a shared responsibility between schools and the LA.

The September 2016 guidance also places a statutory duty on schools to make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they have completed these procedures.

The Admission and Attendance Registers

The law requires all schools to have an admission register and an attendance register. All pupils (regardless of their age) must be placed on both registers. The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.



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Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

The Headteacher has overall responsibility for ensuring that the school maintain both admission and attendance registers that are accurate and up to date, including all pupils. At Hillcross Primary School, this responsibility is delegated to the Attendance Officer.

Admissions

The school procedure for admitting new starters at a non-standard transition point is as follows:

1. An email is received from the LA advising of a child to be admitted into the school
2. SAM (School Admissions Module) is the secure website where we retrieve information about the child
3. The information is then passed to the Deputy Head Teacher (DHT) for consideration
4. A home visit appointment is then arranged between the DHT and the new family during which the Admission to School form is completed and the child's birth certificate/passport is viewed. This must be seen prior to the child starting school.
5. Parents/carers are asked to have the child/ren's current school books available at the visit for the DHT to look at in order to establish the child/ren's currently academic ability in order to support the smooth transition into the school.
6. The DHT will also seek consent from the parents to make contact with the previous school in order to support the smooth transition into the school
7. The DHT will agree a start date with the parents and then liaise with the class teacher and other school staff who may need to be involved in the transition.
8. Once a start date has been agreed, the Admissions Officer will update the child's information on SIMs and create a paper file.
9. The Admissions Officer will then update SAM with the child's start date (preferably on the start day but no later than 5 days afterwards). This is confirmation to the LA that the child is now on-roll. This is done by ticking the column to indicate that the student has started. This is in the same area where offers and acceptances are ticked. For further advice please contact School Admissions.
10. A letter is sent to the child's previous school, requesting the CTF (Common Transfer File), their previous paper file and also any Safeguarding Information.
11. An update is then made to the Admissions Register. (The law requires all schools to have Admission and Attendance Registers. All on-roll pupils must be placed on both registers.)

The statutory guidance allows the Local Authority to ask for admission information at standard admissions points and Merton require all schools to notify them about all admissions at standard admission points as well. A new report is run on the day a child leaves and this is immediately submitted to the local authority.

Off- Roll Reporting

All schools must tell the local authority when a child comes off roll by or before the date on which they are taken off roll. The school must collect key data and agree, if applicable, if the child can come off roll and the code under which this is agreed.

The procedure for processing children who leave the school is as follows:

1. When a parent or child informs a member of school staff that they are leaving, they will immediately let the Admissions Officer know.
2. A Leaver's form is given to the parent/carer for completion prior to the child leaving so that all statutory information can be collected. (The full name and date of birth of the child, the full name and address of



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the parent with whom the child normally resides or the other parent/carer where they will be residing, at least one telephone number (and where possible more contact numbers), an e-mail address, the pupils future address and the name of the new Local Authority and the new school details. Schools have a duty to carry out reasonable checks to establish this information. If we experience any difficulties in obtaining the information, wherever possible, we seek advice from the Local Authority in advance of the leaving date. Under the new guidance there is an expectation that school will collect and share this information.

3. In most cases when taking a child off roll we do not need to seek advice from the Local Authority. However, there may be occasions when this is necessary (see below for more information).
4. The Admissions Officer will email the class teacher, the Head Teacher and any other relevant staff advising that the child is leaving and the last day they will be attending Hillcross.
5. The leaving date is recorded on SIMs along with details of new school (if known).
6. The class teacher will make sure that all school books are handed to the parent/carer on the final day.
7. On the day of leaving the Admissions Officer will update SAM (School Admission Module) by reducing the round numbers for the year group.
8. The Admission Officer will complete the statutory return (which must include the code under which the child has come off roll) for Merton LA and submit securely through the USO/FX site (please see PDF: CME-USO-FX-Instruction-Sending for how to do this). **This MUST be done either before or on the day of the child leaving.**
9. The Admission Officer will update the Admissions and Attendance registers. **This MUST be done on the day of the child leaving.**
10. The Admission Officer will create a Common Transfer File (CTF) and upload this to the Schools to School (S2S) website for the receiving school to pick up. There is a legal requirement for all maintained schools to use the S2S database to transfer children's files and to record all children who are missing education to safely exchange the required information and ensure that there is a record of any child who may potentially be missing education.
11. The Admission Officer will forward the child's paper file to the new school, either by courier within Merton or by Royal Mail.
12. If there is a Child Protection (CP) file, this must be sent through Registered post and a receipt obtained as proof of postage. An email or telephone call is made to the new school to inform them that a CP file is in the post.

Seeking Advice

We **do not** need to seek advice in advance if:

- The child is transferring to a named school/academy and you have confirmed a start date/ transferred their common transfer file (ctf) via school to school secure access S2S using the 3 digit LA number and 4 digit school number
- The child/family are going/have gone abroad and you have all the necessary information about their onwards destination and you have transferred their common transfer file via (ctf) via school to school secure access S2S using the Abroad outside the maintained sector (7 M's coding)
- The child has died
- The child isn't moving from your nursery class to reception class and they are below compulsory school age
- At the end of compulsory education (Last Friday in June in the academic year that the child turns 16) except where child has a Statement of Special Educational Needs / EHCP and post 16 provision hasn't been finalised.

We **do** seek advice for the Local Authority by calling 020-8545-4021 in advance of removing a student from roll in the following circumstances:



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- Where the parent is proposing to home educate
- Where the child or family are missing and we are unable to contact by letter or telephone
- Where the child is an open case to the Education Welfare Service
- Where they have moved house and we do not know where they will be educated
- Where the child is moving and we don't know where they are going
- Where we are unable to get the information to enable us to comply with the law in reporting off rolling to the LA
- Where the child is on a legal plan with social care (Child Protection/Child in need , Youth Justice Plan)
- In other circumstances where you have concerns that aren't covered in the above

In addition:

- Where the child has an EHCP/Statement of Education Need by **consult with SEN department** which maintain the EHCP or statement.
- Where the child is looked after by a local authority please **consult with the Virtual School**.

Codes under which a child may come off roll are as follows:

Annex A: Grounds for deleting a pupil from the school admission register Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.

8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.

8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

- (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.



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8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

- (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of unavoidable cause; and
- (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain the reasons for the absence.

9 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court of the State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

10 8(1)(j) - that the pupil has died.

11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

- (i) the relevant person has indicated that the pupil will cease to attend the school; or
- (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college, a city school of technology of the arts, that he has ceased to be a pupil of the school.

13 8(1)(m) - that he has been permanently excluded from the school.

14 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completion of that education been transferred to a reception, or higher, class at the school.

15 8(1)(o) where—

- (i) the pupil is a boarder at a maintained school or an Academy;
- (ii) charges for board and lodging are payable by the parent of the pupil; and
- (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

APPENDIX 5



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Every School Day Counts

Don't let your child miss out on the education they are entitled to - every school day counts!

If you are worried about your child's attendance come and talk to us or contact your Education Welfare Officer on 020 8545 4021

365 days in each year	190 days in each school year	190 days of education		100% attendance	EXCELLENT	Your child gets off to a great start, giving them the best chance of success at school	Which leaves 175 non-school days a year. That's 175 days family time for holidays visits shopping & appointments
		7 days absence	183 days of education	96% attendance	GOOD		
		15 days absence	175 days of education	92% attendance	CONCERN	It's harder for your child to make progress, they may feel left behind in class, giving them less chance of success at school	
		19 days absence	171 days of education	90% attendance	WORRYING		
		20 days absence or more	170 days or less of education	Any Attendance Lower than 90%	SERIOUS CONCERN	Your child struggles in class, has trouble making friends and a small chance of success at school. You risk a Penalty Notice fine &/or court action	



Hillcross Primary School



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Being Late Means

If you are late every day in a year, you will lose:

		Days Learning Lost				
		3 days	6.5 days	10 days	13 days	19 days
Arriving at school...	5 minutes late	3 days				
	10 minutes late	6.5 days				
	15 minutes late	10 days				
	20 minutes late	13 days				
	30 minutes late	19 days				

Students who arrive late will:

- Miss the teacher giving out messages & information relating to the whole class.
- Miss the teacher's instruction to the class on the work for the morning.
- Be embarrassed by walking into the class when their friends have started work.
- Have less time to complete their work and less chance of good exam grades.
- If your child arrives after the register is closed this will be recorded as an unauthorised absence and may lead to a Penalty Notice fine.
- Older students may miss out on a college place if they have a record of persistent lateness.