St. Alban & St. Stephen

Catholic Primary School & Nursery

'Learning and Growing with God by our Side'

Attendance Policy

Reviewed by:	T. Hackett/ J. Costas
Approved by:	Governing Body
Date:	1st October 2026
Next review due:	September 2027

Version and Date	Key Updates
2 Oct 2026	• Parent/Carer Attendance Statement- adapted content and added a chart with the impact of absence. • Clarified when schools are required to notify the Local Authority of consecutive or cumulative absence. • Expanded on the list of examples when requests for leave of absence will not usually be authorised • S4.2 Explained that pupils meeting the 50% threshold will receive an agreed, mutil-agency support strategy in line with DfE guidance.

Attendance Statement for Parents and Carers

Every Day Counts: Belonging, Learning, and Growing Together

At St. Alban & St. Stephen Catholic Primary School & Nursery, every school day is an opportunity for your child to flourish, learn, and grow alongside their friends. We want each pupil to experience the full richness of school life, from discovering new talents in the classroom to building lifelong friendships on the playground. When children are here on time every day, they build confidence, develop strong routines, and make the very most of their God-given gifts.

We know that family life can sometimes bring unexpected challenges, and we are always here to support you. However, because regular attendance is so vital to your child's happiness, progress, and wellbeing, we ask that children are only absent when genuinely too unwell to attend. As a school, we follow government and Local Authority attendance laws to ensure that every child receives the education they deserve.

Reporting an Absence

If your child is unable to attend school, please inform the school office by 9:30 am on each day of their absence, providing a brief explanation. Keeping us informed helps us ensure every child is safe and accounted for.

Absences of 5 Days or More

For extended absences of five days or longer, we may ask you to provide medical evidence so that we can accurately record the absence as authorised. Acceptable evidence includes a doctor's appointment card, a prescription, prescribed medicine showing your child's name, an official medical letter, or a text message confirmation from your GP surgery.

Requests for Leave

In line with Department for Education guidance, leave of absence during term time cannot be granted unless there are exceptional circumstances. Any request for planned leave must be submitted in writing to the Headteacher at least two weeks in advance before any arrangements or bookings are made. Please note that permission cannot be granted retrospectively.

Absences Surrounding School Holidays

To protect learning time, absences directly before or after a school holiday (such as half terms, Christmas, or Easter) require explanation and may need supporting evidence. This could include medical proof if your child was unwell or documentation of unexpected travel delays beyond your control.

Medical & Dental Appointments

Where possible, please arrange medical and dental appointments outside of school hours to minimise disruption to your child's day. If an appointment during the school day is unavoidable, please provide evidence (such as an appointment card or message) so the absence can be authorised.

Punctuality & Arriving on Time

A smooth, punctual start sets children up for a happy and productive day. Arriving on time ensures your child doesn't miss key instructions or feel rushed. Where persistent lateness occurs, we will reach out to offer support, though please be aware that ongoing unauthorised lateness may be referred to the Local Authority in line with national framework procedures.

Impact of Absence

Attendance Rate	Days Absent Per Year	Weeks of Learning Lost	Hours of Learning Lost	Overall Impact on Learning
95%	9.5 days	2 weeks	50 hours	Best Chance of Success: Minimal impact, but missed work needs catching up.
90%	19 days	4 weeks	100 hours	Persistent Absentee: Almost a full month of school missed; learning gaps form.
85%	28.5 days	6 weeks	150 hours	hours Significant Impact: Over half a term lost; key concepts and social routines missed.
80%	38 days	8 weeks	200 hours	Severe Concern: Nearly two full terms of progress disrupted.
50%	95 days	19 hours	500 hours	Severe Absentee: Half of the entire academic year missed.

Impact of Lateness

Minutes Late for school each day	Amount of Learning lost per week	Amount of Learning lost per month	Amount of learning lost per half term	Amount of learning lost per term	Amount of learning lost per year
5 minutes late	25 minutes	1 hour and 40 mins	2 hours and 30 mins	1 day	3 days
10 minutes late	50 minutes	3 hours and 20 mins	1 day	2 days	1 week and 1 day
15 minutes late	1 hour and 15mins	1 day	1 and a half days	3 days	1 week and 4 days
20 minutes late	1 hour and 40 minutes	Over 1 day	2 days	4 days	2 weeks

SLT Designated Attendance Lead– the senior leader responsible for the strategic approach to attendance in our school is:

Ms Hackett, Head of School admin@ssas.herts.sch.uk

For attendance matters on a day-to-day basis, contact:

Mrs Costas, Office Manager 01727866668 / admin@ssas.herts.sch.uk

For more individual support with attendance if your child has additional needs, contact:

Mrs Smith, Assistant Head & SENDCo admin@ssas.herts.sch.uk

1. Aim

The aim of St. Alban & St. Stephen Catholic Primary School's attendance policy is 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.
- Supporting all parents and carers to fulfil their legal duty to ensure that their children of compulsory school age attend school regularly and arrive on time.

Excellent punctuality and attendance will enable our children to gain the greatest benefit from their education and to make the most of their God-given gifts and talents. We believe that it is vital that all children attend school every day and arrive on time unless the reason for the absence is unavoidable, or unless there are exceptional circumstances which have been authorised by the headteacher. We set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

St Alban & St Stephen Catholic Primary School takes a whole-school approach to maintaining excellent attendance. We act early to address patterns of absence. We build strong relationships with families, working together to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support. We aim to reduce absence, including persistent and severe absence.

Our School Attendance Policy reflects the requirements and principles of all legal requirements and DfE guidance. This policy underpins our school ethos to:

• promote children's welfare and safeguarding.
• ensure every pupil has access to the full-time education to which they are entitled.
• ensure that pupils succeed whilst at school.
• ensure that pupils have access to the widest possible range of opportunities at school

This policy is supported by our policies on safeguarding, anti-bullying, behaviour and SEND.

2. Legal framework

The *Education Act 1996* states that:

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.

A person begins to be of compulsory school age —

(a) when he attains the age of five, if he attains that age on a prescribed day, and

(b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

By law, all children of compulsory school age must receive an appropriate full-time education (Education Act 1996).

Parent/Carers have a legal duty to ensure their child attends school regularly at the school at which they are registered. The School Attendance (Pupil Registration) (England) Regulations 2024 has introduced a National Framework in England covering school attendance, absence and the use of legal sanctions.

In addition, we follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

3. Roles and responsibilities

Parents and carers

As part of our whole-school approach to maintaining high attendance, parents must:

- engage with their children's education – support their learning and take an interest in what they have been doing at school.
- promote the value of good education and the importance of regular school attendance at home.
- encourage and support their children's aspirations
- follow the set school procedure for reporting the absence of their child from school **(see section 4.1)**, and include an expected date for return.
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours.
- provide medical evidence or evidence of appointments when requested to do so by the school.
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.
- keep the school informed of any circumstances which may affect their child's attendance.

- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance.
- not take their children out of school for holidays during term time.
- make a request for any planned absences to the head teacher by filling in the Request for Leave form (see Section 4.2)
- keep school updated with current addresses and contact details for the pupil and key family members, including two emergency contacts in case of emergency. If an absence is unexplained and school is unable to reach emergency contacts, this may trigger a safeguarding response.
- sign our Home School Agreement, agreeing to adhere to our attendance policy.

Governing body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- Promote the importance of school attendance across the school's policies and ethos.
- Make sure school leaders fulfil expectations and statutory duties, holding the head teacher to account for the implementation of this policy.
- Take time at governors' meetings to regularly review and challenge attendance data review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year.
- Make sure staff receive adequate training on attendance policy.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents and children to implement the policy effectively.
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site.

School leadership team

As part of our whole-school approach to maintaining high attendance, the head teacher working with the Senior Leadership Team will:

- Implement this policy at the school.
- Ensure that a daily attendance return is submitted to the Department of Education, in line with the legal expectations placed on all schools.
- Monitor school-level absence data and reporting it to governors.
- Monitor the impact of any implemented attendance strategies.
- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- Provide parents/ carers with details on attendance in our newsletters.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.

- Coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full policy review.
- Ensure that all staff are up to date with the school's attendance policy, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues.
- Ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them.
- Nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job.
- Work with education welfare officers to tackle persistent absence.
- Report to the governing body termly half-termly on attendance records, data and provision, comparing this with national data.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Alert the Pastoral Mentor and, working closely with the SENDCo, develop individual strategies to support persistent absentees.
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend.
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.
- Work with the Office Managers to:

    - Use the School's MIS system ARBOR to monitor and analyse attendance data
    - Ensure that attendance codes used are accurate
    - Benchmark attendance data to identify areas of focus for improvement
    - Provide regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the head teacher
    - 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/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

Teachers and support staff

The school's teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.

- ensure that they are fully aware and up to date with the school's attendance policy, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily.
- contribute to strategy meetings and interventions where they are needed.
- Include a specific comment and target on the child's annual report when attendance falls to 95% or below.

4. Categories of absence and procedure for reporting absences

We will keep an attendance register using our school MIS system, ARBOR, and place all pupils onto this register. We will take our attendance register at the start of the morning and the afternoon of each school day. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent

We will also record:

- The reason for any absence
- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity

Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. Each half-day is known as a 'session'. Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.
Where staff have concerns regarding absences they should follow the school's safeguarding procedures.

4.1 Unplanned Absence

When a child is to be absent from school without prior permission, **parents should inform the school by telephone on 01727 866668 on the first day of absence before 8.55 am** and let the school know the reason for absence and what date they expect the child to return. The parents should call the school on each subsequent day of absence. It is parents' responsibility to contact school.
For a prolonged absence, this should be followed up with a letter from the parent/carer of the child.
Most cases of unplanned absence are due to illness and are short term. Parents will need to make a phone call to alert the school on the first day and each subsequent day of absence. This is a safeguarding issue so that all parties know the child's whereabouts and that they are safe.
Where no explanation for absence is provided by parents/ carers, the absence will be recorded as 'Unauthorised absence' five working days after the missed session.

Medical evidence may be requested where school have reasonable doubt as to the authenticity of the absences or where your child is having a prolonged period of absence for more than 5 days, or multiple periods of absence which are reported as being due to medical reasons.

If you are not sure whether your child is too ill to attend school, you should refer to NHS guidance: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Schools are legally required to notify the local authority where pupils are coded I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of health needs.

4.2 Planned Absence

There may be some instances where the school will authorise a planned absence, but this is at the discretion of the head teacher.
The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any authority to authorise up to ten days of absence each academic year. A leave of absence therefore shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance.
If parents wish to make a request in advance for their child to miss school, they must fill in a 'County Application for Leave of Absence from School during term time' (which can be found on our school website). Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body. This form can also be obtained as a paper copy from the School Office. Requests for absence should be completed as far in advance as possible.
The fundamental principles for defining 'exceptional' are events that are **"rare, significant, unavoidable and short".** By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends). The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances. If leave of absence is authorised, the school will not provide work for children to do during their absence. Parent/Carers are however advised to read with their children and encourage them to write a diary while they are away.

Absence granted for exceptional events may sometimes, but not always include:

- Unavoidable medical, dental and hospital appointments. Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible. Evidence of appointment may be requested.
- Funerals/weddings of immediate relatives involving a short period of absence
- Musical instrument exams
- Visits/ interviews/exams at another school
- Religious observance (required by that religion)
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school in advance

Absence will <u>not</u> usually be granted for reasons including

- Holidays taken during term time, including any arranged by other family members or friends

- Family days out / Shopping Trips
- Oversleeping and/or had a late night
- Study leave for tests and exams
- Confusion over school dates
- Absence of siblings if one child is ill
- Absence of a child if the parent/carer is ill
- Illness of other family members or pets
- Birthdays (their own or family birthdays)
- Looking after other children or children accompanying siblings or parents to medical appointments
- Funerals/ weddings of distant relatives/ friends involving more than one day of absence
- Absence before or after a half term without medical evidence
- Late arrival after the register closes – 'U' code
- Absence that is not properly explained
- Parental work commitments (eg child kept off school due to lack of childcare when a parent works)

Please note that this list in not exhaustive.

Permission for a leave of absence cannot be granted retrospectively once the absence has occurred.

Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and that all parents who are on the holiday are allowing the leave. It is likely that penalty notices will be requested, in line with the National Framework and Hertfordshire Code of Conduct, in respect of each parent believed to have allowed the absence.

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 meeting the 50% threshold will receive an agreed, multi-agency support strategy e.g., involving LA Statutory Attendance Officers, Social Care, or SEND/Mental Health teams) to remove barriers to attendance.

Unauthorised Absence

When a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. A school week means any week in which there is at least one school session. The threshold may be met with any combination of the following unauthorised absence codes:

- G (unauthorised leave/holiday taken during term time)
- O (unauthorised absence)
- U (arriving late after registers have closed)

4.3 Fixed Term Suspension
Suspension is treated as an authorised absence. The class teacher will arrange for work to be sent home from the first full day of suspension. We will follow our Suspensions and Exclusions policy.

4.4 Late arrival
Registration takes place before 8:55am. Pupils who arrive after the registration period has ended should go straight to the school office to sign in and give a reason for their lateness. They will be marked as late.
If a child arrives at school after register has closed, this will count as an unauthorised absence for that session from 9.15 onwards. They will be marked using a 'U' code in the register. Even though the child is still present in school, this is counted as an unauthorised absence for the session because they have arrived 30 minutes or more after the start of the school day.

The times of the start and close of the school day for all pupils at St Alban & St Stephen Catholic Primary School are:

- 8.45am Doors open: Registration starts
- 8.55am Registration closes
- 3.10pm End of the School day for Reception children
- 3.15pm End of the School day for KS1 children
- 3.20pm End of the School day for KS2 children

The school may contact parents/carers regarding punctuality concerns. If your child has a persistent lateness record, you may be asked to meet with the Head teacher, but you can approach us at any time if you are having difficulties getting your child to school on time. Unauthorised lateness could result in the school seeking advice and guidance from the Local Authority.

5. School action: following up absences

Class registers are saved and closed at the end of the registration period.
If your child is absent, we will telephone you on the first, and every subsequent day of absence, if we have not heard from you. If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

In line with the School Attendance (England) Regulation 2024 section 13, School must inform the Local Authority about:

- Any pupil who has missed 10 consecutive school days without authorisation (Code O or G). If no contact has been made with parent/carers the Local Authority may be contacted before the 10th day of absence if deemed appropriate.
- Any pupil who has 15 days of consecutive or cumulative illness (Code I).

Schools are under a safeguarding duty to investigate any unexplained/unauthorised absences. At this point your child will be considered to be "absent from education".

Our school target for attendance is a minimum of 96% by the end of the school year. Attendance of below 90% is classed as **persistent absence**.

We will write to you if your child's attendance has fallen to 95% or below, or is causing concern due to unauthorised absence, and/or where punctuality is a concern.

- Letter 1 – Advising parent or carer that school has concerns about attendance falling low or unauthorised absences; requesting that all is done to improve this; offering support from school; setting the expectation that all future absences need to be accompanied by medical evidence; reminding parent of legal obligations.
- Letter 2 – Notice to improve - raising concerns that attendance has not improved or has fallen further; highlighting further unauthorised absences; requesting a meeting with the Headteacher to identify further possible support; setting the expectation that attendance must improve within six weeks.
- Letter 3 – Explaining the impact of continuing persistent and / or unauthorised absence. At this point the school will liaise with the Local Authority Attendance Officer regarding the possibility of Local Authority support and / or a fine.

We may:

- Consider and offer reasonable adjustments.
- Invite you to an attendance support meeting.
- Offer a Families First Assessment to ensure appropriate support is considered.
- Create a robust personalised support plan, such as a learning plan or attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Seek advice, guidance and support from the Local Authority Statutory Attendance Support Team and consider appropriate legal sanctions, if attendance does not improve following the above actions.

We will inform the local authority of any pupils who are regularly absent from school (where absences amount to more than 10 or more days, either consecutively or irregularly and have been unauthorised) in accordance with The School Attendance (Pupil Registration) (England) Regulations 2024.

Absence data

We use 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. Persistently and severely absent pupils are tracked and monitored carefully. We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

6. 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 we will work with that family to understand the root problem and provide any necessary support. We can consider a Families First Assessment, use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Family Support Worker, EBSA team or the relevant Local Authority team/s. Where

outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate. Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) within a school year due to medical reasons/illness.

7. Follow-up to unauthorised and persistent absence

National Framework for Penalty Notices
There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms, school years or education settings. Sanctions may include issuing each parent (for each child) with a Penalty Notice.

- **First offence** £80 per child, per parent if paid within 21 days. If not paid the fine will increase to £160 per child, per parent payable between the 22nd and 28th day. Penalty notices are issued to each parent of each child.
- **Second offence** (with in 3 years) the second time a penalty notice is issued a reduced rate is note available, The amount therefore will be £160 per child, per parent payable within 28 days
- **Third Offence and any other further offences** (within 3 years) a penalty notice will note be issued, and the case will be presented straight to the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent/carer may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent/carer is found guilty in court, they will receive a criminal conviction.

Deletion from Roll
For any pupil leaving St Alban & St Stephen Catholic Primary School, other than at the end of year 6, parents/carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all our pupils, even those who leave us.

It is crucial that parent/carers keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency. Under Pupil Regulations 2006, 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.

Appendix A:

Resources for Parents and Carers:

Penalty notices for unauthorised absence | Hertfordshire County Council
https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/penalty-notices-for-unauthorised-absence/penalty-notices-for-unauthorised-absence.aspx

Other Guidance
https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keepmy_child_off_school_guidance-A3-poster.pdf

https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf

https://thegrid.org.uk/wellbeing/wellbeing-and-mental-health/national-resources

https://www.gov.uk/illness-child-education

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/