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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- › Part 6 of [The Education Act 1996](#)
- › Part 3 of [The Education Act 2002](#)
- › Part 7 of [The Education and Inspections Act 2006](#)
- › [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- ›

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- › [Children Missing Education 2016](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring termly attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

- › Overseeing the implementation of this policy at the school
- › Line managing the Senior Attendance Champion
- › Monitoring school-level absence data and reporting it to governors

3.3 Senior Attendance Champion on SLT

The Senior Attendance Champion is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis through half-termly meetings with Heads of Schools
- › Devising specific strategies to address areas of poor attendance identified through data
- › Monitoring the impact of any implemented attendance strategies
- › Building relationships with parents/carers to discuss and tackle attendance issues
- › Creating intervention reintegration plans in partnership with pupils and their parents/carers
- › Delivering targeted intervention and support to pupils and families

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- › Supporting staff with monitoring the attendance of individual pupils
- › Working with education welfare officers to tackle persistent absence
- › Informing a pupil's social worker if there are unexplained absences from school

The designated senior leader responsible for attendance is Rebecca Gray and can be contacted via 01993 778463 / Rebecca.gray@tkswitney.org.uk.

3.4 The Head of School

The Head of School is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Supporting class teachers and tutors in managing attendance and meeting with parents
- › Meeting half-termly with the Senior Attendance Champion
- › Reporting concerns about attendance to the designated senior leader responsible for attendance
- › Authorising requests for absence in term-time

The Head of Secondary is Giles Beck and can be contacted via 01993 778463 / giles.beck@tkswitney.org.uk.

The Head of Primary is Kate McKenzie and can be contacted via 01993 778463 / kate.mckenzie@tkswitney.org.uk.

The Head of Early Years is Adrienne Blakey and can be contacted via 01993 778463 / Adrienne.blakey@tkswitney.org.uk.

3.5 Class teachers (Primary) / Form tutors (Secondary)

Class teachers/form tutors are responsible for:

- › Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office in morning and afternoon registrations.
- › Weekly monitoring of attendance for their pupils.
- › Making initial contact with the pupil's parents when attendance begins to be a concern.

In Early Years, this is completed by the Head of Early Years or Deputy.

3.6 School office staff

School office staff will:

- › Receive and monitor emails from parents/carers about absence on a day-to-day basis and record it on the school system
- › Contact parents whose children are absent without explanation once registers are complete
- › Forward emails from parents/carers to the class teacher / form tutor in order to provide them with more detailed support on attendance
- › Provide regular attendance reports to school staff
- › Provide the Local Authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.
- ›

3.7 Registrar

The Registrar:

- Completes the admissions register (school roll)
- Reports to the Local Authority (LA) anyone added to or deleted from the school admission register outside of standard transition times
- Provides the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised.

3.8 Parents/ Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Contact the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return: 01993 778 463 or office@tkswitney.org.uk
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.9 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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 1 for the DfE attendance codes.

We will also record:

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- › Whether the absence is authorised or not
- › The nature of the activity if a pupil is attending an approved educational activity
- › The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school and be in their classroom by 8:45 on each school day.

The register for the first session (Primary and Secondary) will be taken at 8:45 and will be kept open until 9:00. The register for the second session will be taken at 13:20 and will be kept open until 13:35.

Early Years register is taken at 8:50 and kept open until 9:05. The second session register is taken at 13:00 and kept open until 13:15.

4.2 Unplanned absence

The pupil's parent/carer must notify the school (in writing) of the reason for the absence on the first day of an unplanned absence by 9:00 or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment by emailing the school office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply using the necessary form for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code
- › After the register has closed will be marked as absent, using the appropriate code

Regular lateness will be addressed by class teacher / head of school in a meeting with parents.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- › Call the pupil's parent/carer on the morning of the first day of unexplained absence before 10:00 to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may phone the Police.
- › Identify whether the absence is approved or not

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- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- › Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels through written academic reports produced twice a year; (once a year for Reception children). Parents can also access information about their child's attendance at any time through the parent portal on the school's management information system.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head of School will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head of School's discretion and approved by the Principal, including the length of time the pupil is authorised to be absent for.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Head of School may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- › Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- › Taking part in a regulated performance or employment abroad
- › Musical instrument examinations
- › Attending an interview
- › Study leave for public examinations
- › A temporary, time-limited, part-time timetable agreed by the parent and school
- › Exceptional circumstances

6. Strategies for promoting attendance

The school fosters a culture of positivity about being in school, a culture where all can, and want to be, in school. Each pupil has a class teacher / tutor to provide daily pastoral care and is provided with means to communicate with them confidentially when required. The school does not tolerate intimidating or unkind behaviour, making TKS a place where pupils feel safe and can thrive in their education. The school maintains high expectations of attendance and communicates early with parents to discuss concerns.

7. Attendance monitoring

The class teacher is the first to address attendance and communicate with parents about attendance concerns either on the telephone or in a meeting. The Head of School will oversee attendance and support the teacher by calling a meeting with parents to discuss attendance if absence continues to be a concern. The link between attendance, attainment and wider wellbeing will be discussed and parents' views where there are misconceptions about what 'good' attendance looks like will be challenged. Any barriers to attendance will be listened to and individually addressed where possible. If non-attendance continues to be a concern, the Senior Attendance Champion will become involved. The Head of School and Senior Attendance Champion will work together, with the Designated Safeguarding Lead (or deputy) if necessary, to consider next steps, such as an attendance contract, action plan or multi-agency support meeting. Communication will take place with the LA's Attendance Officer as needed.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers/form tutors, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Make reasonable adjustments to remove barriers to attendance within school
- Facilitate access to wider support services through a voluntary early help assessment
- Work with all partners to support parents and pupils to access any support they may need voluntarily
- Liaise with the Local Authority's School Attendance Support Team

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- › Consider supporting parents through an informal attendance contract
- › Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe
- › Enforce attendance through statutory intervention where all other avenues have been exhausted and support is not working or being engaged with.

8. The Admission Register

The school admission register, or school roll, will be kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

The names of all pupils (both compulsory and non-compulsory school age) will be entered on the admission register.

The admission register will be kept electronically.

The school will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names will be added before or at the beginning of the first session on that day.

If a pupil fails to attend school on the agreed starting day, the school will follow this up and try to establish the reason for absence. If we are unable to locate the pupil, the school will notify the local authority.

The school will make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return), providing the Local Authority with all the information held within the admission register about the pupil.

The register will include the following information for every pupil:

- › Full name
- › Name the pupil uses at school
- › Sex
- › Address
- › Full name and address of each of the pupil's parents
- › Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency.
- › Day, month and year of birth
- › Day, month and year of pupil's starting day at the school
- › Name and address of the last school the pupil attended, if any

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school must ensure that the admission register contains:

- › The address
- › The full name of each parent the pupil will normally live with
- › The date when the pupil will start normally living there.

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Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school will ensure that the admission register contains:

- The name of the other school
- The date when the pupil began or will begin attending that school

The school will encourage parents to inform the school of any changes whenever they occur and will amend the admission register as soon as possible.

A pupil's name will only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. See Appendix 3. In accordance with regulation 13(4) to (6), the school will make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return), except when they are in the school's most senior class.

The following information will be provided to the Local Authority when a child's name is deleted from the admission register.

- Full name
- Address
- Full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admission register.

Where a parent notifies the school in writing that they are home educating, the school will delete the child's name from the admission register and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school will consider notifying the local authority at the earliest opportunity.

Whenever the school becomes aware that a family intends to withdraw their child in order to home educate them, we will endeavor to arrange a meeting between the school and the parents to ensure as far as possible, that this decision is in the best interests of the child in question.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 3 years by SLT. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
K	Education provision arranged by LA	Pupil is attending provision arranged by the local authority

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Regulate performance or employment abroad	Pupil has been granted leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

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C2	Part-time timetable	Pupil of compulsory school age subject to a part-time timetable.
E	Excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Mobile pupil	Pupil is a mobile child and parent(s) is travelling in the course of their trade/business and the pupil is travelling with them.

Unauthorised absence

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario

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Q	Lack of access arrangements	Pupil is unable to attend because the LA has failed to make access arrangements to enable the pupil's attendance at school.
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Unable to attend due to transport not being available	Pupil is unable to attend because the school is not within walking distance of their home and the transport normally provided by school or LA is not available.
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.
Y3	Part of school premises closed	Pupil cannot be accommodated in open part of school as part of school premises are unavoidably out of use.
Y4	Whole school site unexpectedly closed	Pupil cannot attend as school is unexpectedly closed and no registration is taken.
Y5	Criminal justice detention	Pupil is unable to attend because they are in police detention, remanded to youth detention, awaiting trial or sentencing, detained under a sentence of detention.
Y6	Public health guidance or law	Pupil's travel or attendance would be: contrary to guidance published by Department of Health, or prohibited by law relating to infection or disease.
Y7	Other unavoidable cause	Pupil is unable to attend because of an unavoidable cause not listed above.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

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Appendix 2: Request for Absence Form



Absence From School for Exceptional Circumstances Request Form

Name of child:

Date of request:

I **request** permission for my child/children to be absent from school between:

First Day of absence

Date of Return

Total of absent school days:

Please detail below the reason for your request for absence from The King's School in term time and include any supporting information to support this being an exceptional circumstance. The Principal or Headteacher will not be able to grant an authorised absence without agreeing that there are exceptional circumstances. (The Principal cannot authorise school (or other educational establishment) absence purely for the reason of a cheaper family holiday)

Signature:

Date:

Full name:

Please return your completed request form to the office.

For school use only

The school has considered your request for leave of absence and your child's absences will be recorded as follows:-

Number of Authorised Days:

Number of Unauthorised Days:

Signature of School Head:

Date:

Signature of Principal:

C/F/G/H/O

Date:

CODE:

We advise that you do not plan for your child to be absent from school without gaining prior agreement from school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.

Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school. Original signed and completed forms to be retained with pupil's records. Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Appendix 3: Grounds for deleting a pupil from the school admission register

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Ground A - The pupil has been registered at another school

Relevant regulation 9(1)(a)

Where a pupil has been registered at another school, unless:

- a school attendance order naming the school is in force in relation to the pupil (see further information below),
- the pupil is a mobile child and the school is their main school (see further information below),
- the school has agreed with a person with control of the pupil's attendance at the other school that the pupil should be registered at more than one school (see further information on dual registration below), or
- the school itself has control of the pupil's attendance at the other school and has decided that the pupil should be registered at more than one school (see further information on dual registration below).

Transfer between schools

Where a pupil is transferring to another school, the original school must delete the pupil's name from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.

For example, if a pupil leaves School A on 28 March and their expected first day of attendance at School B is 29 March, they would be added to the admission register of School B and deleted from that of School A on 29 March.

School A will:

- record the pupil's attendance and absence up to and including 28 March,
- delete the pupil's name from the admission register on 29 March, and
- transfer the appropriate pupil information via the S2S system.

School B will:

- enter the pupil's name on the admission register on 29 March,
- record the pupil's attendance and absence from 29 March,
- follow up any unexpected absence on or after the 29 March, and
- request the transfer of the pupil information.

There are a small number of exceptions, these are:

School attendance order

If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).

If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground A even if they have been registered at another school as well.

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Mobile child

Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.

Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.

Dual registration

In circumstances where it has been agreed between the school and a person with control of the pupil's attendance that the pupil will be registered at more than one school, the pupil's name will remain on the admission register. This is also the case where it has been decided by the school if it has control of the pupil's attendance at the other school. The main examples of dual registration are pupils who are attending another school on a temporary basis, such as a pupil referral unit, a hospital school or a special school.

Ground B -The pupil has not continued at the school following completion of nursery education

Relevant regulation 9(1)(b) Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).

Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion

Relevant regulation 9(1)(c) Where a pupil is registered at one or more other schools, and:

- the school does not have reasonable grounds to believe that the pupil will attend the school again,
- each school where the pupil is registered has given consent to the deletion,
- there is no school attendance order naming the school in force in relation to the pupil (see further information below), and
- the pupil is not a mobile child, or if they are, the school is not their main school (see further information below).

School attendance order

If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).

If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground C even if the other criteria are satisfied.

Mobile child

Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.

Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.

Ground D - The pupil has a school attendance order which has been changed to name another school

Relevant regulation 9(1)(d) Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.

Ground E - The pupil had a school attendance order which has been revoked

Relevant regulation 9(1)(e) Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.

Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school

Relevant regulation 9(1)(f) Where the pupil's parent has informed the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.

School Attendance Order

If a school attendance order has been revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, the pupil's name must be deleted from the admission register under the reason for deletion at regulation 9(1)(e).

Ground G - The pupil no longer normally lives a reasonable distance from the school

Relevant regulation 9(1)(g) Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.

In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the [S2S system](#).

Reasonable distance

DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.

Temporary or occasional absence

Relevant regulation 9(5)(a) Whether a pupil normally lives a reasonable distance from the school is not affected by a temporary or occasional absence. A judgement should be made in an individual case as to whether an absence is temporary or occasional, but a prolonged absence is not generally considered as temporary.

Ground H - The pupil has not returned following a leave of absence

Relevant regulation 9(1)(h) Where a pupil has been granted a leave of absence and:

- the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for,
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but:
 - they have not succeeded, or
 - they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.

DfE's guidance on [Children Missing Education](#) sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Pupils who have been located but have not returned to school

Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.

This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

Examples of appropriate use include:

- The pupil is still away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.

- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
- The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.

Examples of where regulation 9(1)(g) may be appropriate instead:

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil still normally lives a reasonable distance from the school.
- The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

Ground I - The pupil has been continually absent from school for 20 school days

Relevant regulation 9(1)(i) Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply.
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but:
 - they have not succeeded, or
 - they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

DfE's guidance on [Children Missing Education](#) sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Pupils who have been located but have not returned to school

Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.

This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In these cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

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Examples of appropriate use include:

- The pupil is away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.
- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
- The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.

Examples of where regulation 9(1)(g) may be appropriate instead:

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil normally lives a reasonable distance from the school.
- The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

Ground J - The pupil is detained under a sentence of detention

Relevant regulation 9(1)(j) Where a pupil is found guilty of a crime and detained under a sentence of detention (as defined in regulation 3) before the pupil's name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released.

This must be decided on a case-by-case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community). In determining whether there are reasonable grounds to believe the pupil will return to the school following their detention, it is expected that schools will discuss this with the pupil's youth offending team worker.

Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground.

Ground K - The pupil has died

Relevant regulation 9(1)(k) Where a pupil has died.

A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.

Once the school receives the information, it is particularly important to delete the pupil's name as quickly as possible to prevent inadvertent and unnecessary contact with the family about the child.

Ground L - The pupil will be over compulsory school age and will not continue into the sixth form

Relevant regulation 9(1)(l) Where a pupil will be over compulsory school age by the school next meets, and:

- the school does not have reasonable grounds to believe the pupil will attend the school again, or

TKS Attendance policy



- the pupil does not meet the academic entry requirements to be transferred to the school's sixth form.

Compulsory school age

A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid

Relevant regulation 9(1)(m) Where a pupil is a boarder at the school and:

- the school is maintained by a local authority or is an academy,
- charges for the pupil's board and lodgings are payable by the pupil's parent, and
- those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school

Relevant regulation 9(1)(n) Where a pupil has ceased to be a pupil at the school and the school is not maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).

Ground O - The pupil has been permanently excluded from the school

Relevant regulation 9(1)(o) Where a pupil has been permanently excluded from the school.

A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known.