PENKETH HIGH SCHOOL

School Attendance Policy 2024/2025

Policy owned by	R Taylor
Date Approved by Local Governing Body	September 2024
Signature of Chair to Local Governing Body	M Bryan
Signature of Academy Principal	J Carlin
Date of Next Review	August 2025

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance, through our whole-school culture and ethos that values good attendance, including:
- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:
- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools.

3. Roles and Responsibilities

The Local Governing Body

The Local Governing Body is responsible for:
- Setting high expectations of all school leaders, staff, pupils, and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register and shares the required information with the DfE and local authority.
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

- Making sure the school has high aspirations for all pupils but adapts processes and support to pupils' individual needs.
  - Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
  - Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
  - Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
  - Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
  - Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
- The importance of good attendance
- That absence is almost always a symptom of wider issues.
- The school's legal requirements for keeping registers.
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners, and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the Principal to account for the implementation of this policy.

The Principal

The Principal is responsible for:
- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health, and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader (also known as the 'Senior Attendance Champion') is responsible for:
- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers, and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.

- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Rachael Taylor.

The Attendance Liaison Officers

The Attendance Liaison Officer is responsible for:
- Taking calls from parents/carers [and pupils] about absence on a day-to-day basis and record it on the school system.
- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Principal.
- Working with education welfare officers to tackle persistent absence.

The Attendance Liaison Officers are Patricia Bradbury and Laura Hurley.

Class Teachers

Class Teachers are responsible for recording attendance for every lesson daily. They are required to mark pupils as either Present, Late or Absent on Arbor (the school's MIS), unless a code has already been pre-recorded by the Attendance Liaison Officers (for example, if a parent has already contacted the school notifying a sickness absence). Completed registers must be submitted on Arbor within 10 minutes of the start of the lesson.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:
- All natural parents, whether they are married or not.
- All those who have parental responsibility for a child or young person.
- Those who have day-to-day responsibility for the child (i.e., lives with and looks after them)

Parents are expected to:
- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8:30am on the first day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the Head of Year.

Pupils

Pupils are expected to:
- Attend every timetabled session, on time.

4. Recording Attendance

Attendance register

We will keep an electronic attendance register on the school MIS: Arbor and place all pupils onto this register.

We will take our attendance register at the start of every lesson of the school day. The marks recorded during Registration and Period 4 will determine the statutory Roll Call mark. Arbor will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made.
- The name of the person who made the amendment.

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity.
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

Attendance marks are recorded against each pupil on Arbor, and they are retained in line with the TCAT Retention Policy.

The school day starts at 08:30 (Monday to Thursday) and 09:15 (Friday) and ends at 15:15 (every day).

Pupils must arrive in school by 08:25 (Monday to Thursday) and 09:10 (Friday).

The register for the first session will be taken at 08:30 (Monday to Thursday) and 9:15 (Friday) and will be kept open until 30 minutes after the session begins. The register for the second session will be taken at 12:00 and will be kept open until the end of Period 4.

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 08:30, or as soon as practically possible, by calling the school, who can be contacted via 01925 722 298 and selecting Option 1.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 7 calendar days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

A pupil who arrives late:
- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact schools where siblings are placed or the police. The school may also conduct unannounced home visits to ascertain whether the pupils are at home.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with, the school will work with the Local Authority to commence legal action.

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels through the Arbor App, where parents can get the most up-to-date information about their child's attendance. Attendance summaries are also sent regularly through the Arbor In-App Message system. Details of the child's attendance, absence and punctuality is also recorded on the termly reports sent home to parents.

5. Authorised and Unauthorised Absence

Approval for Term-Time Absence

The Principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Principal will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:
- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

Any request should be submitted as soon as it is anticipated. Requests should be made in writing by emailing Attendance@penkethhigh.org. The Principal may require evidence to support any request for leave of absence.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant background context behind the request.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Other valid reasons for authorised absence include (but are not limited to):
- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) 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, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority.
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty Notices
The Principal (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:
- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).
Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to Improve
If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:
- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period.

6. Strategies for Promoting Attendance

As a way of encouraging good attendance, the Attendance Team will work with each to monitor those pupils who achieve above very good / excellent attendance each half-term and reward pupils in Achievement Assemblies.

Pupils who have 100% attendance for the Academic Year will receive a certificate and an award at the end of the year in Achievement Assemblies. Other pupils may also be rewarded at the discretion of the Attendance team and the Head of Year, for example those with significantly improved attendance.

All pupils will receive a certificate for their annual attendance according to their final attendance percentage.
- Bronze Attendance Award being (96-98% attendance)
- Silver Attendance Award being (98-99% attendance)
- Gold Attendance Award being (100% attendance)
- Platinum Attendance Award being 100% attendance for successive years.

The pupils will also be rewarded with attendance bonus weeks as a means of raising attendance at times identified when it is likely to drop. Pupil voice will take place to look at recognising Excellent attendance and attitudes through reward trips/activities.

For some pupils who have already had significant time away from school early in the year, it will be hard for them to meet the attendance thresholds outlined above. Therefore, we offer pupils a 'Fresh Start' every half term to encourage them to improve their attendance compared with previous terms.

7. Supporting Pupils who are Absent or Returning to School

Penketh High School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents/Carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance record or behaviour in school e.g., bereavement, divorce/separation, and incidents of domestic abuse. This will help the school identify any additional support that may be required.

Penketh High School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and children in care.

The school will implement a range of strategies to support improved attendance. Strategies used will include:
- Discussion with parents and pupils
- Attendance panels
- Referrals to support agencies.

- Time limited reduced timetables
- Reintegration support packages
- Reward systems

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occur, Penketh High School will consider the use of legal sanctions.

8. Attendance Monitoring

Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly, and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the Local Authority and DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

Analysing Attendance
The school will:
- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using Data to Improve Attendance
The school will:
- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups, or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families.
- Provide regular attendance information to form tutors and the wider pastoral team, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads).
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school.
  - Listen, and understand barriers to attendance.
  - Explain the help that is available.
  - Explain the potential consequences of, and sanctions for, persistent and severe absence.
  - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.
- Arrange collection on the school minibus or by taxis.
- Support may also be offered by the Inclusion Team.
- Meetings will be arranged with the Attendance Liaison Officers.
- Letters will be sent to parents using a tiered approach appropriate for the child's current attendance level and circumstances.
- Special report
- Change of Form Group
- Change of Curriculum

9. Punctuality

It is important that pupils arrive promptly each day. Pupils who arrive after 8:30 (9.15am on Friday) will be marked as late. The pupil will be expected to attend a late detention. Should the pupil fail to complete the detention, parents will be informed, and the consequences maybe escalated. Failure to complete the previous sanction will be dealt with in line with the whole school Behaviour policy. Late arrival is registered on the system and a text message will be sent to parents. The number of minutes late will be recorded and totalled for information. Parents will be informed if their child has missed a significant amount of school through poor punctuality and will be invited in for a parental meeting with the Vice Principal/ Assistant Principal/ Head of Year to discuss the reasons for lateness. All pupils should sign in at reception and obtain a mark in the register when they are present in school.

10. Missing Pupils

A pupil may be considered missing if they cannot be located at any point during the school day.

The welfare and safety of all pupils at Penketh High School will be given our highest priority. A missing child should be an extremely rare occurrence. Every adult that works at the school is aware they have a responsibility for helping to always keep all our pupils safe.

Pupils are not allowed to leave the premises during school time without the consent of a parent or guardian and the permission of a member of staff. In this event all pupils must sign out at reception and have a valid 'signing'' out' slip.

It is possible that on some occasions a child may leave the premises without either knowledge or permission. Swiftly and effective actions will be taken to locate any missing pupil, and to notify and involve parents and the authorities at every point.

When locating a missing pupil, the objectives are:
- To locate any missing pupil quickly.
- To ensure that all pupils are kept safely on the school premises during school hours unless they have permission to leave.
- To ensure that pupils who leave school during the school day only do so:
  - with the permission of a parent or carer, and
  - with the permission of a member of staff, and
  - that they are accompanied by an authorised adult.
- To ensure that the buildings and grounds are safe and secure during school hours.
- To ensure that all teachers and school staff always keep the children under proper supervision.

To implement this, the school will:
- The Attendance Officer will contact home for every pupil marked absent for morning registration unless parents have contacted school with a reason for the absence- First day response.
- Class teachers will take a register within the first 10 minutes of every lesson.
- If a pupil is missing from a lesson and their whereabouts are not known, the Attendance office must be notified immediately and told where and when the child was last seen.
- Senior Staff Patrol will be alerted and will conduct a search from the last known location.
- If the pupil is not located within 30 minutes Parents or Guardians will be informed.
- The Police must be called on 101 by either the Principal or other member of the Senior Management Team. This will be a maximum of 30 minutes after the parents have been informed and the pupil still cannot be located. Members of staff, where available, may be sent to search the local area.
- If a pupil is missing during an outing or school visit the teacher in charge must ensure that the remaining pupils are safely cared for by other staff and adult helpers. An urgent but thorough search should be made of the immediate vicinity and if the pupil is not located quickly the Police must be called and the Principal and school notified.
- School will immediately notify the pupil's parents.
- The Principal will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

The key stakeholders involved in locating missing pupils are:
- Principal: To ensure that the school is compliant with legislation and to report to the governing body
- Vice Principal (Pastoral) and Assistant Principal (Attendance and Climate for Learning): To promote the importance of taking accurate registers at the start of every lesson. This includes Form Tutors at morning registration and Subject Teachers at the start of every lesson.
- Subject Leads: To ensure subject teachers are regularly taking an accurate register at morning registration.

- Heads of Year: To ensure Form Tutors are regularly taking an accurate register at morning registration.
- Form Tutors: To ensure that an accurate register is taken at morning registration and inform the Attendance Officer of any concerns.
- Attendance Officers: To ensure that parents are informed of the pupil's absence by a text message or phone call within the first hour of every day.
- Governing body: To review this Policy and to ensure the school is compliant with legislation.

11. Deletions from the Register

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the register when one of the following circumstances applies:
- A: The pupil has been registered at another school.
- B: The pupil has not continued at the school following completion of nursery education.
- C: The pupil is also registered at one or more other schools and the other schools have agreed the deletion.
- D: The pupil has a school attendance order which has been changed to name another school.
- E: The pupil had a school attendance order which has been revoked.
- F: The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school.
- G: The pupil no longer normally lives a reasonable distance from the school.
- H: The pupil has not returned following a leave of absence.
- I: The pupil has been continually absent from school for 20 school days.
- J: The pupil is detained under a sentence of detention.
- K: The pupil has died.
- L: The pupil will be over compulsory school age and will not continue into the sixth form.
- M: The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid.
- N: The pupil has ceased to be a pupil at an independent school or non-maintained special school.
- O: The pupil has been permanently excluded from the school.

Penketh High School will follow Warrington Borough Council's missing education protocol when a pupil's whereabouts is unknown.

12. School Closure Attendance Procedures

Penketh High School will comply with up-to-date Government guidance and communicate with parents/carers who (if any pupils) should be attending school. They will then follow up on any pupil that they were expecting to attend, who does not arrive at the school. All contact and welfare checks made with learners where there are concerns raised will be recorded on CPOMS (the school's safeguarding system) and passed onto the schools safeguarding teams. The school will continue to follow the DFE guidance on welfare and support.

13. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated and, as a minimum, annually by Rachael Taylor (Assistant Principal) and ratified by the Local Governing Board.

14. Links with Other Policies

This policy links to the following policies:
- Safeguarding and Child Protection Policy.
- Climate for Learning Policy.
- Supporting Pupils with Medical Conditions Policy.
- Unforeseen School Closure Policy.

Appendix: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a Place other than the School		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent: Leave of Absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent: Other Authorised Reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent: Unable to Attend School Because of Unavoidable Cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention

Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent: Unauthorised Absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative Codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays