



Attendance Policy (including Child Missing from Education Policy)

The following guidance has been taken into consideration when developing this policy:
[Working Together to Improve School Attendance. August 2024.](#)

Our attendance policy aims to:

- Support pupils and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a pupil's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Absence from school can place pupils at risk and in some cases result in their being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties.

Expectations:

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence. Boarders are expected to be registered during breakfast.
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 8:30am if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about a pupil's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.

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Date of next review: September 2026
Reviewed by: Deputy Head of School

- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.
- Monitor their child's attendance at school using iSAMS

Parents/carers have a legal responsibility to ensure that pupils of statutory school age (from the school term after they turn five years old until after until the last Friday in June when the pupil is in Year 11) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence.

The school will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual pupils' attendance and punctuality.
- Contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Pastoral Leadership Team will provide support and be the first point of contact for parents who have concerns about their child's attendance to school. Early Help support will be put in place and reviewed regularly.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer communications.
- Discuss irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to pupils at risk of persistent absence. This will include reintegration plans for excluded students and both short and long-term absentees as appropriate.
- Work alongside other services and teams to support pupils' attendance. E.g. other schools in a cluster, the Local Authority, Early Help, Social Care, Youth Offending Service, Senior Transition Advisers, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and pupils regarding attendance.
- Consider an Individual Healthcare Plan for pupils with medical needs.
- Work with pregnant pupils to ensure reasonable and sufficient leave is taken, which will be treated as leave of absence for exceptional circumstances.

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Head having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

We expect that all pupils will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their class teacher any problems that may affect their school attendance.

We expect that governors will:

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the head to account for the implementation of this policy.

Attendance and Registration

Registration of Mount pupils is taken twice daily: at 08:30am and again at 13:00 (Junior School) and 13:35 (Senior School). The Mount uses ISAMs to electronically record attendance. If a pupil is absent from school and we have not received any contact from parents explaining a reason for absence, the school office will contact parents. If the whereabouts of a child is not ascertained or contact cannot be made with a parent, the Designated Safeguarding Lead will be informed who will decide on a course of action, informed by our Safeguarding Policy.

Notification of Absence**Illness**

In the instance of a child being too unwell to attend school, parents are asked to contact the school via 01904 667500 or office@mountschoolyork.co.uk to inform the school. Contact should be made on each day of absence that the illness remains.

Medical Appointments

To avoid disruption of pupils' learning, we ask that medical appointments, where possible, are scheduled outside of the school day. In instances that this is not possible, parents are asked to email contact the school via 01904 667500 or office@mountschoolyork.co.uk to notify the school of any appointment.

Authorised Absence Requests

Any parental requests for advanced authorisation of an absence should be sent directly to the Head via head@mountschoolyork.co.uk. The Mount shall consider such requests on a case-by-case basis.

Absence Monitoring and Reporting

In the Senior School, the Pastoral Leadership Team monitor attendance reports and identify patterns of absences or individual pupil concerns on a monthly basis.

In the Junior School, the Head of Junior School monitors attendance and follows up on any concerns as required, in liaison with the Deputy Head of School and DSL, who is also the school's Attendance Champion.

Child Missing from Education

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life. The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education.

Definition

For this policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

Why children miss education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five.
- Failing to make a successful transition.
- Exclusion.
- Mid-year transfer of education provision.
- Families moving into a new area.

Children at risk of missing education

The following list indicates pupils at The Mount School who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per the school's safeguarding procedures as laid out in the Safeguarding and Child Protection policy.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children who cease to attend The Mount School – where the reason for a child who has stopped attending the school is not known, the LA will be informed.

Roles and Responsibilities

The school will enter pupils on the Admissions Register at the beginning of the first day on which it has been agreed by the school, that the pupil will attend the school. If a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence and will consider notifying the LA at the earliest opportunity.

Once a pupil has been recorded on the Admissions Register, the school will notify the LA within five days, and will supply the LA with the details contained on the Admissions Register for the new pupil.

The school will keep an accurate and up-to-date Admissions Register by encouraging parents/carers to inform them of any changes. The school will monitor pupils' attendance through our daily registration system and will inform the LA of pupils who are regularly absent, or who have missed 10 school days or more without permission.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from the school without authorisation for twenty consecutive days, the school will remove the pupil from the Admissions Register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries. The school will notify the LA if any pupil is to be deleted from the Admission Register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

Pupils who remain on the school roll are not necessarily missing education but will be monitored and attendance will be addressed when it is poor. The school will arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.

The school will provide information to the LA regarding standard transitions mindful of the fact that when families move from one LA to another, it can sometimes lead to a child being lost in the system and consequently missing education.

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education. Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, for the child to be removed from the Admissions Register. Parents/carers will notify the school regarding any absences or changes to the pupil's education arrangements.

Safeguarding

For this policy, "reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger. In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with relatives to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police. Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Contact the parent/carer, relatives and neighbours using known contact details.
- Check local databases.
- Check with UK Visas and Immigration and/or the Border Force.
- Check with agencies known to be involved with the family.
- Check with the LA and school from which the pupil moved originally.
- Check with the LA where the pupil lives, if this is different to where the school is located.
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel.

NB. This list is not exhaustive – the academy and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been considered.

Removing a Pupil from the Admissions Register

The Mount School York will inform the LA of any pupil who will be deleted from the Admission Register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g., home-schooled.
- Have ceased to attend school.
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.

- Have been granted authorised leave but have failed to attend school within 10 academy days after the period of authorised absence ended, and:
 - There is reason to believe the pupil is not unable to attend school.
 - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
 - Have been continuously absent from school for a period of not less than 20 school days, and the absence was not authorised.
 - There is reason to believe the pupil is not unable to attend school.
 - Will cease to be of compulsory school age before the next term, and the relevant person has indicated the pupil will not attend school, or, the pupil does not meet the school's entry requirements for sixth form.

We will notify the LA that a pupil is to be removed from the Admissions Register as soon as any of the above criteria are met, and no later than the time at which the pupil's name is removed.

If a pupil's name is to be removed from the Admissions Register, The Mount School York will provide the LA with the following information:

- The full name of the pupil.
- The full name and address of any parent/carer with whom the pupil lives.
- At least one telephone number of the parent/carer with whom the pupil lives.
- The full name and address of the parent/carer who the pupil is going to live with and the date the pupil is expected to start living there, if applicable.
- The name of the pupil's new school and their expected start date, if applicable.
- The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration). (England) Regulations 2006 (as amended).