



For the purposes of this policy 'the parent' refers to the parents or carers of each student.

### Encouraging good attendance

A minimum of 100% attendance and 100% punctuality is expected from every student in the school from Year 7 to Year 13. The significance of excellent attendance and punctuality in effective education is continually emphasised to parents and students.

At the initial meeting in June for the parents of the new intake Year 7, the legal requirements are defined. Parents are made aware of the effect of disruption and the lack of continuity caused by absence and lateness. The cumulative impact of absence on student learning, understanding, course work requirements, examination entry and overall student achievement is explained. This is emphasised in addition to the difficulty in settling in socially and forming relationships with their peers and the staff for the duration of their time in St Julie's.

Parents/Carers of Year 6 students are interviewed by a member of the Leadership Team and the importance of good attendance and punctuality are a key part of this meeting. Where attendance and or punctuality are already a problem the parents/carers are challenged.

Students are encouraged and rewarded for achieving good attendance. Merits are awarded to students for excellent attendance and punctuality. Attendance will form part of the rewards structure for Merit Assemblies at the end of each term.

### Medical absence

Parents are advised by school against making medical appointments during the school day if this is avoidable. The issue is then stressed by all staff to students throughout their time in school and to parents at public and personal meetings.

In the case of unavoidable medical appointments during the school day, the student should notify their tutor by producing an appointment card or letter arranging the appointment or a letter from parents. They sign out on the electronic visitor management system on leaving school from the Main Office. Students must sign back into school at the Main Office on their return. If there is a reason to query a request for absence, parents will be contacted for clarification.

### Notifying student absence

If a student is absent the parent should telephone school by 8.30am on each day of the absence. If a student is absent without reason, the designated parent is contacted via the Parent Messaging system automated response service and the designated parent is requested to contact the school. When the student returns, she must bring a note written by the parent, giving the dates absent and the reason(s) for the absence. These are retained in the student's file. If the absence is likely to last for longer than a week, the parent must contact school, so that work may be organised and be collected.

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In the absence of any contact from a parent/carer in the morning and further lack of contact following a text message from school, or subsequent phone calls from school, to verify the whereabouts of a student this action would then become a safeguarding issue, as the school is not able to verify the whereabouts of the student and the emergency contact numbers have not been responded to. It is expected that the parent/carer should respond to this letter by immediately contacting the school by explaining the student's absence and updating emergency contact numbers. If a safeguarding letter is sent out 3 days in a row, on the third day a home visit is made, either by a member of school staff or by the EWO, in order to verify that the child is safe. A list of vulnerable pupils is held by the office and the safeguarding team and this visit may be triggered earlier for these students.

All records of absence are completed by the Administration Team, in the main school office. Any absence without an acceptable note is followed up for further action by the relevant Key Stage team within 2 weeks of the absence. If the parent fails to provide a reason the absence is recorded as unauthorised, and the school's EWO is directed to pursue the parents/carers to explain their child's absence.

Once a child's attendance has dropped below 90%, parents or carers must provide medical evidence for all absences or they will be marked as unauthorised.

#### Family holidays during term time

Parents are requested not to take students out of school during term time for holidays. Any parent planning a holiday resulting in absence must notify, in writing, the Headteacher, at least 10 days before the holiday. Such holidays will be recorded as unauthorised absence and may result in a Penalty Notice. As part of the Headteacher's response to a holiday letter, parents and carers are advised that it is their duty to both safeguard their child and to ensure all work is caught up with on the child's return to school.

#### Attendance review

Every student's attendance is reviewed after 4 weeks at the start of term and then on a weekly basis. Parents are informed at the start of the year of the trigger points for the action and the steps that St. Julie's will take as follows:

Less than 97%	We will write to let you know that attendance has fallen below the school threshold
Less than 95%	We will write to let you know that at this point your daughter risks her results falling by at least 1 full grade at GCSE and A Level
Less than 93%	We will write to let you know that your daughter is at risk of becoming a PA student and that we require medical evidence from you concerning her absences. We will also involve the Student Attendance and Education Welfare Service of the City Council (PAEWS)
Less than 90%	We will write to let you know that your daughter is now a Persistent Absence student and that we will be taking out legal proceedings through the City Council.

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Letters are sent to parents/carers every six weeks if their daughters fall below expected standards of attendance, as outlined above.

At the discretion of the Headteacher, students with less than 95% attendance may be withdrawn from school trips and school events, albeit mitigating circumstances may be taken into account.

### Registering Attendance

If a student does not attend registration, then the absent code N (no reason provided) must be used, where Form Tutors are not aware of a written prior explanation or attendance off site. A register should be taken every lesson by the teacher and any discrepancies between attendance at lessons and attendance in school or any incidents of lack of punctuality at lessons should be reported to the Administration Team, in the main school office and the Progress Leader for action.

### Dealing with students who arrive late

A student arriving after registration begins at 8.50am and before 9.00am will be marked late by the Main Office using the electronic visitor management system electronic visitor management system and by their tutor. These marks are transferred to the school MIS register by staff in the Administration Team, in the main school office before a Parent Message is sent at 10.30 am.

- A Progress Leader greets students arriving after 8.45am and supervises the signing in process. The register remains open until 10-00am after which time the code used will be U which constitutes an unauthorised absence.
- Administration Team, in the main school office contact parents/carers when a pattern of lateness begins to emerge. The threshold is **four** lates.
- Sanctions for lateness are applied by the Form Tutor and Progress Leader and include detentions the same day of 10 minutes as well as detentions of a longer period.

### Addressing attendance concerns

Students with a high absence rate can be asked to attend an Attendance Clinic with their parents and the EWO. In the case of truancy, the student and parents are seen initially by the Progress Leader and the student placed on Attendance Report. St. Julie's will actively pursue legal proceeding which may involve Fixed Penalty notices with parents of students who fail to meet the 90% threshold for attendance.

Each Progress Leader will discuss any attendance concerns with the Head of School for that Key Stage. The Head of School will meet with the parents/carers of the student causing concern and explain the need to improve attendance or they may become liable to receive a Fixed Penalty Notice (FPN). If there is no improvement then the Head of School will refer them to the Education Welfare Officer and acquire an Attendance Clinic appointment. Home visits and invitations to meet at school are arranged when necessary. Student attendance panel with the link governor for Attendance is also part of this support strategy. The School Nurse also liaises with the Progress Leaders, Leadership Team and Education Welfare Officer and may visit the home if the problem is health related. If a Social Worker is involved they are also contacted by the Head of School.

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Every effort is made to support students returning to school after periods of absence. Confidentiality is maintained and staff are informed of students returning. Staff are requested not to put pressure on students or question them but to make them welcome, encourage them and provide opportunity for the rest of the class to respond positively.

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**Appendix: Children Missing Education (CME)**

The national definition of a child missing education is;

“All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) **and** who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)”

All children are entitled to an education, regardless of their circumstances. Those not attending a school risk underachieving, becoming NEET in later life or victims of CSE or abuse.

This policy complies with the following legislation and statutory guidance:

- DfE “Working together to Safeguard Children” 2015
- DfE “Keeping Children Safe in Education” 2016
- DfE “Children Missing Education” 2016
- The Education Acts 1996 and 2002
- The Education and Inspections Act 2006
- The Children Acts 1989 and 2004

The government has placed a duty on local authorities (Education and Inspections Act 2006, Section 436A) to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education. In relation to children, suitable education is efficient full-time education suitable to her/his age, ability and aptitude and to any special educational needs the child may have.

**The duty does not apply in relation to children who are registered at a school and are not attending regularly.** Schools already have a duty to monitor attendance through the attendance register and to follow their attendance procedures when the attendance of an individual pupil gives cause for concern.

The purpose of this document is to establish a set of principles which all agencies can subscribe to and to set out the responsibilities of staff in schools, the Local Authority and Partners in ensuring that all children and young people have the opportunity to access appropriate and suitable educational provision and is underpinned by Liverpool's safeguarding procedures to ensure that the Local Authority (LA);

- Is able to fulfil its statutory duty to provide an education for all children of compulsory school age (year 11 students are covered by this policy until the last Friday in June of their last year in school);
- Identify, reengage and maintain contact with those children and young people missing from education who reside in Liverpool.
- Ensure Liverpool City Council, schools and families work together, along with other partners, to track students believed to be not to be on roll with an education provider until they are registered in a new school or other educational provision.

These missing children and young people are amongst the most vulnerable in Liverpool and therefore it is vital that practitioners in all services work together to identify and reengage these children and young people as quickly as possible.

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**This document does not apply to young people who run away from home or care placement. This group is subject to separate arrangements detailed in Liverpool's LSCB policies, procedures and protocols.**

**Identifying Children at risk of becoming missing from education.**

Some children are at greater risk of becoming a child missing education.

The following groups have been identified as at risk.

These include:

- Young offenders
- Children at risk from Child Sexual Exploitation
- Children at risk of becoming involved with gun and gang crime
- Children living in refuges
- Children at risk of radicalisation or extremism
- Runaways
- Children of homeless families
- Children of Refugees and Asylum Seekers
- Children of new immigrant families
- Children looked after
- Children from the Gypsy, Roma, Irish and Show People Communities
- Children who are privately fostered
- Young carers
- Pregnant teenagers and school age mothers
- Children with psychological/mental health problems
- Children who have been permanently excluded.
- Children whose parent/s are in prison
- Children subject to witness protection arrangements

**Why do children go missing from education?**

- They fail to start appropriate provision and thus never become a part of the education system;
- They cease to attend their education provision due to an unofficial exclusion or removal from the school roll;
- The parent/carer withdrawal of a child from the school roll with no details provided of alternative provision; or
- They fail to find alternative provision when moving to a new address within Liverpool or moving into Liverpool from Out of Borough.
- They fail to transfer from primary to secondary school
- Fail to complete a transition between providers (eg, being unable to find a suitable school place after moving to a new Local Authority or transfer between school education phases).

They could potentially be at risk from sexual exploitation

- Forced Marriage.
- Female Genital Mutilation

St Julie's has a statutory duty to make reasonable enquiries to locate a pupil following unauthorised absence from school and, after 20 school days of unauthorised absence, to transfer the pupil records using the statutory electronic Common Transfer File (CTF)

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**New pupils joining St Julie's – expected first day of attendance.**

Schools must now put pupils on the admissions register on the first day that school expects them to attend, not as previously, when they first attend.

Pupils join the school roll from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend and must be listed in both the admissions and attendance registers from that day. If a pupil has accepted a place at the school and fails to attend on the agreed date, school must follow up the absence to ensure that the pupil does not lose their place and that any safeguarding and missing from education concerns are addressed. If the child or young person does not join the school within 5 days of the expected first day of attendance a referral must be made to the Education Welfare Service.

**Children who are on St Julie's school roll but;**

- The child or young person fails to attend school without offering a reasonable explanation **and;**
- School has been unable to locate the pupil at the last known address and has completed the CME checklist.

may be referred to the CME team.

**Children who are deemed to be at risk from harm.**

If the child or young person is subject to a child protection plan or is a child looked after, notify the social worker as soon as no contact can be made.

Day 1 - Where there is concern for a child who is deemed to be at risk from harm, or where there is reason to suspect the child is a victim of crime, notify social care and/or the police immediately and inform the Education Welfare Service.

**This document does not replace any of the Child Protection Procedures.** Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times.

**Children who are not deemed to be at risk or harm.**

Follow attendance procedures e.g: first day contact.

**Days 1-5** – Schools should make all investigations to determine the whereabouts or reasons for absence from school.

**Days 6-19** - Where a pupil has been missing for 5 school days, the school should contact the Education Welfare Service. A missing pupils' checklist should be completed by the school.

**Day 20** - Where a pupil remains missing from school/education provision, review the situation with the Education Welfare Service. If all enquires have been completed by the school/education provider and the Education Welfare Service, and the child is still untraced, a CME referral form should be completed by the school and in agreement with the Education Welfare Service, pupils may be removed from the roll once the CME checklist has been completed (Appendix A)

**The DfE has stated that it is no longer acceptable for schools to back date the off roll date to the beginning of enquiries once it is agreed a pupil can be removed from roll.**

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## Missing Pupils

Under normal circumstances when a child moves school the receiving school must contact the previous school to inform them they have placed the pupil on roll. In response to this, the previous school must complete a Common Transfer Form (CTF) and transfer this file to the new school via the secure data transfer site, referred to as School-to-School (S2S). The purpose of this national system is to try and avoid pupil's going missing. Where a pupil leaves a school and no notification of a new school has been received, a school must within 1-10 days of their last date of attendance notify the LA CME officer having once completed the referral form and checklist. The pupil must remain on roll for at least 20 continuous school days whilst further enquiries are completed by the CME Officer.

### Pupils located in Liverpool

- If the child returns to school or is found during the 20 days the child should not be taken off roll.
- The school should work with the child/family and if appropriate other agencies to ensure the child remains engaged in education.
- They may be removed from roll *only* if they then go on roll at another school.

### Pupils located outside Liverpool

- The school should complete the referral form and checklist with information of the forwarding address and send to CME Officer who will make enquiries with the receiving authority to confirm the child's whereabouts.

### Pupils not located

- If after completion of the referral form and checklist and submission to the CME Officer the child remains untraceable the school may remove the pupil from the roll.
- The pupil must remain on roll for at least 20 continuous school days whilst enquiries are completed. The school will post the child on the S2S site. In accordance with DfES S2S instructions the destination should be given as XXXXXXXX (i.e. 7X's). This website enables LA staff on a national basis to see who is missing and provide fresh information where possible.
- The removal date will depend on whether the pupil has been traced to another school or is untraceable.
- The School must adhere to The Education (Pupil Registration)(England) Regulations 2006 Regulation 8 'Deletions from Admission Register'.

## APPENDIX A

- Remove the pupil as a leaver from your database.
- Set up a Lost Pupils' destination school on your database, using XXX as the Local Authority code and XXXX as the school establishment number.
- Create a common transfer file (CTF) for the pupil, using the above Lost Pupils' destination school.
- Upload the CTF to the school to School (S2S) website.  
<https://securedatatransfer.teachernet.gov.uk/sdtlive/asp/login.asp> or go to [www.teachernet.gov.uk](http://www.teachernet.gov.uk) and navigate to the login screen using the S2S links.

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- Once uploaded, the pupil data will be stored in the national lost pupil database. The use of XXX as the Local Authority code and the school establishment number XXXX is correct and not an illustration. School will pass a copy of the Pupil Checklist with the **Missing Pupil Form** to Joanne McKenna, CME Co-ordinator. These procedures ensure that these “reasonable enquiries” are carried out before a pupil is removed from a school roll. It is vital that schools try to obtain as much information as possible from parents and pupils in advance, if it is suspected that they may be moving out of area to reduce the risk of them disappearing without trace. It is also equally important to notify the Education Welfare Service as soon as possible if it is suspected that a pupil is missing to ensure that all enquiries can be completed within the four week timescale, therefore, keeping unauthorised absence to a minimum. The Children Missing Education Co-ordinator will continue to regularly monitor any “lost children” to track them into provision. They will also contact, where appropriate the Border Agency. If at any time during the tracking process, the child is located, the Children Missing Education Co-ordinator will:-
  - Contact the school, informing them where the child has been located.
  - Where an actual forwarding address is identified, contact will be made with the person responsible for Children Missing Education in the new Local Authority.

## APPENDIX B

Children Missing Education Local Authority Lead and contact details:

CME Officer,

School Improvement Liverpool

Toxteth Annexe

Aigburth Road

Liverpool L17 7BN    Secure email; [joanne.mckenna@liverpool.gcsx.gov.uk](mailto:joanne.mckenna@liverpool.gcsx.gov.uk)

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