

## Attendance Policy

School Tier: College

### Related Policies:

### Policy Aims and Introduction

Through the operation of this policy we aim to: provide an understanding of the schools expectation regarding pupil attendance.

At Worksop College, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to parents and guardians to support this objective. For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm.

Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities. Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been granted.

For the welfare, health and safety and educational benefit of all pupils, Worksop College registers pupils in all years, including Sixth Form. Worksop College requires regular attendance and the presence of pupils is checked twice daily at 8.30 and 12.15. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006 and Working together to improve school attendance 2024.

This policy applies to all members of our school community, including those in the Sixth Form. It is thus relevant to all day and boarding pupils. **Members of the Sixth Form who do not have a lesson scheduled during a session are still expected to be in school for independent study.** In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education September 2024, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education: [KEEPING CHILDREN SAFE IN EDUCATION 2025](#).

### Expectations of the School

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Worksop College expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers.
- Ensure good level of Attendance (95+%)

- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

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### **Our policy aims to raise and maintain levels of attendance by:**

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

### **Promoting Regular attendance**

At Worksop we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils.

We recognise the strong connections between attendance, attainment, safeguarding and wellbeing. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

### **To help us all to focus on this, we will:**

- Have necessary information to return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents and guardians details on attendance in our correspondence;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law;
- Report to parents and guardians regularly on their child's attendance and the impact on their progress;
- Contact parents and guardians should their child's attendance fall below the school's target for attendance.

### **Senior Attendance Champion**

The Senior Attendance Champion is the Assistant Head Pastoral, supported by the Deputy Head Pastoral and the attendance officer. The Senior Attendance Champion monitors the attendance registers and will liaise with Housemasters/mistresses (HSMs) on attendance.

The Senior Attendance Champion has the following responsibilities:

- Promote good attendance and punctuality
- Report to the Head any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- Support HSMs with working with the parents of the pupil to discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- Liaise with Local Authority to support families and pupils whose attendance does not improve after the steps above, or continues to remain below 90% and below 50%.

## Responsibilities of Parents

- Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. Pupils must stay in some form of education or training until their 18th birthday.
- Ensure good level of Attendance (95+%)
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence. Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.

## Understanding types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

## Authorised Absences

**Authorised absence** means that the school has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

**Authorised absences** are for morning and/or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

## **Granting Leave of Absence**

All schools can grant a leave of absence when a pupil needs to be absent from school with permission.

All schools are expected to restrict leaves of absence to specific circumstances set out in regulation 11 of the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#).

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purposes of leisure and recreation to be an exceptional circumstance.

## **Applications for an authorised leave of absence**

Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing. In the College permission for a pupil to be out of school for a day is granted by Housemaster/Housemistress. Requests should always be made in writing by the parents, via the Housemaster/Housemistress who will confirm whether the leave of absence has been granted by the Head and ensure that the Enquiries is informed of any authorised absence. Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, ie interviews, school trips, sporting events, music examinations etc;
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Head, where a child is unable to attend the school, ie parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days);
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for Exceptional circumstances can be granted at the discretion of the Head. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school;

No parent can demand leave of absence for the purpose of a holiday as of right. The Head has discretionary power to grant authorised leave of absence on behalf of governors. Holidays within term-time will normally be regarded as unauthorised.

The school will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request;

Apart from illness, no pupil should be away from school without prior permission. If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from school. It will be recorded as an authorised absence;

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

**PLEASE NOTE: leave of absence cannot be granted retrospectively except in the case of illness and emergency medical appointments.**

## **Unauthorised Absences**

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been granted.

This type of absence can lead to the school liaising with the Local Authority.

### **Unauthorised absence includes, (however this list is not exhaustive):**

- Parents/guardians keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- A child who arrives at school after the close of registration without valid reason is marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session;
- Shopping trips;
- Looking after other children or children accompanying siblings or parents to medical appointments;
- Their own or family birthdays;
- Holidays taken during term time, not deemed 'for exceptional purposes' by the Head, including any arranged by other family members or friends;
- Day trips;
- Other leave of absence in term time which has not been agreed.

### **Persistent Absenteeism (PA) and Severe Absenteeism (SA)**

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

**All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.**

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

**Arriving in school after the registration has closed: pupils MUST SIGN IN at Enquiries.**

### **Sponsored Pupils**

A pupil on a Child Student or Student visa who has missed 80% or more schooling is classed as 'severely absent'.

The School has a duty to report to the UKVI if a pupil misses '10 consecutive expected contact points' without authorisation. The School defines an 'expected contact point' as one 'school day'.

Continued or serious cases of non-attendance can result in withdrawal of visa sponsorship and withdrawal from the School.

**In very exceptional circumstances**, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

**The part-time timetable will:**

- Have the agreement of both the school and the parent the pupil normally lives with;
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan;
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary;
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

## **Absence and Punctuality**

### **Daily Absences**

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness. This should be done by either by leaving a message on the Enquiries answer machine 01909 537100 before 8:00 a.m. or emailing Enquiries, copying in the Housemaster/mistress on the pupil's first day of absence which has not previously been agreed with the school and every subsequent day of illness. The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school. Please be aware that, if a parent leaves a voicemail to report their child's absence, they may receive a call from the school so that the school may discuss the absence before making a decision as to whether the absence is to be recorded as authorized. If a child is unwell, the nature of the illness should be disclosed, otherwise the Enquiries staff will call to ascertain why the child is off ill. Contact the school on every further day of absence, again before 8.00am. Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being owing to medical reasons.

The school has more than one emergency contact number for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. If the Enquiries staff are unable to make contact with the parents by 10.30am the pupil's Housemaster/Housemistress will be informed, who will make every effort to make contact with the parents, if this is not possible the Safeguarding Team will be notified. Distance permitting a home visit may be made in the interest of safeguarding so a decision on next steps can be made. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register. The Housemaster/Housemistress should be informed of any boarding pupils missing these registrations.

## Planned Absence

See paragraph on applications for an authorised leave of absence page 4.

## Responsibilities of Pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time. All pupils are expected to be in for registration at 8.30am. If, for any reason, a pupil needs to leave the School site during the School day, they must first inform their Housemaster/Housemistress or member, or if a pupil is ill, the Medical Centre Staff. They should sign out of House and Enquiries.

Failure to attend school regularly or punctually or failing to attend registration without good reason, or leaving the School without permission constitutes a breach of the School's Behaviour Policy and may lead to formal disciplinary action being taken.

Pupils in certain year groups may be granted study leave during periods of public examinations. Fixtures take place on Saturday and Wednesday: pupils are required to play if selected to represent the School. Requests to miss a fixture/ event must be made prior to the fixture/ event taking place. Pupils who absent themselves from practices, fixtures and other school events at which attendance is required will be regarded as having truanted and will incur the same disciplinary sanction as they would for deliberately not attending a lesson. This sanction is, in the first, instance, a detention.

## Responsibilities of Staff

Staff should register attendance in each of their lessons and games/activities using iSAMS. Any absence should be followed up, using the 'alert' button on iSAMS. Enquiries will then manage locating the missing pupil. If necessary, this may be escalated to the 'Missing Pupil Policy'. Housemasters/Housemistress are responsible for looking at the weekly attendance data and bringing any causes of concern to the attention of the Assistant Head (Pastoral) who, working with the Housemaster/Housemistress will pursue any issues that require following up with a pupil's parents or guardians as appropriate.

## Registration Procedure

All schools have a statutory responsibility to maintain accurate records of attendance. The school day for pupils starts at 8.30am with AM registration. AM and PM registration occur for all pupils, recording all absences and whether or not they are authorised. The attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school approved by the school and supervised by a person approved by the school;
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the Headmaster; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).
- Registers are kept on ISAMS.
- Registrations are open for 30 minutes

- The register codes are set out in Appendix 3 together with explanatory notes. These records are accessible to staff through iSAMS.

### Morning Registration

Pupils should be present for House Registration at 8:30am

Pupils must not be registered present unless they are sighted by the Tutor/HSM

Pupils who have music lessons during registration will be registered in the music department, the music department will inform the Enquiries

### Afternoon Registration

Afternoon registration is taken in House at 12.15. Sixth Form Pupils having an early lunch either register with the tutor on duty between 12.15-12.45 in House, or register at Enquiries between 12.00-12.10.

For afternoon registration, the member of staff taking the House registration will follow up on absences initially. Enquiries will then email all staff initially to ascertain whereabouts of any unaccounted pupils. Then a list of unauthorised absences will then be sent to Housemaster/Housemistress who will then take the lead on determining the whereabouts of pupils. This may be escalated to SLT, following the Missing Pupil Policy.

Should a child be unavoidably late and miss the register they must report directly to Enquiries and should sign in, giving the reason why they are late. Persistent lateness for trivial reasons renders a pupil liable to a detention or other sanctions.

### Signing in and signing out.

Pupils arriving in school following the closure of the register will receive a late mark – the reason for lateness should be supplied by the parent/guardian to avoid the use of code 'U'. Note the following: Pupils who arrive at school after registration should sign in at Enquiries. Pupils who leave the school site before the end of the school day must sign out at Enquiries on their departure and on their return, they must sign back in. Pupils should not leave the school site in this way without first obtaining the permission of either their Housemaster/ Housemistress or member of SLT.. The Medical Centre staff will update Enquiries for those children too unwell to sign it themselves, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

If a child has a persistent lateness record, the parent(s) may be asked to meet with the tutor/ Housemaster/Housemistress but a parent can approach the school at any time if they are having difficulties getting their child to school on time. The school expects parents and staff to encourage good punctuality by being good role models to our children.

### Sanctions for lateness and failure to register

Tutors receive a late report weekly and should raise any concerns with the Housemaster/Housemistress. At lower levels of concern, the tutor should contact home to raise concern about punctuality. If this fails to amend behaviour, the Housemaster/Housemistress will contact home to address this problem. If a pupil fails to register at all in the morning during either registration period (including if the pupil has failed to register at a music lesson) then the pupil will immediately incur a sanction

## The Law

The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

## Monitoring and Review

All teaching staff are required to monitor attendance and punctuality in the classes they teach and report any concerns to the Housemaster/Housemistress who will liaise with the Senior Attendance Champion. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (e.g. many Tuesdays).

### **Such analysis may include:**

1. Monitoring and analysing weekly attendance patterns and trends and provide support and early help in a targeted way to pupils and families;
2. Using this analysis to provide regular attendance reports to the Housemaster/Housemistress to facilitate discussions with pupils and to other key personal (including the Special Educational Needs Coordinator and Designated Safeguarding Lead);
3. Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
4. Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
5. Devising specific strategies to address areas of poor attendance identified through data; Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented

## Absence and Punctuality Concerns

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

Senior Attendance Champion has responsibility for monitoring the attendance of children in the Senior School and will work with Housemaster/Housemistress and parents to resolve any difficulties.

### Identifying pupils at risk of poor attendance

The Attendance Officer will use attendance and punctuality data rigorously to inform House staff of a pupil's increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.

### Early intervention for pupils with poor attendance and punctuality

The Senior Attendance Champion will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

### Targeted management of persistently and severely absent pupils

The Senior Attendance Officer will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

### **Procedure followed for absence and/or punctuality – early concerns Stage 1**

1. The first step will be made by the pupil's Tutor who will have a discussion with the pupil to see if there are any reasons for the absences or not. This will be recorded on CPOMS.
2. The second step will be made by the pupil's Housemistress/Housemaster who will have a discussion with the parents to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

### **The procedure followed for absence and/or poor punctuality – persistent concerns Stage 2**

1. Housemistress/Housemaster in the College will write to the parent if their child's attendance is nearing 90% (causing concern) commencing after the first half term;
2. Housemistress/Housemaster will write to the parent if their child's punctuality continues to be a concern;
3. Parents can be invited into school to discuss the attendance pattern and will work through an attendance improvement plan. This applies to pupils who have a repeating pattern of sick days etc.

### **Stage 3**

1. A meeting will be arranged with the parent(s) to discuss the situation with the Housemistress/Housemaster. At this stage the Senior Attendance Champion will also attend
2. A personalised action/support plan will be drawn up, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the child concerned;
3. Support will be offered including signposting support to other agencies or services, if appropriate;

**The school may need to liaise with the Local Authority if attendance deteriorates following the above actions.**

### **Failure to Register and Lateness – Sanctions**

In some instances a failure to register and persistent lateness may result in a pupil incurring a sanction.

### **Understanding Barriers to Attendance**

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then the school will work with that family to understand the root problem and provide any necessary support. The school can use outside agencies to help with this, such as the relevant Local Authority team(s).

Some pupils face greater barriers to attendance than their peers. These can include pupils who live with long-term medical conditions, who have special educational needs and disabilities, or have other vulnerabilities. High expectations of attendance remain in place for these pupils, however the school will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. The school will discuss reasonable adjustments and additional support advice from external partners, where appropriate.

## Additional Needs and Support for Pupils

- The school recognises some pupils may find it harder than others to attend school, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place;
- The school will endeavour to make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance;
- The school will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities;
- Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance;
- Where barriers are outside of the school's control, the school will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help;
- The school will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

For a pupil who has had an extended period of absence the pastoral and safeguarding teams will work with the pupil and their parents to draw up a bespoke support plan, this may involve adjustments to the pupil's timetable and length of day. Depending on the reasons for absence other support may be sought for the School Counsellor or external agencies. The focus will be on reintegration into school and not just academic 'catching up'.

## Attendance Data and reporting

**ALL Attendance and Admissions registers are retained for six years from the date of entries.**

### The School Roll

Under Pupil Regulations, all schools are **legally required** to notify their Local Authority of **every new entry** to the Admission Register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

**It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.**

### Absence Data

The school uses data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.

Persistently and severely absent pupils are tracked and monitored carefully. The school also combine this with academic tracking, as increased absence affects attainment.

### Sharing Information

ALL schools are legally required to share information with the Local Authority. This includes: New Pupil and Deletion returns: notifying the Local Authority when a pupil's name is added or deleted from the school's Admissions Register outside of standard transition times.

- **ATTENDANCE RETURNS:** providing 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 unauthorized (G, N, O and/or U);
- **SICKNESS RETURNS:** providing the Local Authority with the full name and address of all pupils of compulsory school age who have been recorded with code (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

### **References:**

*Legal Framework:* [Working together to safeguard children - GOV.UK](#), [Working together to improve school attendance - GOV.UK](#), [Keeping children safe in education - GOV.UK](#)

*General Guidance:*

*Technological:*

*Boarding Schools:*