Attendance Policy

We are committed to igniting aspiration and ambition in our communities. This includes promoting and safeguarding the welfare of all our children.

This policy should be read in conjunction with [policies]:

1. Child Protection and Safeguarding
2. Supporting Children and School with Medical needs/ Managing Medicines

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1.0 Introduction

1.1 All settings are committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance by all. Only by attending school regularly, and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

1.2 All settings recognise its responsibilities to ensure children are in school and on time, therefore having access to learning for the maximum number of days and hours.

1.3 Our policy applies to all pupils registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

1.4 This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the relevant Local Authority.

1.5 Although parents/carers have the legal responsibility for ensuring their child's good attendance, the whole Trust community; pupils, parents/carers, teachers, support staff and Trust Board work together with other professionals and agencies to ensure that all children are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

1.6 Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A pupil whose attendance drops to 90% each year will, over their time at school miss just over 4 half-terms of learning or 19 full school days in each year.

1.7 The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment

2.0 Aims and Objectives

2.1 This attendance policy sets out to all staff, pupils and parents the actions and expectations necessary to promote good attendance.

2.2 Trust Board Members are fully aware of the policy and expectations on promoting good school attendance.

2.3 Through this Policy we aim to:

- Support the safeguarding of all children and families ensuring that pupils are in school.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in children a sense of their own responsibility.
- Improve pupil's achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 98% attendance for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school and the community by raising the awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a pupil's education.
- Work in partnership with pupils, parents and staff, so that all pupils realise their potential, unhindered by unnecessary absence.

- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers and our attendance officer, in promoting good attendance.

2.4 We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their pupil attends regularly and punctually.
- Provide parents with accurate, real time attendance data via the Arbor website.
- Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and Trust Board on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance by identifying barriers to school and developing strategies to overcome these.
- Developing and implementing procedures to follow up non-attendance at school.

3.0 Definitions

3.1 Authorised absence

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, unavoidable medical/dental appointments, this is not an exhaustive list (but try to make these after school if at all possible).
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. Where the absences are not authorised, we will inform parents of this.

3.2 Unauthorised absence

- An absence is classified as unauthorised when a pupil is away from school without the permission of the school. (Unauthorised holiday constitutes an unauthorised absence.)
- Therefore, the absence is unauthorised if a pupil is away from school without good reason, even with the support of a parent.
- If the absence is unauthorised the Local Authority Attendance service will be notified of the absence and consideration may be given to a Penalty Notice or legal proceedings for non-attendance. A Penalty Notice is issued to each parent/carer of each pupil taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. If the fine is not paid on time, it may result in legal action being taken against parents/carers. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued, and the case would be presented to the Magistrates Court for consideration.
- **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Action 1996. Legal action under Section 444(1) can result in a fine of up to £2500 and/or up to 3 months imprisonment.**

3.3 A Penalty Notice will be considered if a pupil's attendance is deemed as 'not regular'.

3.4 Further information on avoidable absences and the Law can be found in Appendix A.

4.0 Procedures

4.1 Our school will undertake the following procedures to support good attendance:

- Record attendance twice daily (~~and in case of secondary schools in each lesson~~) and consistently record absence or lateness
- Communicate clearly the attendance procedures and expectations to all staff, Trust Board, parents and pupils
- Follow up absences and persistent lateness if parents/carers have not communicated with the school
- Inform parents/carers what constitutes authorised and unauthorised absence
- Strongly discourage unnecessary absence through holidays taken during term time
- Work with parents/carers and other agencies to improve individual pupil's attendance and punctuality
- Refer to the who in school? Any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve
- Report attendance statistics to the LA and the DfE where required and/or requested
- Schools must also inform the LA of every pupil who fails to attend regularly which is interpreted to mean those pupils who have patterns of unauthorised absence without amassing 10 continuous absences.

5.0 Responsibilities

5.1 All members of our school community have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

5.2 Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter/prescription paperwork or packet.)
- As far as possible ensure that non-urgent medical or dental appointments are made outside of the school day or avoiding registration periods.
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school Office or Attendance Officer as soon as possible about any pupil's reluctance to come to school so that problems can be quickly identified and dealt with.
- Promote the link between attendance and attainment/progress.

5.3 Pupils are responsible for:

- To aim for high attendance – being in school every day
- To be on time for school
- Attend school appropriately prepared for the day.
- Take pride in attendance and punctuality.

5.4 Class teachers/class leads are responsible for:

- Welcoming pupils at the beginning of the day and for each lesson.
- Celebrating high attendance rates – both verbally and through the schools rewards system
- Class teachers/tutors are the child's first point of contact and will monitor daily attendance
- Take registers accurately and on time
- Highlighting concerns regarding attendance with parents and or pupils
- Discussing attendance during parent consultations or at individual parent meetings
- Raising concerns with the schools Attendance Lead where necessary

5.5 Academy Heads (or member of senior staff with responsibility for attendance) are responsible for:

- Monitor attendance and where concerns are identified, consult with parents/outside agencies to agree actions to address identified issues
- Inform the Trust ELT of attendance data through leadership reports
- Inform parents of attendance for their pupils in line with the school's reporting procedures
- Promote excellent attendance by pupils and provide opportunities to celebrate good attendance
- Monitor the attendance of individual cohorts of children and plan appropriate interventions at whole group level to address concerns.
- Consider requests for absence and meet with parents to discuss such requests as necessary
- Make referrals to the Local Authority for the issue of Fixed Penalty Notices as appropriate
- Monitor the progress of attendance interventions across key groups to ensure all pupils have the best opportunity for success.

5.6 Attendance Officer (usually delegated to the Academy Head) is responsible for:

- Overall monitoring of school attendance
- Identify trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to other agencies as appropriate
- Meet parents/carers in danger of being issued a first warning
- Liaise with other professionals to determine potential sources of difficulties and reasons for absence
- Keep an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Academy Head
- Inform the Academy Head where there are concerns and acting upon them
- Provide background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Follow up absences with immediate requests for explanation via telephone calls or e mail
- Ensure attendance issues are raised by teachers at parent consultation evenings where necessary
- Collate and record registration and attendance information
- Take and record messages from parents regarding absence
- Contact parents of absent children where no reason for absence received
- Record details of pupils who arrive late or go home
- Send out standard letters regarding attendance.

- In the event of a pupil requiring to go home, permission must be sought from the Academy Head or their designate

5.7 The Attendance Officer has the responsibility for ensuring that all of the attendance data is accurately recorded on the Arbor attendance software. Regular meetings are held with the Trust Attendance Officer to discuss all attendance concerns and appropriate actions are taken following these meetings, such as letters sent to parents or meetings arranged to discuss attendance concerns.

5.8 Trust Board is responsible for:

- Attendance data and strategies for attendance support will be shared with the Trust Board during meetings enabling Trustees to offer challenge and support.
- Delegate operational duties to the Head of Service- Culture, Attendance and Safeguarding for attendance who will maintain an overview of policies and procedures in relation to attendance.

6.0 Registration

6.1 The main playground gates open at 8:15am and children can enter the building from 8:30am. There is the option of arriving from (Schools to add their local information) if attending the paid for breakfast club (wrap around care).

The morning register is taken at 8:40 am on each school day. (Attendance code / and \ for pupils who are present.)

6.2 School Day Details including when afternoon registers are taken [complete at school level]

6.3 All attendance records are documented using Arbor software. Attendance registers are legal documents, and these must be kept securely and preserved for a period of three years after the date they were last used. Parents have full visibility of Arbor attendance records.

7.0 Lateness

7.1 Any pupil who comes into school after 9:10will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L).

7.2 Any child who arrives for school later than 09:10 (30 minutes after start time) when the register is closed, will be marked as having an unauthorised absence for the morning. (Attendance code U).

7.3 Pupils who have attended a dentist or doctor's appointment and subsequently come to school later than 08:55 will have the absence recorded as a medical absence (attendance code M). Where possible routine dentist or doctor's appointments should be made outside of the school day.

7.4 Pupils who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

7.5 Where there have been persistent incidents of lateness:

- The Senior Leader responsible for attendance will meet with the parent/carer to create an action plan to improve punctuality. Should punctuality not improve the Local Authority may be approached to give consideration for a fixed penalty notice.
- Sanctions at secondary level include [complete at school level]

8.0 Absences

8.1 Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with full details of the reason for their absence. Please avoid using phrases such as "poorly" or "sick".

8.2 All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Academy Head has the responsibility to determine whether absences are authorised or unauthorised.

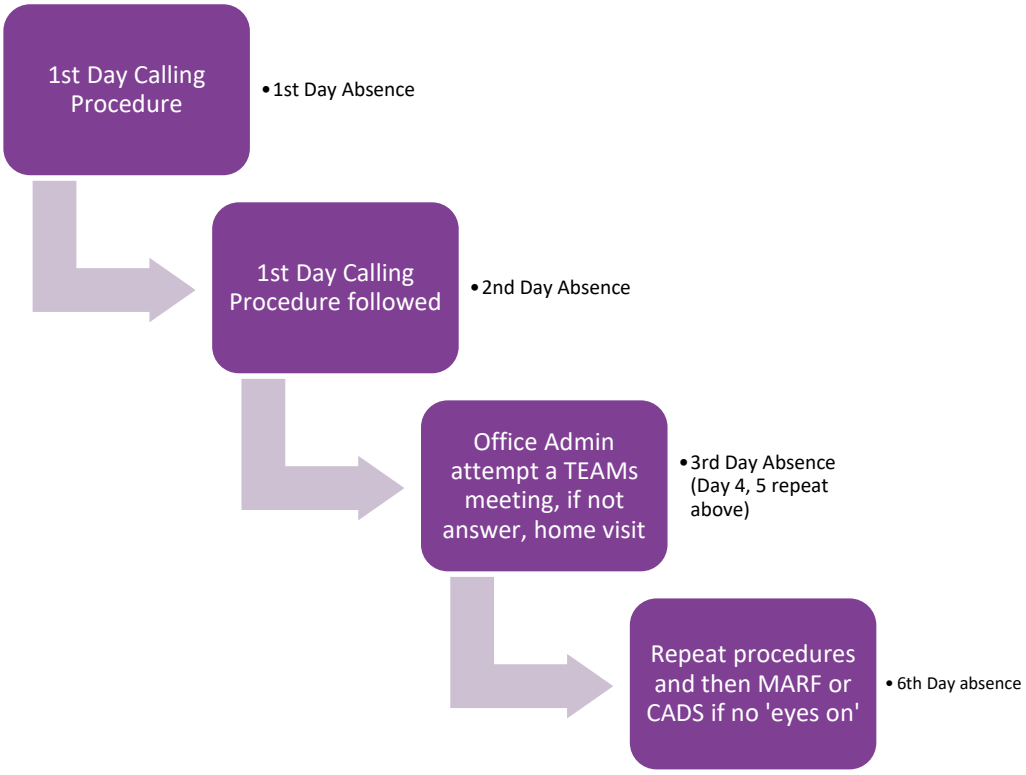
8.3 Where we have not received reasons for a child's absence within 5 days the absence is recorded as unauthorised (attendance code O) in line with Department for Education Guidance.

9.0 First Day Contact

9.1 Where a child is absent from school parents/carers should contact the school office by 08:55, where we have not received any verbal or written communication from the parent, then the Attendance Officer or a member of the administrative team will telephone home by 10.00 am. If no response is received other contacts held for the child will also be contacted. If we have not heard from any contacts, then alternative arrangements will be made to seek clarity for absence, such as a home visit.

9.2 If no response is received to this home visit the child is referred to the Local Authority as a possible Child Missing Education. Contact may also be made with Children's Services and/or the police in line with safeguarding procedures.

9.3 Consecutive Absence Procedures



9.3.1 Children open to external agencies

9.3.2 On the first day of absence and any following days of absence, where a child is open to external agencies, they will be contacted by phone.

9.3.3 If there has been no response received by Social Worker, Family Support Practitioner, the Team Leader of the professional working with the child or family will be contacted, or the Duty Worker. If the child does not have a Social Worker, Family Support Practitioner or Young Person Worker, a phone call will be made to the Multi-Agency Safeguarding Hub (MASH) to chase the outcome of the Multi-Agency Referral form (MARF).

9.3.4 Whilst awaiting any outcome from any other agency, if a child remains missing in education passed the 6th day, day 1 Calling procedure and Day 3 procedures continue to take place. A weekly home visit must also be made to gain 'eyes on'.

10.0 Illness

10.1 When pupils have an illness that means they will be away from school long term, the school will do all it can to send material home, in collaboration with any professionals, so that they can keep up with their schoolwork (where this is appropriate).

10.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school (where this is appropriate).

10.3 Where over the course of an academic year, a pupil has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

10.4 Where medical evidence shows a child may be unfit medically for school, the DSL and SENDCo will make arrangements to put in place Alternative Tuition in partnership with the County Councils under Section 19 of the Education Act 1996.

11.0 Parental Request for Absence from School for Holiday

11.1 With effect from September 2013 the government abolished the right of the Academy Head to authorise absence specifically for holidays of up to 10 days per year. Instead, the Academy Head will only be allowed to grant leave of absence for any reason if they are satisfied that ***exceptional circumstances*** exist.

11.2 Should parents be considering a holiday during term time a leave of absence request form must be completed by all adults with parental responsibility **BEFORE the holiday is booked**. Where a holiday is not authorised, consideration will be given to requesting a penalty notice from the Local Authority for this period of absence if a child's attendance is deemed as 'not regular'.

12.0 Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We

will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is commited (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

In all cases where a part-time timetable is considered or implemented, the part-time timetable plan will be completed (Appendix H) and the Head of Service Inclusion and Head of Service- Culture, Attendance and Safeguarding must be consulted for approval. A part-time timetable will be reviewed with all parties on a regular basis (3 weeks maximum) with a focus on increasing to assess suitability for the plan full-time at every point.

Where a part-time timetable is being considered, it is expected that either the Head of Service- Inclusion or Head of Service- Culture, Attendance & Safeguarding have been consulted with to seek advice of suitability of the arrangement.

13.0 Flexi-schooling

Flexi-schooling is an arrangement for providing a full-time education to a child whereby the child attends school part of the time and is educated elsewhere, usually by the parent, for the rest of the time.

It is an individual arrangement made between the school and the parent. It is recognised by the DfE as a valid full-time education. There is no pre-determined model for the amounts of time given to either of the settings and individual arrangements vary widely.

Flexi-schooling is not the same as home schooling/Elective Home Education. Parent/ carers who request flexi-attendance are asking for a pattern of provision which will involve both attendance at school, as well as times when the child will receive educational provision at home.

Flexi-schooling is also different from temporary part-time attendance arrangements which the school/parent/carer may seek to make. Such arrangements are monitored and reviewed with the intention that the child be returned to full time attendance as soon as possible.

Flexi-schooling is full time, although the provision may be split. Flexi-schooling is legal in the UK but it is not an automatic right, unlike full-time home education. It is entirely at the discretion of your Academy Head and their permission will be required before you can go ahead. As such, Academy Heads can refuse to agree to such requests.

There is no right of appeal against the decision of an Academy Head not to agree a flexi-schooling request.

Consortium Trust adopt the guidance and agreement paperwork as set out by Suffolk County Council (Appendix I) Whilst the decision to agree a flexi-school agreement sits with the Academy Head, any requests must be discussed with the Head of Service- Culture, Attendance & Safeguarding before being put in place.

Flexi- School agreements are reviewed on a half-termly basis and will take into account not only the impact on a child's academic progress, but also their social, emotional and mental health development. Where children have an Educational Health Care Plan or are on the SEN Record, discussion will be had with the Local Authority any other agencies in regard to the suitability of the flexi-schooling arrangement.

The school remain ultimately responsible for the child's education, attainment and progress and therefore request as part of the flexi-school agreement that parent/carers engage with sharing of learning via Learning Pi.

14.0 Promoting Good Attendance

14.1 School leaders should design a recognition and reward system to promote good attendance, that is relevant to the setting and has the support of the school community.

15.0 Addressing Attendance Concerns

15.1 The school expects pupils to attend every day, on time and ready to learn.

15.2 It is important for pupils to establish good attendance habits early on in their school career. It is the responsibility of the Academy Head and the Trust Board to support good attendance and to identify and address attendance concerns promptly. Parents should ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance, parents are always informed.

15.3 Concerns about attendance are raised with parents/carers via texts/letters and phone calls home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

15.4 Where a child's attendance record does not improve over a period the following process will take place

- At risk of 95% letters to parents personalised to context of absences (earliest intervention)
- 95% letter to inform parents of attendance
- 92% if no improvement following the 95% letter
- Parents to attend meeting to discuss attendance
- Attendance action plan with parents/carers (4 weeks)
- Review action plan
- No improvement legal interventions

15.5 Fixed penalty notices will be issued for unauthorised absence, which will include unauthorised holiday requests, unauthorised lates and unauthorised absence

15.6 Parents have a legal duty to ensure regular attendance and if they fail to do so, may commit an offence under Sections 7 & 444 of the Education Act 1996.

16.0 Monitoring and Review Attendance within school

16.1 The Academy Head/Senior Leader will ensure that:

- A recording and reporting system is in place and is maintained.
- Attendance statistics, strategies and impacts are reported to the Senior Leadership Team and to the Trust.

16.2 The Trust Board receives monitoring reports on attendance and the implementation and effectiveness of this policy.

16.3 The effectiveness of the policy will be measured by the overall rates of pupil attendance and the numbers of pupils falling into the Persistent Absence category. This data will be shared with Trustees to improve our aspirations for our communities

APPENDIX A

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child or made the subject of court proceedings under section 444 Education Act 1996. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. *Penalty notices £80 if paid within 21 days increasing to £160 if paid after 21 days and before 28 days.

AVOIDABLE ABSENCE IN TERM TIME	
The Facts	**The Law**
School aged pupils in are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.) the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances. **WHAT YOU SHOULD CONSIDER** Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a £80* fine per parent per child if your child's attendance is deemed to be 'not regular', falling below the threshold of 96%.	The law allows the school to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are ***exceptional circumstances*** which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient evidence/information in order to establish this fact. The request for leave must come from the parent with whom the child normally resides. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away for a period of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006 In case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

Unavoidable absence from school will be authorised. Examples include:	**Other examples of absence from school that <u>will not</u> be authorised include:**
• Genuine illness • Unavoidable medical/dental appointments (but try to make these after school if at all possible). • Days of religious observance. • Seeing a parent who is on leave from the armed forces • External examinations • When traveller children are on the road with their parents for work purposes	• Any type of shopping • Looking after siblings or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives. • Parental appointments

Please contact the Academy Head if you wish to discuss this issue.

The law requires parents to ensure their children receive an efficient full-time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

APPENDIX B

INFORMATION LETTER TO ALL PARENTS (ANNUAL)

Whole School Warning Letter regarding unauthorised leave of absence (holidays)

NAME AND ADDRESS
Dear Parent/Carer

Here at {enter school name}, we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Academy Head using the school's request form.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is commited (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.
You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. {Enter school name} is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

The decision to submit a request for the issue of a Penalty Notice will be considered when a child's attendance is deemed to be 'not regular'. The definition of 'not regular' in this instance is when it is below the threshold. For all trust schools, this attendance threshold is set at 96%, in line with national attendance data. In the Autumn Term, a child's attendance for the previous academic year will be considered before deciding on a course of action. From January onwards, the decision will be based on attendance data from the current academic year.

Yours sincerely
Academy Head

APPENDIX C
Exceptional circumstance leave request notice to parents /carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Academy Head s to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is commited (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at {Enter school name}.

***APPLICATION BY PARENT/CARER* (to be completed by each parent/carer)**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Academy Head (via School Office) **at least 15 school days** before the date you wish to remove your child from school.

Pupil Name: _____DOB: _____ Year/Tutor Group: _____

Home Address: _____

_____Post Code: _____

Name of Parent/Carer completing this form: _____ _____

First day of absence: _____ **Date of return to school**: _____

If leaving your home address before the first day of absence, please provide the date on which you will leave_____

Total number of days missed: _____ days **Reason for absence: _____**

_____

_____

_____

I u*nderstand that if the absence request is unauthorised the school may request that Suffolk Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £180 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that if a further Penalty Notice is issued (within 3 Years), it carries a fine of £160 per parent.* ***I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

Please inform us if you have a child in another local school – we will need to contact the school to discuss the absence request. Please note, we will need to share information about your child with the other school.

Name of child _____ Year _____ School _____

Signed …… Dated …….

(Please ensure you give at least 15 school days' notice of the proposed absence)

Below to be completed by the school:

FAO – Academy Head

% Current	% Last Year	Comments

Pupil Name: …… Tutor: …… Year: …….

0 AUTHORISED:
Request has been authorised for the following dates **only:**

___ / ___ / _____ to ___ / ___ /_____

0 UNAUTHORISED:

Signed ……. Academy Head Date ___ / ___ / __

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date:

APPENDIX D
PN Model Leave Refusal Letter (for school use)

NAME AND ADDRESS Date

Dear Name of parent/carer(s)

I am writing regarding your request to take (Pupil Name) out of school on Date until Date.
The law states that a planned absence from school should only be authorised for pupils in 'exceptional circumstances'. Here at [enter school name], we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, before reaching a decision.
Under the circumstances, we regret that on this occasion we are unable to authorise your request for absence.
If (Pupil Name) does not attend school on the dates concerned, the absence will be recorded as unauthorised.
In cases where parents subsequently report their child as ill during this period, medical evidence may be requested to support this.
I urge you to reconsider your decision.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is commited (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

  Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

I would like to offer you the opportunity to contact {enter staff contact or team} at {enter school name} if you would like advice or support in helping your child attend more regularly. {Enter school name} is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved. If you would like to discuss this matter further, please contact the school.

Yours sincerely
Academy Head

APPENDIX E

92% LETTER

NAME AND ADDRESS Date

Dear Name of parent/carer(s)

During our weekly attendance check, it has been brought to my attention that (Pupil Name)'s attendance has still not improved and is at x%. As you know good attendance is very important and we are very committed to this.

If there is no improvement in your child's attendance you will be asked to come to school for a meeting to discuss your child's attendance. Please be aware on receipt of this letter, no further absences will be authorised without evidence and therefore you may be at risk of legal interventions.

As a school we are able to offer many areas of support to parents. We feel that a meeting would allow us to explore any issues around attendance and possible support we that can be put in place to help you to improve this.

It is widely acknowledged that good attendance supports children's emotional and social health and development according to Ofsted children whose attendance is lower than 90% are less likely to achieve good results in their SATS and later on GCSEs.

We look forward to working closely with you on this matter and seeing the improvement in your child's attendance.

Yours sincerely

Academy Head

APPENDIX F

95% LETTER

NAME AND ADDRESS Date

Dear Name of parent/carer(s)

During a recent attendance check, it has been brought to my attention that (Pupil Name)'s attendance is x%. As you know good attendance is very important and we are very committed to this.

We appreciate that there are many circumstances that can affect a child's attendance at school. Although you may have already had contact with the school about your child's absences, we would like to remind you that as a school we are able to offer many areas of support to parents.

If there is any situation which you feel may be affecting your child's attendance and you would like support with, please contact our Home School Liaison Manager, via the school office.

It is widely acknowledged that good attendance supports children's emotional and social health and development according to Ofsted 2002, and children who attend school regularly are more likely to achieve good results.

We look forward to working closely with you on this matter and seeing the improvement in your child's attendance.

Yours sincerely

Academy Head

APPENDIX G
Part-time timetable checklist

Action	Evidence
Reason for P/T	
Consultation with SENCO / Academy Head	
Meeting with Parents -consent signed	
Agreed timetable	
Local Authority Informed	
School staff aware and office informed re attendance pattern	
Review Meetings	
Exit Plan	

APPENDIX H
Part-time timetable Plan

Schools should complete this paperwork in the exceptional circumstances that a temporary part-time timetable is considered necessary to meet a pupil's individual needs and, in the child's, best interest.
I have read the Trust's Attendance policy including:
use of part-time timetables to manage behaviour: ☐

All fields must be completed.

REASONS FOR THE PLAN:		Please provide further details
Physical Health	☐	
Mental Health	☐	
Behaviour	☐	
Medical Needs	☐	
Reintegration or transition (following extended period away from school)	☐	

A meeting must be arranged with parent/carer and relevant professionals involved with the child.

Date of Meeting:		Name of pupil:	
Name of School:			

Please name below all parents/carer and professionals involved with the child. Please see guidance.

Name:	Role & Organisation:	Attended meeting?	Unable to attend. Have they been informed of the parttime timetable? What were their views?
		☐	
		☐	

SEND Status:

No SEND	☐	SEN Support	☐
EHCP applied for	☐	EHCP in place	☐
EHCP in place awaiting specialist provision	☐	Is an emergency annual review needed?	☐

Start date of timetable:	

What is the child's view?

What is the parent/carer's view?

What are the risks to the pupil not being in school? What are we doing to mitigate the risk?	
Risk	Actions to be taken to mitigate risk

What will happen to ensure a successful return to fulltime attendance?		
Actions to be taken:	By When:	Person responsible:

Proposed timetable leading to fulltime attendance:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total time in Education
1						
2						
3						

Signed and agreed as appropriate:

Role:		Parent:	
Date:		Date:	
Signature:		Signature:	

Review meeting: By end of week 3

Date of Meeting:		Name of pupil:	
Present at meeting:			

Review

What is the child's view?
What is the parent/carer's view?
What is the school's view?

Review of Actions agreed

What will happen to ensure a successful return to fulltime attendance?	
Action:	Update:

Further actions to be taken

What will happen to ensure a successful return to fulltime attendance?		
Actions to be taken:	By When:	Person responsible:

New timetable:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total time in Education
4						
5						
6						

Review meeting: By end of week 5

Date of Meeting:		Name of pupil:	
Present at meeting:			

Review

What is the child's view?
What is the parent/carer's view?
What is the school's view?

Review of Actions agreed

What will happen to ensure a successful return to fulltime attendance?	
Action:	Update:

Will the pupil successfully reintegrate by the end of week 7?
If no, please consult Head of Service Inclusion

APPENDIX G

Flexi Schooling Advice

for Schools/Academies, Parents/Carers and Professionals

Whilst agreement over a flexi schooling arrangement is something for schools and parents to reach between them, the Local Authority has produced this information sheet that sets out the facts and established best practice in approaching this aspect of school attendance.

Any decisions in this regard should be made with the needs of the child at the centre of the decision making with the school and parents working together in the best interest of the child.

What are parents' responsibilities regarding education?
The responsibility to ensure that a child receives full-time education whilst he or she is of statutory school age lies with the parent.

The Education Act 1996 states;
"that the parent/carer of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable to his or her age, ability and aptitude, and to any special educational needs he or she may have, either by regular attendance at school or otherwise."
Some parents/carers may decide to provide a suitable education by educating their child at home, rather than seeking to enroll their child at a school. This is known as home schooling or Elective Home Education and is where the parent/carer takes full responsibility for the education of the child. There is a legal right to for a child to be registered at a school or Elective Home Education. There is not the same right to flexi-schooling.

What is Flexi-schooling
Flexi-schooling is an arrangement for providing a full-time education to a child whereby the child attends school part of the time and is educated elsewhere, usually by the parent, for the rest of the time.
It is an individual arrangement made between the school and the parent. It is recognised by the DfE as a valid full-time education. There is no pre-determined model for the amounts of time given to either of the settings and individual arrangements vary widely.

Flexi-schooling is not the same as home schooling/Elective Home Education. Parent/ carers who request flexi-attendance are asking for a pattern of provision which will involve both attendance at school, as well as times when the child will receive educational provision at home.

Flexi-schooling is also different from temporary part-time attendance arrangements which the school/parent/carer may seek to make. Such arrangements are monitored and reviewed with the intention that the child be returned to full time attendance as soon as possible.

Flexi-schooling is full time, although the provision may be split. 2 Flexi-schooling is legal in the UK but it is not an automatic right, unlike full-time home education. It is entirely at the discretion of your school's head teacher and their permission will be required before you can go ahead. As such, Headteachers can refuse to agree to such requests.

There is no right of appeal against the decision of a Headteacher not to agree a flexi-schooling request.
In April 2019, the DfE issued updated guidance for Elective Home Education, alongside separate guidance for parents. The April 2019 guidance contains the following paragraphs in relation to flexi-schooling:
Although most children educated at home have all the provision made at home, or alternatively partly at home and partly in other ways such as attendance at privately-run part-time tuition settings, it is not

essential that this be so. Some children who are educated at home most of the time are also registered at school and attend school for part of the week – perhaps one day a week. The purpose of this is usually to ensure the provision in specific subjects is satisfactory, although it can also help in other ways such as socialisation. If a child is of compulsory school age he or she must, overall, be receiving fulltime education even if components of it are part-time'. (para10.7, DfE Guidance for LAs in relation to EHE)

'Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as 'approved off-site activity' as the school has no supervisory role in the child's education at such times and also has no responsibility for the welfare of the child while he or she is at home. The department does not propose to institute a new attendance code specific to flexi-schooling. Some schools have expressed concern that such absence may have a detrimental effect for the purpose of Ofsted inspection, but this is not the case; some schools with significant flexi-schooling numbers have had good outcomes from Ofsted inspections. Schools which have flexi schooled pupils should be ready to discuss with Ofsted inspectors the arrangements they have in place to deal with the requirements caused by such pupils. Schools are held to account through inspection for the performance of pupils, and that will include any who attend the school as part of a programme of flexi-schooling'. (para10.8, DfE Guidance for LAs in relation to EHE)

Whilst there have been differing views on flexi-schooling across the many governmental departments, a parent does have the right, in law, to request such an arrangement. It will be the decision of the Headteacher as to whether they are willing to allow it. This reinforces the position outlined in the April 2019 DfE guidance referred to above. It needs to be noted that arrangements for flexi-schooling can only be made at the request of a parent or carer with parental responsibility and is not an arrangement that can be initiated by the school or any other professional.

How to request flexi-schooling
If a parent/carer is interested in making such a request, the Headteacher of the child's actual or prospective school should be contacted so that the proposal may be considered.

Children who attend part-time under a flexi-schooling arrangement will be subject to the same admissions processes as other children and are counted in the same way as a child who attends full-time for the purposes of infant class size regulations. A parent/carer will need to prove to the head teacher that flexi-schooling is in the best interests of the child, for example by writing a proposal explaining the benefits for the child and practical examples of how the arrangement will work between the school and parent/care It will be the decision of the Headteacher as to whether they are willing to enter into an agreement with the parent/carer. The governing body may be involved in agreeing and reviewing a general approach to requests for flexi-schooling, but this does not exempt the Headteacher from the need to consider each request individually.

What should parents consider?
The implications of making partial educational provision at home are significant, both in terms of expertise and resources and in the commitment to make a shared provision work. However, it has been shown that such an arrangement can be made to work well and the perceived benefits of flexi-schooling can include the child being able to work and socialise with a wider peer group whilst at school, having access to specialist educators and resources they might not have at home and being able to join in with activities such as school trips alongside individual tuition at home where their learning can be more self-directed and where they may experience a wider range of activities in different environments than ordinarily available in school.
The education provided at home and at school should together constitute full-time.

Whilst there is no statutory curriculum to be followed at home, parents/carers will need to be mindful of the impact on the child's access to the School (or Academy) curriculum and the possible fragmentation of the learning experience. With this in mind, parent/carers may wish to discuss with the school the topics being covered and those being missed during flexi schooling periods. This enables parents/carers to complement the schoolwork at home and cover missed topics in their own way should they feel this is appropriate. Flexi-schooling does not give an alternative means of opting out of an element of the curriculum with which a child, for whatever reason, is uncomfortable and is unlikely to be successful if the reasons for choosing it are negative and the choice is motivated by the desire to avoid difficulties around certain subjects, teachers, peers, aspects of school discipline or attendance itself.

Concerns are sometimes raised about friendships being affected when children flexi school, so parents and schools will wish to work together to consider these concerns and how these might be overcome. Flexi schooling children attending school for half days, rather than being out of school for a 4 full day, provides the opportunity to spend lunchtime at school, allowing then to have playtime with their friends and access the social aspects of the lunch period. Play dates after school and at weekends can also be a way to develop and nurture friendships with other children, including those who attend the school.

If the child moves to a different school, there will be no guarantee that flexi schooling will be able to continue. This will be a decision for the Head teacher at the new school.

What should headteachers consider?
All requests must be considered by the Headteacher on their own merits. The Headteacher will consider the best interests of the child; their educational progress and achievement; their safety, safeguarding and welfare; together with the likely impact on the discipline, morale and organisation of the school.

The safeguarding of any child should always be of paramount importance, so any decisions should be taken with the knowledge of any existing safeguarding concerns. Where a child attends another setting on those days when not in school it is incumbent on the parent to ensure the adequacy of the safeguarding arrangements in operation at this setting. The headteacher should, however, still act in response to any concerns that may arise.

When the curriculum is delivered through cross-curricular activities, arrangements made with the parent/carer would need to protect the cohesion of the child's experience. There may be resource implications; effective co-ordination will require time and, although there is no obligation to do so, the school may well decide that it will need to provide materials so that learning can keep pace with that of other children.

There is no opt-out for schools with regards to the National (Academy) Curriculum based on a flexi-schooling proposal. Although the child is not attending all school sessions, the school will still need to ensure that the child has appropriate access to the National (Academy) Curriculum. The child cannot be disapplied from statutory curriculum or assessment arrangements simply because flexible attendance has been agreed. Children should be recorded as absent when not in school. The C code (authorised absence) should be used. If the child is unable to attend a home-based session because of illness the parent/carer should inform the school and this should be reflected in the school’s register.

Arrangements for flexi-schooling may make both the identification of SEN and the ability to meet those needs more difficult to secure. Effective assessment would need to take place across both the school and home-schooling elements of the child's education and so could present logistical challenges. In order to ensure that flexi schooled children are able to have the same access as other children to the school based early identification of any special educational needs, the same principles of close collaboration between

parents/carers, the school and any other professionals involved with the child should apply.
Where a child has an Education Health Care Plan (EHCP), the decision must be taken in conjunction with the Local Authority. Where flexi-schooling is agreed for a child with an EHCP, this should be recorded on the Plan and progress monitored through the usual annual review process. It is not necessary to wait for the EHCP amendments to be made before the agreed flexi school arrangement to commence.

Since the child remains on the school roll, the school retains the responsibility for the child's progress and for tracking that progress.

The school receives full funding for flexi-schooled children, and they must be included in all census returns. The responsibility for the arrangement lies with the school and not the Local Authority and schools will need to work with parents to address any issues which arise.

Flexi-schooling agreements
In all cases where flexi-schooling is agreed, it is recommended that the school has a written agreement with the parents/carers so that expectations and arrangements are clear for both parties.

Such an agreement is may include:

- the normal expected pattern of attendance at school;
- the rationale for why the flexi-schooling arrangement is in the best interests of the pupil concerned;
- procedures for flexibility around special events which fall outside the normal arrangement;
- how the register will be marked;
- that the school will follow up any unexpected or unexplained absence in the same way as it does for other children;
- arrangements at times of assessment;
- Details of any perceived special educational needs and associated provision including how any high needs funding, if a child has an EHCP, will be deployed.
- agreement that if the parent/carer chooses to employ other people to educate their child at home, they will be responsible for making sure that those whom they engage are suitable to have access to children and will be responsible for meeting all costs related to this decision;
- agreement on who will meet the cost of exam entries. These are the responsibility of the parent, but the school may choose to support with some or all of the costs;
- details of any special educational needs and associated provision;
- arrangements for regular planning and review meetings between parent/carer and school to ensure the child achieves his/her potential and to promote good home/school relationships;
- clarity about the circumstances under which and with what notice either party can withdraw from the arrangement;
- the arrangements for the resolution of any disputes (usual processes are for disputes to be resolved at the most informal level possible, but ultimately any complaints will need to be considered by the Headteacher first and then the Governing Body as set out under the school's complaints procedure).

Informing the Local Authority
To align with the Children's Wellbeing and Schools Bill 2024 and its requirement to hold a register for all children not in school. When a flexi schooling agreement is made the following information should be Email to EHE@suffolk.gov.uk

- Childs name and Date of birth
- Current address
- Parents name and address
- Copy of the completed and signed flexi schooling agreement

Monitoring flexi-schooling

Neither the LA nor the school have a statutory duty to monitor the quality of home education on a routine basis, however if it appears to the school that parents/carers are not providing a suitable education as agreed between the school and the parent/carer, the school may ask the parent/carer to take remedial action. If the parent/carer declines to do so or the school is still concerned about the provision of education at home, the school may withdraw its agreement to the flexi-schooling arrangement. The child would then be required to return to school on a full-time basis whilst s/he remained registered, or the parent assumes responsibility for arranging their child's education on a full-time basis (i.e. de-registration for the purposes of Elective Home Education).

A School Attendance Order would not be appropriate as the child is on the roll of a school.

If a child fails to return to full-time attendance the school leaves the absence unauthorised then they should discuss with the Local Authority Attendance Team.

Flexi Schooling

Sample Contract and Attendance Agreement
Flexi-schooling

Additional Information Form (to be filled in alongside School Enrolment form either by parents or during meeting)

Child's name	
Name of parent(s), carer(s)	
Admissions form completed	Yes / No
What attracted you to flexi schooling?	(continue overleaf if necessary)
What are your expectations of the school-based part of the Education?	(continue overleaf if necessary)
What are your expectations of the home-based part of the Education?	(continue overleaf if necessary)
Do you intend to follow the National Curriculum at Home?	
If so, do you require any help with this? (eg worksheets, assistance with attainment targets etc)	
Form of Education to date	F/T School P/T School Home Education N/A
Levels of attainment achieved (if applicable)	
Additional Needs (if applicable)	
Educational Assessment/Review Acceptable	Yes / No ******
Child will complete record of achievement	Yes/No ******
Please tell us anything else you feel we may find useful about yourself or your child	

Flexi-schooling:
Contract for Provision of Education – Part 1 School

Child's name
Name of parent(s), carer(s)

Xxxx School is responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.
The educational provision will be suitable to x's age, aptitude and ability as set out in *s7 of the Education Act 1996* and will include:

(inc here SEN provision, access to school trips etc, Assessments and areas of curriculum taught etc)

Whilst x is on school premises or the School is acting in loco parentis the school will maintain primary responsibility for x's safety and welfare

The school and parent/carer will meet every …….for a review meeting to discuss x's progress and review the attendance agreement.

The school can withdraw from this agreement at any time by giving reasonable notice in writing

Head teacher
Date

Flexi-schooling:
Contract for Provision of Education – Part 2 Home

Child's name
Name of parent(s), carer(s)

I/we are responsible for the education of the above-named child on the days and times set out in the attached Attendance Agreement and timetable.
The educational provision will be suitable to x's age, aptitude and ability as set out in *s7 of the Education Act 1996* and will include:

During school hours timetabled for home-based education I/we will maintain primary responsibility for x's safety and welfare

I/we understand I can withdraw from this agreement at any time by giving reasonable notice in writing

Parent/carer
Date

Flexi-schooling: **Attendance Agreement**

Child's name
Name of parent(s), carer(s)

	MORNING	**AFTERNOON**
Monday	*home*	*home*
Tuesday	*school*	*school*
Wednesday	*home*	*home*
Thursday	*home*	*home*
Friday	*school*	*school*

X's education will be split between home and school as set out in the above timetable

Headteacher	**Date**

Parent/carer	**Date**

Review Date		Present:	
What's Working Well?			
What could be better?			
Any actions agreed?			
Action		By who?	

SCHOOL INFORMATION/NOTIFICATION OF ELECTIVE HOME EDUCATION (EHE) FORM 1

Elective Home Education Guidance April 2019 - 10.5 Schools should not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the relevant legislation and have regard to the statutory guidance. If the pupil has a poor attendance record, the school and, if appropriate, local authority should seek to address the issues behind the absenteeism and use the other remedies available to them.

There is no legal definition of 'off-rolling'. However, Ofsted define 'off-rolling' as:

The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.

School: Click or tap here to enter text.	
Pupil name: Click or tap here to enter text.	Date of birth: Click or tap here to enter text.
UPN No: Click or tap here to enter text.	National curriculum year: Click or tap here to enter text.
Gender:	Ethnicity: Choose an item.

Please ensure that the contact details for **all individuals with parental responsibility**, this includes **both** biological parents any stepparents who live with the child are included below. Please add additional adults if required.

First parent/guardian

Relationship to child: Click or tap here to enter text.	
Forename: Click or tap here to enter text.	Surname: Click or tap here to enter text.
Address line 1: Click or tap here to enter text.	
Address line 2: Click or tap here to enter text.	
Address line 3: Click or tap here to enter text.	
Address line 4: Click or tap here to enter text.	
Home telephone: Click or tap here to enter text.	Mobile telephone: Click or tap here to enter text.
Email: Click or tap here to enter text.	
Does this parent require the services of an interpreter? YES ☐ NO ☐ If so which language: Click or tap here to enter text.	

Second parent/guardian (address if details different from above)

Relationship to child: Click or tap here to enter text.	
Forename: Click or tap here to enter text.	Surname: Click or tap here to enter text.
Address line 1: Click or tap here to enter text.	
Address line 2: Click or tap here to enter text.	

Address line 3: Click or tap here to enter text.	
Address line 4: Click or tap here to enter text.	
Home telephone: Click or tap here to enter text.	Mobile telephone: Click or tap here to enter text.
Email: Click or tap here to enter text.	
Does this parent require the services of an interpreter? YES ☐ NO ☐ If so which language: Click or tap here to enter text.	

Guidance around parental disputes can be found at [Information for schools (EHE) - Suffolk County Council]

Please can you provide names and dates of birth of any other siblings and/or step-siblings who are currently attending your school:

Sibling / Step-Sibling's Name	Date of Birth	Name of School Being Attended
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Date school notified of decision to electively home educate: Click or tap here to enter text.
Have parents provided written notification that clearly states they intend to deregister in order to electively home educate? YES ☐ NO ☐ If yes, please attach copy of deregistration letter.
Date pupil removed from school roll: Click or tap here to enter text.
Attendance Percentage: Please attach a copy of the registration certificate.

Were parents offered a meeting to discuss the decision to Elective Home Educate? Yes ☐ No ☐ If yes please include dates and times of meetings If No, please share reason

Does the pupil have an Education Health and Care Plan? YES: ☐ NO: ☐ Date of EHC Plan and last Annual review if appropriate: Does the pupil have other SEND support? YES: ☐ NO: ☐

Is the child on roll at a special school?
YES: ☐ NO: ☐

Where a child or young person is a registered pupil at a special school/specialist provision and the parent decides to home educate, before the child's name can be removed from the school's admissions register SCC must give consent for the child's name to be removed. If this is the case, please contact the EHE team directly

Is this pupil a 'Child In Care (CIC)? YES: ☐ NO: ☐
Children in the care of Suffolk County Council (CIC) should attend maintained educational provision and will not be considered for EHE.

Have parents requested flexi-time schooling? YES: ☐ NO: ☐
Has school approved flexi-time schooling? YES: ☐ NO: ☐ (if YES, please append timetable)

Signed by Administration Officer/Attendance Officer: _____

Date: Click or tap here to enter text.

Name and Job Title: Click or tap here to enter text.

Accompanying documents: tick as applicable

De-registration letter/email ☐ Registration certificate ☐

Section 2
The local authority has no monitoring role in the EHE parents provide. It can only intervene if information becomes known which makes it appear that a child is not receiving a suitable education. Please complete this form with **as much detail as possible** to enable the EHE consultants to properly assess each case. Please return without delay to the address given below. Thank you for your assistance.

What we use this information for – Information provided by schools is used to support an initial assessment of **any risk** and if there are concerns that would impact on any education being provided by the parent.

Does the school have concerns about the parents' commitment/capacity to provide a suitable education?
YES: ☐ NO: ☐
NB: If yes, it is essential that your concerns are noted below (with evidence):

Does the school have any concern for the child's welfare?
YES: ☐ NO: ☐
If yes, please provide further information:

Have there been any safeguarding concerns/involvement?
YES: ☐ NO: ☐
If yes, please provide further information and state who the school have referred to:

Does the child have a safeguarding file held at your school?
YES: ☐ NO: ☐

Please provide the name and contact details of your Designated Safeguarding Lead (DSL) and a **copy** of the page 1 Chronology from the file.

Please note that the child's safeguarding file should remain at your school until the child attends another education setting, however a member of the EHE team may make contact with your DSL to discuss any safeguarding concerns held on the child's safeguarding file.

Has the child ever been subject to a child protection or child in need plan?
YES: ☐ NO: ☐
If yes, please provide further information and the name of any professional involved:

Are there any safeguarding issues around a lone worker visiting the family home?

YES: ☐ NO: ☐
If yes, please provide further information and if the school have referred to other services:

Does the pupil currently have, or has the pupil previously had, difficulties that act as a barrier to learning?
YES: ☐ NO: ☐

If yes, please provide further information:

☐ Communication and interaction needs.
☐ Cognition and learning needs.
☐ Social, emotional and mental health needs
☐ Sensory and / or physical needs.
Please give details:

Have you made any referrals to outside agencies and what was the outcome of the referrals?
Yes ☐ No ☐

E.g. CISS, IYFAP, SES (MAAP), School Nursing, EWO, School counsellor, Wellbeing Hub

Has the child received any Fixed Term Exclusions in the last 12 months?
Yes ☐ No ☐

Please include details of number and duration of the Exclusions and codes

If your school is a Secondary Education Setting, would your school be willing to allow this young person to sit their GCSE exams as an External Candidate at your school?
Yes ☐ No ☐

Accompanying documents: tick as applicable

Safeguarding file chronology ☐
Last school report. ☐

DSL name: Click or tap here to enter text.

DSL Signature: _____ Date: Click or tap here to enter text.

Headteacher's name: Click or tap here to enter text.

Headteacher's signature: _____ Date: Click or tap here to enter text.

Please note that by signing this form you are confirming both the accuracy of the information provided and that the Pupil regulation 8.1 Code D procedures have been followed.

Document Control

Changes History

Version	Date	Amended By	Details of Change
V2	05/08/2017	Principal/CEO	To clarify the arrangements relating to FPN in light of High Court judgement To clarify the 'regularly' bench mark for CMAT schools To advise of additional independent advice available to families with a child that has additional needs To advise of the appointment and contact details of the SASEO
V3	07/05/2020	HOSWISA	Updated to include first day calling and procedures when dealing with absence
V4	09/09/2021	HOSWISA	Addendum added 'Attendance Update 2021/22
V5	28/6/2022	Attendance Officer	Updated policy with national colleagues, allowing individual schools to adopt a localised version.
V6	23/11/2022	Trust Attendance Officer	Updated and reviewed to include special schools
V7	13/1/2023	Attendance Officer	Updated registration/lateness times and coding.
V8	1/2/2024	Attendance Officer	Updated to include a directive to inform LA of regular absence and appendices updated.
V8.1	20/9/2024	CEO	Updated in line with legislation and charging.
V9	08/04/2025	CEO	Updated to include enhanced parental access to attendance data on Arbor, clarified actions at school level to promote good attendance and to provide a framework for pupils on part-time timetables.
V10	09/06/2026	Head of Service- Culture Attendance and Safeguarding	Updated to reflect practice and policy picked up in training and Attendance Meetings

Approval

This policy will be reviewed every 3 years by Head of Service for Culture, Attendance and Safeguarding or as required by changes in legislation.

At every review, this policy will be approved by the Education & Learning Committee.

The policy was last approved by the Education & Learning Committee on 09/07/2026.

END OF DOCUMENT