



Attendance Policy

September 2026-2027

(to be reviewed September 2027)

Contents:

- 1 Introduction**
- 2 Responsibilities and expectations**
 - 2.1 Families
 - 2.2 School (including contact information for attendance-related matters)
 - 2.3 Lancashire County Council
- 3 Types of absence**
 - 3.1 Authorised absences
 - 3.2 Unauthorised absences
 - 3.3 Persistent Absence (PA)
 - 3.4 Leave during term time
 - 3.5 Religious absence
 - 3.6 Participation in sporting events
 - 3.7 Participation in performances
- 4 Registration**
 - 4.1 Attendance registration
 - 4.2 Late arrival
 - 4.3 Punctuality
- 5 School attendance procedures**
 - 5.1 First day of absence
 - 5.2 Attendance concerns
 - 5.3 Pupils with medical needs who have difficulty attending school
 - 5.4 Pupils refusing to attend school
 - 5.5 Promotion of good attendance
 - 5.6 Use of penalty notices and other attendance legal interventions
- 6 Alternative provision and use of directions**
- 7 Notifications school must submit to the local authority**
 - 7.1 Admissions
 - 7.2 Leavers
 - 7.3 Pupils who fail to attend
 - 7.4 Pupils on part-time timetable
 - 7.5 Children missing education

Appendix: School attendance and the law

Parents and carers
Schools

1. Introduction

The aim of this policy is to develop a whole school strategy that raises the profile of attendance in order to maximise the educational opportunities available to pupils. Larches High School is a successful school and every child plays their part in making it so. We aim for a positive and supportive environment which enables and encourages all pupils to achieve their potential and aspire to excellence.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and every child should be at school, on time, every day, unless they have an unavoidable reason to be absent. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same class.

Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others, and are better prepared for the transition to secondary school and, eventually, higher education, training and employment. Regular school attendance and engagement also has a positive impact on wellbeing.

It is therefore very important that you make sure that your child attends regularly and this policy sets out how together we will achieve this. The policy will be applied fairly and consistently and we will always consider the individual needs of pupils, and their families, who have specific barriers to attendance. We will also be mindful of our obligations under the Equality Act 2010 and give consideration to the UN Convention on the Rights of the Child.

Our attendance target this year is **97%**, but all pupils should strive to achieve **100%** attendance if they can.

All children of compulsory school age should receive suitable education either by regular attendance at school and/or other vocational provision. Under Section 7 and section 576 of the Education Act 1996, the primary responsibility for ensuring school attendance falls on parents/carers. Failure to comply with this requirement is an offence under Section 444 of the 1996 Education Act.

Schools are bound by a range of attendance legislation and guidance; please see the 'Appendix' section for further details.

At Larches we work with all partners to:

EXPECT: we have high aspirations for our pupils and their attendance and we will work hard to build a culture where pupils want to be in school and ready to learn

MONITOR: use attendance data to identify patterns and work together to remove barriers

LISTEN AND UNDERSTAND: when a pattern is identified we will discuss with pupils and parent / carers and listen to and understand the barriers to attendance so we can work together to resolve them

FACILITATE SUPPORT: remove barriers in school and help pupils parents and carers to access the support they need

FORMALISE SUPPORT: work together to explain the consequences clearly and ensure support is in place to enable families to respond, including formalising this support through the Lancashire attendance policies

ENFORCE: when all other avenues have been exhausted and support is not working or not being engaged with enforce attendance through statutory intervention in line with the National Framework or prosecution to protect the pupils right to education.

2. Responsibilities and Expectations

2.1 Families

At Larches we will work collaboratively with families and carers to ensure that their children attend school regularly, if they are of compulsory school age and registered at a school (see appendix for details of how the law applies to school attendance and how "parent" is defined in law).

Parents and pupils should know the times the school day starts and finishes and when the register closes (see section 4, below); the processes for requesting leave (see section 3.4, below); and the process for informing school of the reason for unexpected absence (as follows).

If your child is going to be absent, parents/carers must inform school as soon as possible and at the latest by 8:45am on the **first day of absence by calling the school Office on 01772 792412 Option 1**

Parents/carers must also ensure that school has up-to-date contact information for themselves and emergency contacts.

Pupils' responsibilities depend upon their age, maturity and capability but they too must do their best to attend school regularly and punctually.

School contact information for other attendance-related matters is given below at the end of section 2.2.

2.2 School

- **Build strong relationships and work jointly with families, listening to and understanding the barriers to attendance and working in partnership with families to remove them**
- Give attendance a high profile and set a clear vision to all staff for improving and prioritising good attendance.
- Ensure there is a designated Attendance Manager (LM) with day-to-day responsibility for attendance matters.
- Take overall responsibility for ensuring the school conforms to statutory requirements regarding attendance.
- Consider each request for leave against the school's criteria, decide whether some, all, or none of the leave will be authorised and notify parents/carers of this decision.

- Where there is uncertainty regarding an absence, make the decision whether or not to authorise an absence, or to request further evidence to support the decision making process.
- Regularly evaluate progress, including the efficacy of the school's strategies and processes.
- Be mindful of pupils absent from school due to mental or physical ill health or their special educational needs and / or disabilities and provide them with additional support or reasonable adjustments such as a temporary, time limited part time personalised timetable to support reengagement.
- Celebrate good attendance and punctuality weekly via the Attendance notice board and reward systems
- Understand that attendance is a continuous process and understand that missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation
- As a team, provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

All Staff across School will:

- Provide a welcoming atmosphere and a safe learning environment in line with the school values.
- Take responsibility for championing and improving attendance in school, liaising with pupils, parents/carers and Family Support and Attendance Team where needed.
- Establish and maintain effective systems for tackling absence and make sure they are followed by all staff.
- Make regular attendance and punctuality part of the school culture reflecting the school attendance target of 97% and ethos by linking attendance to behaviour and attainment through SIMS and Behaviour Watch.
- Teaching staff / other staff are responsible for completing registers each lesson via SIMS, including High Support pupils, which syncs directly to SIMS. This process is overseen & monitored by the Attendance Manager, who offers support and guidance.
- Vocational attendance is emailed to the 'l.morrow@larches.lancs.sch.uk' mailbox within 30 minutes of the designated start time. SLA's are in place with all vocational providers to outline this agreement.
- First day response: Family Support and Attendance Team contacts parents/carers via T2P message and/or via phone call if a reason for absence has not been provided and records this information accordingly.
- Family Support and Attendance Team monitors absences and updates attendance registers once a reason for absence is obtained.
- Promote positive relationships and strengthen home-school communication.
- Regularly communicate pupil attendance levels to parents/carers at an early stage to identify and help remove barriers to regular attendance.

- High expectations for good attendance are highlighted to parents/carers and pupils through a 'Home - School Agreement' which is issued and signed during the Admissions process.
- Have a clear understanding of attendance data: Attendance Manager and Deputy Head Teacher regularly monitor and analyse data to identify individual, vulnerable group, and whole school attendance concerns and to target attendance improvement support to identified pupils.
- **Family Support and Intervention Team uses** Interventions and strategies to improve attendance and punctuality for individual pupils and groups (e.g. EBSA toolkit, Attendance Reviews, Well Done letters, Certificates, incentives and rewards).
- **Weekly Attendance data is shared with and follow up discussions take place during form time using the Individual Pupil Tracker which allows pupils to self evaluate their attendance and punctuality set a target for improvement**
- All school staff will raise any concerns about attendance with the Attendance Manager, Family Support Team and/or Headteacher.
- Involve external agencies to support children and parents/carers as appropriate to better understand and address the issues impacting on attendance e.g. CAMHS, CFWS, CSC, CYJS, School Nursing Team.
- Promote regular attendance through the School Newsletter, website and displays and ensure the school's attendance policy is readily accessible.
- Attendance Manager maintains close links with mainstream schools for persistent absence pupils and sends weekly Registration Certificates to mainstream schools for dual-registered pupils.
- Attendance Manager attends termly networking AIW meetings with attendance leads to share good practice and to keep up to date with current legislation.
- Termly meetings with LCC Attendance Manager in school.
- Mainstream reintegration's are closely monitored by Lancashire Pupil Access Team and any attendance issues are addressed at the initial Reintegration Meeting. The reintegration process is monitored during a 12-week dual-roll process.

Governors:

- Ensure compliance with The School Attendance (Pupil Registration) (England) Regulations 2024.
- Agree an attendance policy and review it annually or more frequently if required.
- Support and monitor strategies to improve attendance at Larches High School.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the Headteacher to make decisions regarding leave of absence requests.
- Work with the Headteacher in establishing equitable and consistent criteria against which leave requests will be considered.

Schools are bound by a range of attendance legislation, regulations and guidance; please see the appendix for further details.

School attendance contacts – Contact number – 01772 792412

Mrs Lorraine Morrow - Attendance Manager / Family Support Lead / DSL

Mrs Christine Mitchell – Headteacher & DSL

2.3 Lancashire County Council (the Local Authority):

School Attendance Support Team

Each school has a named contact in the School Attendance Support Team who can advise schools on attendance related matters, and with whom Targeting Support Meetings will be held. For mainstream nursery, primary and secondary schools this will be a School Attendance Support Worker (SASW); for special schools, short stay schools and pupil referral units (PRUs) this will be the **School Attendance Consultant (SAC) – .**

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions when parents fail to ensure their children attend regularly, the School Attendance Legal Team undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The Children Missing Education Team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. For further information see section 7, below, regarding notifications schools must submit.

3 Types of absence:

Every half-day absence from school is classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required from parents/carers. As a school, we will always work with parents (and other agencies, as appropriate) to understand the reasons underlying absence.

3.1 Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

3.2 Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable or justifiable. If school has followed its attendance procedures and a pupil continues to have unauthorised absences, the school may see seek advice from the local authority

School Attendance Support Team or request legal interventions from the School Attendance Legal Team. Examples of unauthorised absences are:

- Parents/carers keeping their child off school unnecessarily.
- Absences which are not explained satisfactorily.
- Pupils who arrive at school after the register has closed (30 mins after the start time) and without a legitimate reason (see section 4.2).
- Days off for shopping, birthdays, hair appointments or looking after other children.
- Day trips and other leave in term time which have not been agreed by the Headteacher.
- Days that exceed an amount of leave agreed by the Headteacher.

It is the Headteacher's responsibility to decide if an absence is authorised or unauthorised and, if there is any uncertainty relating to an absence, school may request further confirmation from parents before an absence is authorised. For absence due to illness, this may be in the form of:

- Sight of an appointment for your GP or for the hospital, clinic, etc.
- Sight of prescribed medication or prescription for medication.
- Sight of medical notes/records.
- A letter from a medical professional such as a specialist or consultant.
- Medical evidence slip/letter, authorised by a pharmacist, doctor, receptionist, etc which indicates that you have sought medical advice and outlines your child's medical condition.

Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

3.3 Persistent Absence (PA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, exclusion, holiday, etc). Absence at this level will damage any child's educational prospects and we expect parents' fullest support and cooperation to address this.

At Larches High School, we monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly. Pupils who are persistent absentees are tracked and monitored carefully and the attendance procedures below (section 5) will be followed.

3.4 Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their

education and progress as much as any other absence. If leave is being requested that involves arranging travel or accommodation, approval must be obtained from the head teacher before making any bookings.

Leave of absence in term time **will not** be granted unless:

- a request for leave has been made in writing to the Headteacher in advance by a parent/carer.
- the Headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, e.g. when a pupil is just starting at school or during assessment periods, such as GCSEs.
- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

In certain circumstances, as outlined in regulation, parents risk losing their child's place on the school roll if leave is taken and the criteria governing removal from roll are met (see Appendix).

3.5 Religious absence

School will authorise one day of absence per religious festival, e.g. Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

3.6 Participation in sporting events

Parents can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the head teacher's discretion and she/he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs, e.g. the sports club or association providing an approved education tutor.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as code P.

Permission for your child to leave early or arrive late in order to attend coaching and training sessions is also at the discretion of the head teacher and is unlikely to be approved if it would occur regularly.

3.7 Participation in performances (e.g. theatre, television, modelling)

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates that the child is to be away from school, the Headteacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the Head teacher to authorise the leave request. Any absence authorised for the child to take part in a performance will be recorded as code C1.

Parents wishing to apply for a performance licence should go to the Lancashire County Council [Child performance licences webpage](#).

4 Registration

4.1 Attendance registration

Morning registration is at 8.55am.

Afternoon registration is at 12.45pm.

Pupils are expected to be on the premises by 8.55am and should enter via Attendance. In the afternoons the PM registration is taken during Form time at 12.45pm. In certain circumstances, your child may be permitted to start at a different start time. This will always be discussed with parents/carers and agreed by the Headteacher in advance.

The standard school day consists of five lessons and finishes at 2.30pm.

Pupils on vocational provision start their provision at 9.30am unless informed otherwise. Their attendance is reported to school by the vocational providers in accordance with legislation (see Section 5).

In some circumstances, identified pupils will attend school for Lesson 6 and 7 (2.30pm – 4.00pm) after the standard school day has ended e.g. detentions, extra Study sessions, High Support. Such arrangements will always be discussed with parents/carers in advance.

Pupils who arrive after the register has closed and without a valid reason for being late (such as attending a dental or medical appointment) will be marked as code U, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.

4.2 Late arrivals

Pupils who arrive late must enter school via Attendance and give a reason for their lateness. Late arrivals within 30 minutes of their start time will be recorded with an 'L' mark. Any pupils arriving after 30 minutes of their designated start time will receive a

'U' mark on the register which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.

Any patterns of lateness will be monitored by the Attendance Manager and discussed during Family Support and Attendance Team / Staff meetings for further investigation.

4.3 Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and important information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can, in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

If your child is often late you will be asked to meet with the Attendance Manager and/or a member of the Family Support and Attendance Team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time.

Persistent lateness after the register has closed may result in further action, as outlined below, under section 5.

5 School attendance procedures

- Teaching staff are responsible for completing registers each lesson via Lesson Monitor, including High Support pupils, which syncs directly to SIMS. This process is overseen & monitored by the Attendance Manager.
- Vocational attendance is emailed to I.morrow@larches.lancs.sch.uk mailbox within 30 minutes of the designated start time. AO then inputs marks onto SIMS for any pupils on Vocational provision.

5.1 First day of absence

If your child is absent and we have not heard from you, the Attendance Manager or Family Support Team will send you an absence message within 30 minutes of their designated start time on the first day of absence. This will be followed up by an absence call from our Attendance and Family Support Team to find out the reason for absence and when your child is expected to return. If we are unable to contact you, we may approach your emergency contacts and, if necessary, make a home visit. Please note that such home visits may be unannounced and may often be accompanied by an external agency involved.

5.2 Attendance concerns

Parents/carers are expected to contact school at an early stage and to work with us in order to resolve any attendance problems together. However, if concerns persist, school will use the following procedures and interventions, as required, to support parents/carers in improving their child's attendance and/or punctuality:

- Telephone calls and/or letters to make parents/carers aware of school's concern about their child's attendance.
- When there is uncertainty about the reason for absence, school may ask parents to provide appropriate evidence to verify the reason for absence.

- School will undertake home visits and welfare checks to ascertain where a child is and to ensure they are safe.
- Attendance Warning letters will be sent to parents/carers with increasing escalation.
- Invitation to Attendance Review meetings to discuss concerns with our Attendance Manager / Family Support Team, and/or Headteacher. The LCC Attendance Consultant may also be invited to attend Attendance Review meetings.
- For Intervention pupils, the mainstream school will be informed of the attendance issues and asked to provide support via joint home visits and Attendance meetings.
- Attendance Contracts to identify barriers to regular attendance, ways to overcome these, and agree targets for improvement.
- Attendance interventions with identified pupils e.g. EBSA toolkit.
- Incentives and reward schemes for individual pupils, where appropriate.
- The Early Help Assessment (EHA) process and/or referral to other agencies and services, including School Nursing Team and Primary Mental Health Workers, if appropriate.
- For unauthorised absences, request legal interventions by the Local Authority, including Penalty Notices, Prosecution, or other attendance-related Court Orders.

At any stage, we may seek advice from the Local Authority School Attendance Support Team.

5.3 Pupils with medical needs who have difficulty attending school

Government guidance on supporting pupils at school with medical conditions (see appendix) emphasises the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents/carers and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of reasonable adjustments, specific support or resources used within school, or by sourcing appropriate vocational provision.

When a pupil has been absent from school for an extended period, the Headteacher, the Attendance Manager, Family Support Team, along with other support services, will work with the family to ensure that a smooth reintegration is achieved.

5.4 Pupils refusing to attend school

At Larches High School we believe that every child has a right to access education, and we will not accept 'school refusal' as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We may request advice from the School Attendance Support Team and, with consent, make referrals to other external partners such as the Children and Family Wellbeing Service (CFWS) or Primary Mental Health Workers, as appropriate, to try

to ensure the correct support is secured for the child and their family. We can also offer internal Interventions around school refusal (EBSA toolkit – Emotional Based School Avoidance), and work with parents/carers to identify barriers to good school attendance.

5.5 Promotion of good attendance

Through the school ethos and values, attendance will be promoted and incentivised by acknowledging and rewarding good attendance by all pupils and efforts to improve attendance by individual pupils who have additional needs or challenging circumstances.

5.6 Use of Penalty Notices – August 2024 update:

Legal interventions may be sought if providing support to improve attendance is not appropriate (e.g. for an unauthorised holiday in term time), or has not been successful or engaged with. In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absences that include:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

On 19 August 2024 new penalty notice arrangements came into force, with changes to the cost of a penalty notice and to the thresholds at which penalty notices may be requested by school. The DfE now requires that schools must consider if a penalty notice is appropriate when the thresholds are met.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- If a school requests a penalty notice for absences other than unauthorised holidays, including being late after the register has closed, the local authority School Attendance Legal Team may issue a Notice to Improve to parents. A Notice to Improve is a final opportunity for parents to engage in support and

improve attendance before a penalty notice is issued. If the national threshold has been met and offers of support have not been engaged with by parents or have not worked, a Notice to Improve may be issued to give parents a final chance to engage with support and improve their child's attendance.

Reducing absence from school is a key priority, both nationally and locally. The use of legal intervention is used across the county to ensure parents adhere to their legal responsibilities. Under existing legislation, parents/carers commit an offence if their child fails to attend school regularly, and the absences are classed as unauthorised. Such cases may result in a prosecution under Section 444 of the Education Act, 1996

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council education penalty notice webpage.

6 Alternative provision and use of directions

There is a range of circumstances when pupils might be required to access educational provision at a venue other than Larches High School. The main reasons are:

- Pupils accessing vocational provision at approved vocational providers with Service Level Agreements in place with Larches High School.
- Pupils unable to access provision at Larches High School for medical reasons or complex needs with Risk Management plans in place.
- Agreed and approved work experience placements.
- Pupils attending Larches High School on an Intervention placement from a mainstream school for the purposes of improving behaviour must be issued with a written direction or notice from the mainstream School and/or Governors, informing all parents/carers of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision at Larches High School for other reasons, the issuing of a written direction is considered best practice. If a direction is deemed appropriate, this will be completed by the mainstream school and issued to parents/carers in writing to inform parents of the alternative provision which their child is required to attend.

7 Notifications school must submit to the local authority

7.1 Admissions

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (currently Lancashire does not).

7.2 Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024, as soon as the ground for removal is met and no later than the time at which the pupil's name is

removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire currently does not).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in the regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Elective Home Education team or the Children Missing Education team. Schools may also contact the School Attendance Support Team for advice on removing children from roll. For pupils with an EHCP on roll at a special school, the school must have the agreement of the Lancashire Inclusion Service (SEND) before removing from roll.

7.3 Pupils who fail to attend

All schools (including academies) must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire schools, this can be done via a variety of means and school can contact the School Attendance Support Team for further advice.

7.4 Pupils on a part-time timetable

Schools must also inform the local authority when a pupil is placed on a part-time timetable. In Lancashire, this should be done via the appropriate form available to schools.

7.5 Children missing education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not on roll at a school or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and her or his location is unknown, schools must 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 such cases, school should undertake a home visit, prior to a referral being made to the local authority Children Missing Education team.

Appendix: School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this attendance policy but is not exhaustive. Some elements of government regulations and DfE guidance do not apply to academies and independent schools (but may apply to independent special schools).

Parents and carers

Duty to ensure children receive education

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.*

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- the child was absent with leave granted by the school;
- the child was prevented from attending by reason of sickness or any unavoidable cause;
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

- (a) who is not a parent of his but who has parental responsibility for him,*

Or,

- (b) who has care of him.*

Thus, the definition of “parent” means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools:

Attendance and absence registration codes

‘Working together to improve School Attendance’, DfE statutory guidance 2024, explains which codes schools should use to record attendance and absence in their registers, and specifies the DfE's expectations of schools and local authorities with respect to school attendance.

Data protection

Schools must ensure that personal data is handled in accordance with the Data Protection Act 2018. See Larches High School's Privacy Notice for information about how personal data will be used.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when pupils join or leave school

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to report attendance concerns about individual pupils to the local authority

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to safeguard and promote the welfare of children

Keeping children safe in education, DfE statutory guidance, regularly updated

Duty for schools to share attendance data with the Government

Section 537A of the Education Act 1996 and

Share your daily school attendance, DfE guidance 2024

Leave of absence

Regulation 11 of The School Attendance (Pupil Registration) (England) Regulations 2024

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following acts, guidance and regulations:

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003

- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- School attendance parental responsibility measures, DfE guidance 2015

Pupils experiencing social, emotional or mental health issues

Mental health issues affecting a pupil's attendance: guidance for schools, DfE 2023

Pupils with health needs who cannot attend school

Arranging education for children who cannot attend school because of health needs, DfE statutory guidance 2023

Supporting pupils at school with medical conditions, DfE statutory guidance 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. The Technical Guidance for Schools in England, published by the Equality and Human Rights Commission, outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removal from roll

Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024

Regulations regarding the school day and number of sessions

The Education (School Day and School Year) (England) Regulations 1999

Requirement for mainstream, state-funded schools to deliver a school week of at least 32.5 hours

Length of the school week, DfE guidance 2023

Specialist and alternative provision settings are also encouraged to consider extending their core week where appropriate.