



ADMISSIONS, ATTENDANCE AND CHILDREN MISSING FROM EDUCATION POLICY

Date Reviewed: September 2025

Next Review: September 2026

Revision number: 9

Reviewed by: Belinda Adams

POLICY STATEMENT

The school maintains its Admissions and Attendance Registers in accordance with Statutory Regulations (amended as regulations change). The school adheres to Government Statutory Guidance when dealing with Attendance and Children Missing from Education. The school will work in a collaborative way with external agencies, in accordance with the principles of Working Together to Safeguard Children.

PURPOSE

The purpose of this policy is to outline the approach taken to:

- Recording information at the point a pupil is admitted to the school;
- Recording attendance information daily;
- Recording information at the point a pupil leaves the school; and
- Managing a situation when a pupil is deemed missing from education.

CONTENT

- 1 Admissions
- 2 Attendance
- 3 Children Missing from Education

1. ADMISSION OF PUPILS

For each pupil, the Admissions Register must contain:

- Name in full;
- Name the pupil uses at school;
- Sex;
- Address;
- Name and address of every person known to the school, to be a parent of the pupil (and an indication of which parent the pupil normally lives with, and which parents hold parental responsibility as defined by Section 3 Children Act 1989)
 - Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the school that a pupil will live at another address, in addition or instead; the new address, the full name of the parent with whom the pupil will normally live with in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
 - If there are court agreements, please ensure that the school office is provided with a copy for their records
- At least two **local** emergency contact numbers for pupils with two or more parents, i.e., one per parent or at least two emergency contact numbers for children with single parents (where possible)
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school or nursery
- Name and address of the school/ nursery last attended, if any



- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information (a new requirement from September 2016).

The name of a pupil must be included in the register from the beginning of the first day on which the school or nursery has agreed, or has been notified, that the pupil will attend the school. For most school pupils, the expected first day of attendance is the first day of the school year.

The School will inform their local authority (where the school is situated) when a pupil's name is going to be deleted from the Admissions Register on certain grounds. In summary, these are:

- When the child has been taken out of school to be home educated
- When the family has apparently moved away
- When the child has been certified as medically unfit to attend
- When the child is in custody for more than four months
- When the child has been permanently excluded

Schools must notify their 'own' local authority when they add or remove a pupil's name from/to the Admissions Register at non-standard transitions, i.e., where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in Children Missing Education (DFE, 2016). Schools are also under a duty to provide information to the local authority for standard transitions if requested.

1. ATTENDANCE

Attendance Champion School	Belinda Adams Ast Head & DSL b.adams@cameronvaleschool.com 020 7352 4040
Attendance Champion Nursery	Aki Ahmade Nursery Manager a.ahmade@cameronvaleschool.com 020 7362 0066
School Office <i>(contact the school office and your child's form teacher on the first day of your child's unexpected absence)</i>	Office@cameronvaleschool.com 020 7352 4040
Nursery Office <i>(contact the nursery office and your child's form tutor on the first day of your child's unexpected absence)</i>	office@thechelseanursery.co.uk 020 7362 0066 (once the nursery moves to Gertrude Street May 2025)

Introduction

It is important that staff and parents are familiar with this policy. This is done by sharing the document with staff on an annual basis and recording their acknowledgements of having read, understood and agree to abide by the guidance within the document. Parents are encouraged to read policies by accessing them via the school's website (or requesting the document) with regular reminders to do so via the school's newsletters.

Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind, and it is well known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents, and the child, beginning from the Early Years.

The legal framework



- Legislation specifies the legal responsibility of parents/carer(s) of statutory school age children to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable for their age, ability, aptitude and any special educational needs; either by regular school attendance or home education.
- The same law requires the school to have an Admissions Register and an Attendance Register, and to place all children on both registers. Failure to do so is an offence. The Statutory Framework for the Early Years Foundation Stage (2014) requires a daily record of the names of the children being cared for on the premises and their hours of attendance.

Link between attendance and achievement

There is clear evidence of a link between poor attendance at school and low levels of achievement, as well as a strong link between truancy and antisocial behaviour.

The School Day

- 8:20am** – Front door opens for arrival
- 8:30am** – Registers taken
- 3:30pm** – Lower School end of day
- 3:45pm** – Upper School end of day
- 4:00-5:00pm** – After school clubs take place

Note: if a child has not arrived at school by 8.45am and there has been no contact from home, the school office or form teacher will call the parents for further information.

Parents/carer(s) responsibilities for Reception to Year 6

- Encourage regular and punctual attendance, being fully aware of their legal responsibilities
- Ensure that the child in their care arrives punctually, prepared for learning
 - The school door opens at 8:20am and registration takes place at 8:30am each morning
 - Any child arriving after 8:35am will be marked as late for registration
 - Any child arriving after 8.45am will be marked as late
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately
- Contact the school office and your child's form teacher on the first day of the child's absence as early as possible and preferably before the start of the school day
- Avoid making arrangements to remove children from school during term time
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter

Parents/carer(s) responsibilities for Nursery

- Encourage regular and punctual attendance to support settling in and nursery routines
- Ensure that the child in their care arrives punctually, prepared for learning with all the items they need
 - The morning nursery sessions starts from 8am
 - All nursery children are expected to be registered by 8.45am
- If your child is not attending nursery as planned, provide clear reasons for any absence such as illness or holiday
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter

The Nursery Day

- 8:00am** – Morning session starts
- 12pm** – Morning sessions ends and afternoon session starts
- 4pm** – Afternoon sessions end
- 4:00-6:00pm** – Teatime session



Note: if a nursery child has not come to their usual nursery session and we have had no communication from parents, the nursery staff or school office will telephone the parents for further information by 10am for the morning session and by 2pm for the afternoon session.

School responsibilities

- Promote good attendance and reduce absence, including persistent absence (deemed as attendance below 90%)
- Work to ensure every pupil has good attendance so he/she can access the education he/she is entitled to
- Act early to address patterns of absence
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually
- Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities
- For any unexplained absence, the school office will call the child's parental contacts to identify the reason for absence
 - If after a number of attempts to contact the parents, the school has been unable to make contact with the parents during the first day of absence, the child's emergency contacts will be called

We achieve this in the following ways:

- Staff must take a register at least once in the morning and once in the afternoon
- Mark all children not present by the designated time, taking account any absence notes
- Follow up un-notified first day absence with a telephone call to the parents/carer(s) by the School Office or teacher
- Monitor attendance and lateness, on a weekly and half-termly basis, and implement strategies for promoting improved awareness of attendance such as year groups or vulnerable children, as required, including the use of formal letters home
- Report on patterns of attendance at Governance Meetings to safeguard and promote the welfare of pupils
- Specifically monitor any persistent absence (individual attendance below 90%)
- Proper use of the DfE national codes to record and monitor attendance and absence in a consistent way which complies with the regulations, including preservation of the entries on both the Admissions and Attendance Registers for a period of six years after it was made
- Only the Headteacher or a member of staff acting on their behalf can authorise absence
- Close discussion with the Designated Safeguarding Lead (DSL) or the Early Years Designated Person (EYDSP) to identify children causing concern, including interviewing children and parents regarding any unsatisfactory attendance
- Close liaison with the Designated Safeguarding Lead (DSL) or the Early Years Designated Person (EYDSP) where there are concerns of children being missing from education – see Section 3 of this document
- Implementing any agreed improvement strategies, such as referral to the local authority attendance services and/or children's social care in accordance with the Safeguarding and Child Protection Policy and Procedures
- Provide parents/carer(s) with the timings of the school day and the calendar via the school website and any other usual method such as the school newsletter, in advance.

Good attendance

Cameron Vale School considers a good attendance level being 90% or above.

Late arrival

It is essential that, if a pupil arrives late, they should sign in the pupil attendance book in the front hallway so our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

Leaving school early during the day

- Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer or to attend a school visit, an off-site scheduled lesson, or a sporting fixture.



- If a pupil must leave the school during the day for illness or a parent is required to collect them for a medical appointment, they are required to sign out in the pupil attendance book in the front hallway. Where there are known medical appointments, parents must notify the school in advance

Requests for absence from parents/carer(s)

- Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Head. The Head is only able to authorise leave of absence where exceptional circumstances are related to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.
- We ask that parents make contact with the school when a child is going to be absent for ill health reasons in order that the school can keep records updated and, importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. We expect any absence from illness to be evidenced by a note from the parents/carer(s) as soon as possible.
 - Please ensure the school office (office@cameronvaleschool.com or 0207 352 4040) and your child's form teacher are aware of the reason for your child's absence as early as possible and ideally before the start of the school day.
- An absence is classified as unauthorised if a child is away from school without the permission of the Head in advance.

Persistent absentees

Persistent absentees are pupils with attendance below 90%. The school will contact the parents/carer(s) if their child's attendance approaches this threshold. The school will work with the family to identify any barriers to attendance and ensure the family has access to targeted support to help them overcome these barriers. If attendance does not improve, the school will contact the local authority in accordance with local authority procedures.

Maintaining records and reporting to the authorities

The school's Attendance Register, kept in iSAMs, is backed up automatically, and only accessible by a restricted number of staff.

New joiners and leavers of statutory school age are shared with the local authority.

Monitoring and review arrangements

Attendance rates are reported regularly to the Forfar Board in Governance meetings and reports. The Leadership Team and DSL report on pupil attendance, as well as any patterns or trends of persistent absence in regular safeguarding reviews.

Admissions and Attendance Registers are scrutinised for compliance and safeguarding purposes.

Weekly attendance registers are collated and reviewed monthly; actions are put in place to reduce persistent and severe absences.

2. CHILDREN MISSING FROM EDUCATION

Introduction

- 'Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.'
- Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment, or training) later in life.

Statutory guidance

The school will follow the Government Statutory Guidance 'Children Missing from Education.'

School requirements

- Schools must enter pupils on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.



- Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority about the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Safeguarding

- The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences.
- Where there are safeguarding concerns about any child, the school will always follow its Safeguarding and Child Protection Policy, which includes reporting to the local authority.



ATTENDANCE GUIDANCE FOR PARENTS –APPENDIX 1

Note – this section is intended to be used by schools to share with parents in whatever form is most appropriate.

Introduction

Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind, and it is well-known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents, and the child, beginning from the early years.

The legal framework

Legislation in the UK specifies the legal responsibility of parents/carer(s) of statutory school age children to ensure they attend school. The same law requires the school to have an Admissions Register and an Attendance Register, and to place all children on both registers. Failure to do so is an offence.

Link between attendance and achievement

There is clear evidence of a link between poor attendance at school and low levels of achievement:

- Of pupils who miss more than 50% of school, only 3% manage to achieve five A* to Cs including English and Maths;
- Of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A* to C GCSEs including English and Maths; and
- Of pupils who miss less than 5% of school, 73% achieve five A* to Cs including English and Maths.

Parent/carer(s) responsibilities

- Encourage regular and punctual attendance, being fully aware of their legal responsibilities.
- Ensure that the child in their care arrives punctually, prepared for learning.
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately.
- Contact the school on the first day of the child's absence as early as possible and preferably before the start of the school day.
- Avoid making arrangements to remove children from school during term time.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter.

School responsibilities

- Promote good attendance and reduce absence.
- Work to ensure every pupil has good attendance so he/she can access the education he/she is entitled to.
- Act early to address patterns of absence.
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually.
- Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities

Late arrival

It is essential that, if a pupil arrives late, they sign in the pupil attendance book in the front hallway so that our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

Leaving school early during the day

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer or to attend a school visit, an off-site scheduled lesson, or a sporting fixture. If a pupil must leave the school during the day for illness or a parent is required to collect them for a medical appointment, they are required to sign out in the pupil attendance book in the school hallway. Where there are known medical appointments, parents should notify the school in advance and routine appointments should be kept to school holidays.

Requests for absence from parent/carer(s)



Schools, not parents, authorise absence. Requests to the school for permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Head. The Head is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.

We ask that parents make contact with the school when a child is going to be absent for ill health reasons in order that the school can keep records updated and importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. We expect any absence from illness to be evidenced by a note from the parent/carer(s) as soon as possible.

An absence is classified as unauthorised if a child is away from school without the permission of the Head in advance.

Good attendance

Cameron Vale School considers good attendance to be 90% or above. Attendance certificates and badges are awarded to those children who have 100% attendance for the whole term.

The school will contact the parent/carer(s) if there are attendance concerns. If attendance does not improve, the school will contact the local authority in accordance with local authority procedures.