

- This policy meets the requirements of the [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School behaviour and attendance: parental responsibility measures - GOV.UK \(www.gov.uk\)](#) attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
- Part 6 of The Education Act 1996 [Education Act 1996 \(legislation.gov.uk\)](#)
- Part 3 of The Education Act 2002 [Education Act 2002 \(legislation.gov.uk\)](#)
- Part 7 of The Education and Inspections Act 2006 [Education and Inspections Act 2006 \(legislation.gov.uk\)](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](#)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 \(legislation.gov.uk\)](#)

Aims and Objectives:

- To achieve and maintain a target of at least 94% attendance for the whole school.
- To ensure that no individual pupil's attendance falls below the Government's persistent absence level of 90%.
- To reduce the percentage of lateness across the school
- Taking into consideration any serious medical conditions, for every child to achieve the best possible attendance.
- To tackle poor attendance rigorously with a consistent and transparent approach by being firm and fair.
- To support families where attendance is poor by removing any barriers that may contribute to poor attendance.
- To ensure excellence and enjoyment for every child by providing a meaningful, stimulating curriculum that meets the needs and interests of all our pupils and by offering extra-curricular activities that children want to attend.
- To safeguard all our children where there are safety concerns by working positively with external agencies.

Trinity All Saints CE Primary School believes that the foundation for good attendance is a strong partnership between the school, parents, and pupils.

As a parent, you can help us by:

- On the **first** and **fourth** day of absence please contact the school office **before 8.45 am** (either by telephone on 01274 564977 or email office@trinity.bradford.sch.uk) to provide an honest reason for absence.
- Arranging doctors and dental appointments out of school hours or during school holidays.
- Keeping us updated by telephone or email.
- Attending attendance meetings when asked to do so.
- Providing medical evidence when asked to do so.

We will:

- Develop and maintain a culture that promotes the benefits of high attendance.
- Promote and celebrate good and improved attendance.
- Work in partnership with families and outside agencies to promote good attendance.
- Make first-day contact with families to obtain reasons for all pupil absence and where these cannot be provided/contact cannot be made, follow safeguarding procedures.

- Consider carrying out home visits where there are general safeguarding concerns, 3 consecutive unexplained absence, queries about a persistently absent child or to check that a child is too unwell to attend.
- Document and monitor all children with absences on a daily basis.
- Regular reports to Governors
- Close monitoring of attendance for pupils/cohorts who need it most, including pupils with SEND
- Hold regular meetings with families of pupils identified to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school in line with the agreed timeline and procedures in this policy. Issue warning letters (see Appendix 1) and/or issue fixed penalty notices in collaboration with the Local Authority as appropriate to support this mission.
- Offering Early Help to families in need or signpost to external agencies/support mechanisms as required
- Liaise with the Bradford school attendance team.
- Send out letters to support improved attendance (see appendix)
- Meet with families
- Publish children's attendance percentage on his/her annual school report
- Pass attendance figures on to secondary schools or new schools if children move to a new school during the year

Authorised Absence

Some absences are allowed by law and are known as 'authorised absences.' For example, if a child is ill, family bereavement or religious observance.

Trinity All Saints CE Primary School acknowledges that some pupils face greater barriers to their attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have Special Educational Needs and Disabilities. However, their right to an education is the same as for any other pupil.

We will:

- Have sensitive conversations with pupils and families to develop good support for pupils with medical or health conditions, Special Educational Needs or Disabilities.
- Work with families to develop specific support approaches or make reasonable adjustments where a pupil has a disability such as putting in place an Individual Health Care Plan where needed.
- Consider whether additional support from external partners would be appropriate, making referrals in a timely manner and working together with them to deliver any support.
- Ensure any provision outlined in an Education, Health and Care Plan is accessed as appropriate.
- Contact the local authority regarding any pupil who may need additional support, such as alternative provision.
- Be sensitive and consult pupils and families as to what they think would help to improve their attendance.

Types of authorised absence

Illness and Medical Appointments

We will:

- Encourage families to make all medical and dental appointments out of school time.
- Seek proof of appointments which cannot be made out of school hours.
- Ask families to provide medical evidence where there are attendance concerns.
- Follow Public Health England guidance regarding the recommended number of days absence for

- specific conditions.
- Regularly monitor levels of absence due to illness for individual pupils.
- Support families of children with regular illness absence through referrals and signposting to advice from health professionals.

Bereavement

We will:

- Understand bereavement may necessitate unavoidable absence due to the death of a close relative or the attendance at a funeral. Such will be reviewed on a case-by-case basis, considering factors such as travel distance and the closeness of the relative.

Religious Observance

We will:

- Only authorise 3 days authorised absence for religious observance in one school year.
- Only authorise religious leave for compulsory religious observance, i.e. Eid or Hajj. We understand that Umra is a highly recommended aspect of Islam, but it is a voluntary observance and leave will not be authorised.

Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as 'unauthorised absences'.

Trinity All Saints will:

- Categorise attendance less than 90% but more than 50% as persistent absence in line with statutory guidance
- Categorise attendance of less than 50% as severely absent.
- Keep records of all requests for leave of absence for the duration of the child's time in school.
- In some cases, where there continues to be an issue with a child's attendance, school may decide to unauthorise all absences unless medical evidence is provided.
- School in the first instance and then the **Bradford Local Authority**, may contact parents/carers and consider taking legal action against you if your child has unauthorised absences.
- If you remove your child/children from school without the Headteacher's permission a '**Request for a Penalty Notice for unauthorised term time holiday**' will be issued to Bradford Children's Services. Each penalty notice will be £60 per parent per child. For a family with two parents and two children, this would be £240. Please note that this increases to £120 per parent per child if not paid within 28 days. Failure to pay the Penalty Notice could result in Bradford Children's Services starting legal proceedings against you. You will also risk losing your child's/children's place in school as they could be taken off roll.

If you still decide to request leave the following process will be followed by Trinity All Saints CE Primary School:

- All leave of absence requests must initially be made on an official 'Leave of Absence Request Form' and must be received by school at least 4 weeks before the date of the absence. **Please do not book any travel tickets before your request has been dealt with by the school.**
- Parents/carers may be asked to attend a meeting with the Headteacher or other senior member of staff to discuss the application if the school feels that this is necessary. This is simply a record of our meeting for safeguarding reasons, this does NOT mean that your request will be authorised. A

verbal decision that the leave will be unauthorised will be made at this meeting.

- You will be formally notified in writing that the leave is unauthorised and will be given the reason(s) why. You will also be advised that trips during term time will be referred to the local authority who may issue a fixed penalty notice. Good previous attendance does not guarantee that you will not be fined.

Legal Note

- Parents/carers have a legal responsibility (Section 444 of the 1996 Education Act) to ensure their child's attendance at school. Permitting an absence from school that is not authorised by the school creates an offence in law.
- Parents who fail to ensure their children attend school regularly without good reason could receive a penalty notice fine or be prosecuted and could be fined up to £1,000. In more serious offences, where parents have been previously prosecuted, they could be fined up to £2,500 or face imprisonment.

Children Missing Education

When pupils are absent and the school is not aware of any reasons for that absence after 20 days, then your child is considered to be a **Child Missing Education**. However, school does not need to wait until the full 20 school days have elapsed before making the referral - the referral should be made as soon as we have exhausted our enquiries. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formally Social Services), the Police, and other agencies, to try to track and locate your child. See appendix 2 for more information on CME.

Children Not Collected

The following procedure is followed when children are not collected by an appropriate adult at the end of the school day:

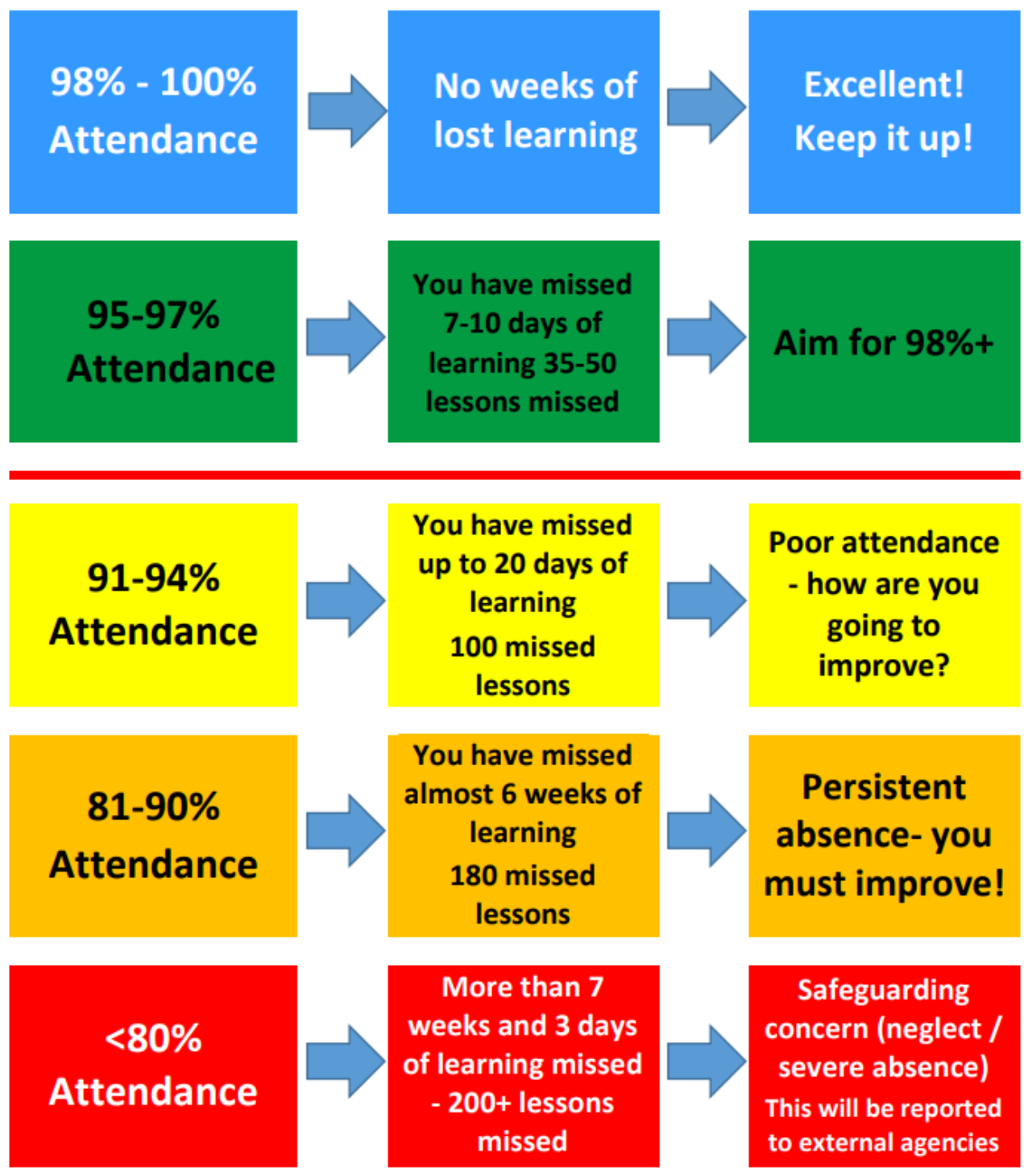
- If not collected at 3.15 pm children are kept safe with their Class Teacher/Teaching Assistant until 3.20 pm.
- At 3.20 pm the children are safely escorted by a member of staff to the school office where they will be supervised by a member of staff until they are collected by an appropriate adult. A record of the time they are collected is kept.
- If children are not collected by 3.30 pm, the school office will contact parents to collect them as soon as possible. Other emergency contact numbers will be called if parents/carers cannot be reached until an appropriate adult can collect them.
- If we do not have any contact, children will go to our after-school club (there will be a payment attached to this) Children's Social Care/Police will be contacted if no contact is made by 4.30 pm so that the appropriate actions can be taken.
- Children who go home alone at the end of the school day or after an extra-curricular activity/school visit, must have written consent from a parent/carer. It is the parents/carers responsibility to update this permission via the school office.

School Closure

School will remain open whenever possible. If it is necessary for the school to close we will notify parents at the earliest possible time via the SchoolPing app. In severe weather conditions, the school may need to close all day, close early or it may be possible to open later in the day when weather conditions improve. Pupils who are unable to get to school owing to severe weather will be marked as a 'Y' an exceptional circumstance.

A Guide to Lost Learning through Absence

Attendance Chart



Appendix 2

Attendance Strategy 2023-24

As such our strategy is based on this and the 6 principles set out below by the DfE.

<u>Attendance strategy</u>		
<u>Tier 1- Expect</u>	<u>Whole School- Attendance is everyone's responsibility!</u>	All
<p>Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school</p>	<p>1a. Staff understanding</p> <ul style="list-style-type: none"> ➤ All staff understand the role which they play in driving improvements in attendance by welcoming children and families of low attendance into school, praising attendance and giving any support they can to improve attendance. ➤ Discuss the importance of excellent attendance linked to pupil progress when conversing with parents. Report attendance and include it in the conversation at parents evening. ➤ Share any relevant information with the DSL (Headteacher) or DDSL (Assistant Headteacher) ➤ Record any cause for concerns on CPOMS in line with the Safeguarding and Child Protection policy. <p>1b. Class/Worship</p> <ul style="list-style-type: none"> ➤ Attendance visuals in all classrooms to develop common language. ➤ Attendance rewards in weekly Worship for 100% attendance and whole class reward for highest attendance. ➤ Termly 100% letters sent home ➤ 100% attendance displayed in the hall to celebrate good attendance. 	

	<p>1c. Regular communications with parents</p> <ul style="list-style-type: none"> ➤ Prompt daily communication with parents to establish and follow up on cause of absence. ➤ Home visits if the absence prompts a safeguarding concern. Triggers that may prompt a home visit: <ul style="list-style-type: none"> • No communication from a parent • 5 days continuous absence without medical proof • vulnerable (pupils we need to know decision made on day one whether a home visit is needed) • 3 consecutive days of absence with no communication from parent ➤ Proactive work by the team to ensure that we can intervene quickly with parents/pupils to get pupils back into school as quickly as possible. 	
	Tracking and Monitoring	Quality Assurance
	<ul style="list-style-type: none"> ○ Weekly awards in Worship for attendance. ○ Recording of daily attendance conversations. ○ Recording of home visits. ○ Saved copies of forms submitted for penalty notice requests. ○ Saved copies leave of absence request forms. 	<ul style="list-style-type: none"> ○ Weekly Worship PowerPoint check for attendance awards. ○ Monitored as part of half termly attendance meeting. ○ All leave of absence request forms signed by the headteacher. ○ All attendance certificates submitted with penalty notice requests are signed by the headteacher.

<p style="text-align: center;"><u>Tier 2 - Monitor</u></p> <p>Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.</p>	<p>2.a Systems – monitor half termly</p> <ul style="list-style-type: none"> ➤ HT to develop existing internal data to outline clear escalations. ➤ Half termly data on demographic groups saved. <p>2.b HT/OM to review attendance every two weeks.</p> <p>Action 1: HT to update internal data on: Persistent Absence to date, disadvantaged vs non-disadvantaged, male vs female gap, SEND vs non-SEND (focus on barriers) and prioritise action.</p> <p>Action 2: Review actions from the previous meeting.</p> <p>Action 3: OM to distribute letters as per the attendance monitoring spreadsheet and update to confirm which letters have been sent.</p> <p>Action 4: LA/JB SENDCO to meet twice per half term to look at key SEND pupils.</p> <p>2.c Contact with Parent/Carer</p> <ul style="list-style-type: none"> ➤ Letter 1 – Half termly parents of children with attendance below 90% receive Letter 1 which notes their child’s current attendance and outlines the effect of poor attendance on their education. ➤ Pre 5 Letter – Half termly parents of children under 5 with attendance below 90% receive Pre 5 Letter ➤ Lates Letter 1 – Half termly parents of any child who has arrived late on a number of occasions since the last monitoring meeting are sent Lates Letter 1 	<p style="text-align: center;">All</p>
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	2.d Monitor and ensure relevant information relating to specific pupils is shared with any necessary external agencies.		Below 90%
	Tracking and Monitoring	Quality Assurance	
	<ul style="list-style-type: none"> ○ HT/OM Attendance Meetings half termly ○ LA/JB SEND Meetings twice termly 	<ul style="list-style-type: none"> ○ Calendared meetings 	
<p><u>Tier 3 - Listen and understand</u></p> <p>When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.</p>			Between 80-90%
	3.a Following Letter 1 attendance does not improve		
	<ul style="list-style-type: none"> ➤ Letter 2 - Contact with parents outlining lack of improvement/decline in attendance and asking families to contact school for any support we may be able to offer. ➤ or Letter 3 - if absences are related to illness without any medical evidence. ➤ or Letter 4 - Contact with parents congratulating improved attendance. ➤ Half termly wellbeing interviews of vulnerable pupils to ascertain any support required in school. 		
	3.b Following Lates Letter 1 punctuality does not improve		
	Tracking and Monitoring	Quality Assurance	
	<ul style="list-style-type: none"> ○ CT/OM - actions to be logged on the attendance monitoring spreadsheet and reviewed half termly. ○ Record of conversations maintained. 	<ul style="list-style-type: none"> ○ CT/OM - review of actions logged on the attendance monitoring spreadsheet half termly. ○ AJ - reports to CT any concerns raised during the wellbeing interviews. 	

<p><u>Tier 4 - Facilitate support</u></p> <p>Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.</p>	<p>4. Attendance continues to decline after Letter 2.</p> <ul style="list-style-type: none"> ➤ Case work – allocation of families with complex/needs barriers to Bradford’s allocated Attendance Improvement Officer. ➤ Letter 5 – no improvement or request for support, formally invite into school for an attendance meeting with HT/OM. Identify barriers and offer agency support. ➤ Complete ‘Attendance Meeting Form’ to record actions and support ➤ Consider working with other schools in the local area if siblings attend other schools 		<p>Between 80-90%</p>
	<p>Tracking and Monitoring</p> <ul style="list-style-type: none"> ○ Actions to be logged on the attendance monitoring spreadsheet. 	<p>Quality Assurance</p> <ul style="list-style-type: none"> ○ Review half termly in attendance meeting. 	
	<p>5. No improvement after Letter 3 - Formalising support</p> <ul style="list-style-type: none"> ➤ Letter 6 - LA monitoring of attendance ➤ Letter 7 - Invitation to LA Attendance Panel Meeting ➤ Letter 8 – failure to attend Attendance Panel Meeting 		
<p><u>Tier 5 - Formalise support</u></p> <p>Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.</p>			<p>Below 80%</p> <p>(PP/SEND focus)</p>

<p><u>Tier 6 - Enforce</u></p> <p>Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.</p>	<p>6. Enforce - OM will submit fixed penalty notices and legal intervention requests when all other strategies have failed.</p> <ul style="list-style-type: none"> ➤ Letter 9 – legal proceedings 		<p>Below 80%</p>		
	<p>Tracking and Monitoring</p>			<p>Quality Assurance</p>	
	<ul style="list-style-type: none"> ○ Intervention request logged on attendance monitoring spreadsheet ○ OM to monitor progress of submissions 			<ul style="list-style-type: none"> ○ Bespoke meeting to review paperwork before submission 	

Appendix 3

Plan for letter dispersal - half termly attendance meetings will agree on actions and letters to be sent out on behalf of the Headteacher.

Attendance Letters and Forms		
Tier	Code	Letter
1	100%	100% Termly Attendance Letter
2	L1	Letter 1 Attendance below 90%
	Pre 5	Pre 5 Letter Attendance below 90%
	Lates 1	Lates Letter 1
3	L2	No improvement after Letter 1
	L3	No improvement after Letter 1 – absence due to illness/medical reasons – medical evidence required
	L4	Improvement after Letter 1
	Lates 2	Lates Letter 2 - Invitation to Punctuality Meeting in school
4	L5	Letter 5 - Invitation to Attendance Meeting in school
	AM	Attendance Meeting Record
5	Enf 1	Letter 6 Enforcement Letter 1 - LA monitoring
	Enf 2	Letter 7 Enforcement Letter 2 - LA Attendance Panel Meeting
	Enf 3	Letter 8 Enforcement Letter 3 - Failure to attend Attendance Panel Meeting
6	Enf 4	Letter 9 Enforcement Letter 4 - Legal proceedings

100% Termly Attendance Letter

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

I am writing to pass on our congratulations. <NAME> has achieved 100% attendance during < ENTER TERM> (DATES).

By ensuring <NAME> attends school regularly, you are providing the best chance you can for their future success.

In addition, at Trinity All Saints, we are working hard to improve our whole school attendance figures. <NAME>'s good attendance benefits them personally but also contributes to making our whole school the best it can be.

I would like to personally thank you for your efforts, and the positive attitude to learning and education <NAME>'s continued good attendance demonstrates.

Yours sincerely,

Mrs C Taylor
Headteacher

Letter 1 Attendance Below 90%

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. Your child's current attendance is as follows:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year

Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95%: 10 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week leave of absence every year can only achieve 95% attendance.

90% and below: 19 days + absence a year

The Government classes pupils in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

If you would like to discuss any issues that may be affecting your child's attendance or would like further information or support, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk

Yours sincerely,

Mrs C Taylor
Headteacher

Pre-5 pupils in EYFS

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

We understand there are often genuine reasons for children to be absent from school. We also understand that you may have given reasons for these absences. However, as <NAME>'s attendance is **below 90%**, we wanted to make you aware of what happens if this falls below 90% once <NAME> is five years old.

Attached with this letter is an information leaflet from Bradford Council which sets out what persistent absence is. This makes it clear that when a child's attendance falls below 90%, they are classed as a 'persistent absentee'. Parents also risk being issued with a fixed penalty notice if their child's attendance is below 90% and further absences are classed as unauthorised.

If you would like to discuss any issues that may be affecting your child's attendance or do not understand aspects of this letter, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk

Yours sincerely,

Mrs C Taylor
Headteacher

Also attach a copy of Bradford Council's leaflet on Persistent Absence:

[https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Persistent%20Absence%20TriFold%20\(1\).pdf](https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Persistent%20Absence%20TriFold%20(1).pdf)

Lates Letter 1

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to <Name of pupil>'s current number of late sessions:

Attendance	<current attendance> %
Number of late sessions	<current AA> %
Number of unauthorised lates	<current UA> %

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence" - an explanation of this term and the possible consequences are attached.

If you would like to discuss any issues that may be affecting your child's attendance, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk

Yours sincerely,

Mrs C Taylor
Headteacher

Also attach a copy of Bradford Council's leaflet on Persistent Absence:

[https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Persistent%20Absence%20TriFold%20\(1\).pdf](https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Persistent%20Absence%20TriFold%20(1).pdf)

Letter 2 No improvement after Letter 1

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

Since we wrote to you on <DATE OF 1ST LETTER>, <NAME>'s attendance has failed to improve significantly, and is now <ATTENDANCE PERCENTAGE>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with <NAME>. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help <NAME> to improve <HIS/HER> attendance. If you would like to discuss <NAME>'s attendance, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk to arrange a mutually agreeable appointment.

We would appreciate your support to make sure <NAME>'s attendance improves. The school will continue to monitor the situation and may refer your child's absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation.

Yours sincerely,

Mrs C Taylor
Headteacher

Letter 3 No improvement after letter 1 Medical evidence required

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

Since we wrote to you on <DATE OF 1ST LETTER>, <NAME>'s attendance has failed to improve significantly, and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why <NAME> has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil has been absent and is being supported by a doctor. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, hospital letters etc.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as "**unauthorised**".

We would appreciate your support to make sure <NAME>'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation.

Yours sincerely,

Mrs C Taylor
Headteacher

Letter 4 Improved attendance after Letter 1

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

I wanted to write to you to pass on our thanks.

As you will be aware from our last letter, we have been concerned about <NAME's> attendance. You will also be aware they have been on a period of monitoring due to their poor attendance. We have been closely monitoring <NAME's> attendance and are really pleased with the improvements we have seen. Since we write to you there has been no unauthorised absence.

By ensuring <NAME> attends school regularly, you are providing the best chance you can for their future success.

We will continue to monitor the attendance of all our pupils where attendance is not high enough. Bradford Local Authority expects that where improvements have been made, these are maintained **for a minimum of 12 weeks**.

To support this, we ask all parents to:

1. Bring your child to school **every single day**, unless there is a really good reason they need to be at home.
2. Provide medical evidence if they are ill (this could be a text appointment or a prescription for your child or showing us the named medication, they have been given by the Doctor).
3. Contact school if they will be absent.

I would like to personally thank you for your efforts, and the positive attitude to learning and education <NAME>'s continued good attendance demonstrates.

Yours sincerely,

Mrs C Taylor
Headteacher

Lates Letter 2

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

Since I wrote to you on <DATE OF 1ST LETTER>, I have reviewed your child's punctuality and I am disappointed to find that punctuality is still a concern. **Your child has continued to be late in school.**

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3.4 days of school lost a year
10 minutes late every day = 1.4 school weeks lost a year
15 minutes late every day = 2.6 school weeks lost a year
20 minutes late every day = 2.8 school weeks lost a year
30 minutes late every day = 4 school weeks lost a year

I would now like to meet with you in person to discuss <NAME>'s punctuality. **The meeting is arranged for <DATE> at <TIME>.**

If you are unable to attend this meeting, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk and we will arrange a more convenient time. If you can attend, please confirm by phone or email via the contact details above.

If you have any further questions please do not hesitate to get in touch.

Thank you for your continued support.

Yours sincerely,

Mrs C Taylor
Headteacher

Also attach a copy of Bradford Council's leaflet on Persistent Absence:

[https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Persistent%20Absence%20TriFold%20\(1\).pdf](https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Persistent%20Absence%20TriFold%20(1).pdf)

LETTER 5 – Invitation to meeting

Parent/Carer of <NAME>

<DATE>

Dear Parent/Carer,

I wrote to you on <DATE OF PREVIOUS LETTER> to express my concern regarding <NAME>'s attendance.

<NAME>'s previous attendance of <ADD PREVIOUS ATTENDANCE PERCENTAGE> has not improved and currently stands at <CURRENT ATTENDANCE PERCENTAGE>. Persistent absence will likely have an impact on <HIS/HER> academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

I would now like to meet with you in person to discuss this absence. This meeting will be to discuss how we can improve your child's attendance and ensure that they get the very best from their education. **The meeting is arranged for <DATE> at <TIME>.**

If you are unable to attend this meeting, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk and we will arrange a more convenient time. If you can attend, please confirm to the school office via the contact details above.

Thank you for your continued support.

Yours sincerely,

Mrs C Taylor
Headteacher

Attendance Meeting Record					
School		Name of Pupil		Date	
Parent/Carer		Main Concern		% Attendance	
Concern you are Raising e.g:		Parent/Carer Explanation:			
<ul style="list-style-type: none"> • Types • Frequency of Absence • Any patterns 					
Any family/social difficulties which prevent or affect attendance					
What advice support is required or recommended?					
Parent made aware and understands legal implications?		Education Act 1996 section 444 states that all parents are legally responsible for ensuring their child's attendance at school. Once all required support is in place, a failure to ensure regular attendance could result in the Local Authority pursuing legal action.			
Target to improve attendance		(Advise that the next unauthorised absence will trigger escalation)			
Agreed action for School					
Agreed action for other professionals (i.e., Attendance Improvement Officer)					

Letter 6 Enforcement Letter 1

Dear <NAME OF PARENT>,

Name of Child:	<NAME>
Date of Birth:	<DOB>
Attendance Percentage:	<ATTENDANCE PERCENTAGE>

Regular attendance at school is a major focus for the Department for Education (DFE) and Bradford Council. In an effort to improve pupil’s school attendance, schools and the council work together to challenge parents who fail to ensure their children attend school regularly without any known justifiable cause.

<NAME>’s attendance this academic year is currently <ATTENDANCE PERCENTAGE>. This is considerably below what our school, the government and Bradford Council considers to be a level of attendance recommended for children to achieve their educational potential. Please note that parents are advised to provide an explanation for their child’s absence. Absences through illness will no longer be authorised without medical evidence, for example a letter from your doctor, a copy of your child’s prescription or an appointment card.

I will be monitoring your child’s attendance for the next 3 weeks. Should there be any further unauthorised absences I will invite you to an Attendance Panel Meeting. It is the Headteacher’s decision as to whether to accept any parental explanation for absence. Please be aware that pupils arriving to school after the official close of registers will be marked as ‘unauthorised absent’ unless there are legitimate reasons for your child’s late arrival.

Every day in school counts towards <NAME>’s future, and I thank you in advance for supporting Trinity All Saints CE Primary School in ensuring excellent school attendance.

If you are experiencing any difficulties, or do not understand aspects of this letter, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk.

Yours sincerely,

Mrs C Taylor
Headteacher

Letter 7 Enforcement Letter 2 - Attendance Panel Meeting Invite

Dear <NAME OF PARENT>,

Name of Child:	<NAME>
Date of Birth:	<DOB>
Attendance Percentage:	<ATTENDANCE PERCENTAGE>

You will recall that I wrote to you on <DATE OF ENFORCEMENT LETTER 1> regarding <NAME>'s poor attendance at school. I enclose a copy of <NAME>'s registration certificate, showing that since (date), <NAME> has had <NUMBER OF UNAUTHORISED SESSIONS> sessions of unauthorised absence. You will notice that further unauthorised absence has occurred.

Unfortunately, <NAME>'s attendance has failed to improve sufficiently. <NAME>'s current attendance is <ATTENDANCE PERCENTAGE>. I am therefore inviting you to attend an Attendance Panel Meeting. The meeting is scheduled to take place at **Trinity All Saints CE Primary School** on <DATE> at <TIME>. You will be asked to agree to a parenting contract to support <NAME>'s attendance at school. If you are unable to attend the meeting or require an interpreter, please contact the school office on 01274 564977 or office@trinity.bradford.sch.uk as soon as possible.

Absences through illness will no longer be authorised for your child without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

I must remind you that it is a parent's responsibility to ensure that their children receive an education. This is stated in Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".

Should you be prosecuted for failure to ensure <NAME>'s regular attendance at school, you may be sentenced to a fine of up to £2,500 and/or a 3-month custodial sentence.

If you are experiencing any difficulties, or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely,

Mrs C Taylor
Headteacher

Letter 8 Enforcement Letter 3 - Failure to attend Attendance Panel Meeting

Dear <NAME OF PARENT>,

Name of Child:	<NAME>
Date of Birth:	<DOB>
Attendance Percentage:	<ATTENDANCE PERCENTAGE>

I am sorry you were unable to attend the Attendance Panel Meeting today. However, the importance of this meeting cannot be stressed enough as <NAME>'s school attendance continues to be irregular with many unauthorised absences. I enclose a copy of <HIS/HER> registration certificate, which shows that <NAME> has attended <NUMBER OF SESSIONS MADE> out of a possible <NUMBER OF SESSIONS AVAILABLE> sessions at school; <NUMBER OF UNAUTHORISED SESSIONS> of which are classed as unauthorised absence.

The decision has therefore been taken to continue to monitor your child's attendance until <DATE OF REVIEW>. At that point your child's attendance will be reviewed, and if they are still causing a concern, a decision will be made as to what further action will be taken.

The school may continue to unauthorise future absences unless medical evidence is provided. Medical evidence may include appointment cards, copies of prescriptions, letters from specialists etc.

I continue to be available to you to offer support regarding <NAME>'s school attendance, therefore please do not hesitate to contact me via the school office on 01274 564977 or office@trinity.bradford.sch.uk to discuss the situation further.

Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by Bradford Council.

Yours sincerely,

Mrs C Taylor
Headteacher

Also attach a copy of Bradford Council's leaflet Warning and Penalty Notices:
[https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Penalty%20Notices%20TriFold%20\(2\).pdf](https://bso.bradford.gov.uk/userfiles/file/Behaviour%20and%20Attendance/Penalty%20Notices%20TriFold%20(2).pdf)

Letter 9 Enforcement Letter 4 - Legal Proceedings

Dear <NAME OF PARENT>,

Name of Child:	<NAME>
Date of Birth:	<DOB>
Attendance Percentage:	<ATTENDANCE PERCENTAGE>

Despite previous attempts to improve <NAME>'s poor attendance at Trinity All Saints CE Primary School I remain concerned at the level of unauthorised absence. I enclose a copy of <NAME>'s registration certificate, showing that since (date), <NAME> has had <NUMBER OF UNAUTHORISED SESSIONS> sessions of unauthorised absence. **You will be aware from previous contact from me that you are legally responsible for the regular attendance of your child at school.**

Following a thorough assessment of this case, the decision has been made to refer your child's poor attendance to Bradford Council. Bradford Council will now be conducting a criminal investigation and considering whether or not to instigate legal proceedings against you for an offence under Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence"

The Local Authority will be in contact with you shortly, and in the meantime, I would urge you to ensure your child attends school regularly. If you are experiencing any difficulties or you do not understand aspects of this letter, please contact me via the school office on 01274 564977 or office@trinity.bradford.sch.uk to discuss the situation further.

Yours sincerely,

Mrs C Taylor
Headteacher

Appendix 4

Local Authority Guidance for Children Missing Education (CME)

Education Access Team including joint enquiries and children missing education.

Policy and procedure

September 2023

Contents

- 1. Introduction**
- 2. Legislation and relevant documentation**
- 3. Team structure**
- 4. Roles and responsibilities**
- 5. Children Missing Education process in Bradford (not on the roll of a school)**
- 6. Families new to Bradford**
- 7. Joint Enquiries process in Bradford (children who are on the roll of a school whose absence is unexplained and their whereabouts unknown)**
- 8. Removing from the register and next steps**

1. Introduction

- 1.1 Children Missing Education (CME) is a term used by the Department for Education (DfE) to describe children of compulsory school age who are not registered pupils at a school and are not receiving a suitable education otherwise than at a school.
- 1.2 All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special education needs they may have.
- 1.3 Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
- 1.4 Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

2. Legislation and relevant documentation

- 2.1 [The Children Act 2004](#) places a duty on all agencies to make arrangements to safeguard and promote the welfare of children, including sharing information to support in this duty.
- 2.2 [The Education Act 1996](#) places a duty on local authorities under 436A to make arrangements to establish the identities of compulsory school aged children who are not registered pupils at a school and are not receiving a suitable education otherwise. The Act also places a duty upon parents to secure their compulsory school aged children an efficient full-time education suitable to his age, ability and aptitude and to any special educational needs or additional learning needs, either by regular attendance at school or otherwise. The Act defines compulsory school age under section 8.
- 2.3 [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) define the grounds under which a child can lawfully be removed from a school's admissions register.
- 2.4 [Children Missing Education: Statutory guidance for local authorities 2016](#) sets out key principles to enable local authorities in England to implement their legal duty under 436A of the Education Act 1996.
- 2.5 [Keeping children safe in education: Statutory guidance for schools and colleges on safeguarding children and safer recruitment 2022](#) provides guidance to schools and colleges in England which they must have regard to when carrying out their duties to safeguard and promote the welfare of children. KCSIE emphasises that safeguarding is a shared responsibility and that anyone who has contact with children has a part to play in ensuring their welfare. In this, schools are particularly important as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.
- 2.6 [Working together to improve school attendance](#) provides guidance to help schools, academy trusts, governing bodies and local authorities maintain high levels of school attendance, including roles and responsibilities.

- 2.7 [CBMDC Fair Access Protocol for Children and Young People](#) is used for eligible children or young people who have not secured a school or academy place under the in-year admission procedures. As per the School admissions code 2021, Local Authorities must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.
- 2.8 [CBMDC CME guidance on Bradford Schools Online](#) is for schools and other professionals explains the context and processes associated with CME in Bradford.

3. Team structure

- 3.1 The Education Access Team sits within the Education Safeguarding Team, under City of Bradford Metropolitan District Council directorate of Children's Services.
- 3.2 The team consists of a team manager, 3 Senior Education Access Officers, 2 Business Support Officers, 1 Referral Officer, 5 Education Access Officers and 2 Refugee Education Officers. Enhanced DBS clearance is mandatory for all our staff and specific mandatory training is delivered including Safeguarding, Equality and Diversity and Health and Safety including lone worker arrangements.

4. Roles and responsibilities

- 4.1 Parents and carers have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.
- 4.2 Where a parent notifies the school in writing that they are home educating, the school must delete the child's name from the admission register and inform the local authority. Keeping Children Safe in Education suggests that schools and local authorities coordinate a meeting to ensure that the parent fully understands the implications of their choice. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity. Notification to the local authority in respect of [Elective Home Education](#) should be made to ElectiveHEducation@bradford.gov.uk or 01274 439340.
- 4.3 Children with Education, Health and Care (EHC) plans can be home educated. Where the EHC plan sets out SEN provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the EHC plan names a school or type of school as the place where the child should receive his or her education but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the plan or statement annually to assure itself that the provision set out in it continue to be appropriate and that the child's SEN continue to be met. Further information on EHC Plans can be found on the [Bradford Local Offer](#) website.
- 4.4 All schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, the pupil will attend the school. Notifications to the local authority of children being entered on the admission register at non-standard transition points should be completed via the [Bradford Schools Online on- roll proforma](#).
- 4.5 If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable

enquiries to establish the child's whereabouts and consider notify the local authority at the earliest opportunity, within at least 10 school days, via a Joint Enquiries referral form sent securely to CME@bradford.gov.uk

- 4.6 Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. School should refer to the local authority at the earliest opportunity, within at least 10 school days, via a Joint Enquiries referral form sent securely to CME@bradford.gov.uk. The local authority will conduct enquiries in addition to the school enquiries, and once it is established that these joint enquiries have failed to establish the whereabouts of the child, the school can consider removing the pupil from the register.
- 4.7 A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling. It is a school proprietor's decision & responsibility to remove children from their school register, the local authority will provide support and advice where required. If school proprietors are in doubt, they should seek legal advice.
- 4.8 In accordance with regulation 12(6) of the Education (Pupil Registration) (England) Regulations 2006 as amended, all schools must notify the local authority when a pupil's name is to be deleted from the admission register at non-standard transition points under any of the reasons set out in regulation 8, as soon as the pupil's name is to be deleted. Notifications to the local authority of children being removed from the admission register at non-standard transition points should be completed via the [Bradford Schools Online on-roll proforma](#).
- 4.9 Where a pupil is registered at a special school under arrangements made by a local authority, the pupil's name cannot be deleted without the consent of the local authority or, if the local authority refuses to give consent, without a direction from the Secretary of State, unless the pupil is registered at the school as a result of a school attendance order, but school has now been named on that order or the order is revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the pupil's name is deleted under regulation 8(1)(a); or the pupil has died, and the pupil's name is deleted under regulation 8(1)(j); or the pupil has been permanently excluded from the school, and the pupil's name is deleted under regulation 8(1)(m)
- 4.10 If a mainstream school is to remove a child with an EHCP from roll, they should make contact with the local authority SEND team, as a review of the EHCP is needed.

- 4.11 Local authorities have a duty under section 436A of the Education Act 1996 to make arrangement to establish the identities of compulsory school aged children in their area who are not registered pupils at a school and are not receiving an education otherwise. This does not include children who are receiving tuition provided by the local authority, children who are registered at an education provision but not attending regularly or children who are being electively home educated unless the local authority is not satisfied that the home education is a suitable full-time education.
- 4.12 As defined by Ofsted: *“Off-rolling is 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.”* Schools who do not notify the Local Authority of children being removed from their roll as per the guidance above may potentially place children at risk of significant harm by failing to ensure that children receive appropriate support. Local Authorities are duty bound to notify Ofsted of any safeguarding incidents. A failure to comply with Education (Pupil Registration) Regulations i.e. by failing to notify the local authority of a child being removed from roll or incorrectly removing a child from roll is a criminal offence under Section 434(6) of the Education Act 1996. It is therefore very important that schools contact the Education Safeguarding Team if they are in any doubt whether or not they need to notify the local authority of a child being removed from roll.

5. Children Missing Education process in Bradford (not on the roll of a school)

- 5.1 Every child recorded or believed to be a CBMDC resident of compulsory school age will be captured as part of our CME processes if they are not believed to be in receipt of a suitable, full-time education.
- 5.2 Information is taken from our education database, as well as received as part of data sharing agreements with other agencies working with children in Bradford. Professionals should use the CME referral form which can be requested by contacting us or visiting our page on [Bradford Schools Online](#). Referrals may also be received from the public by telephone (01274 438877) or email (CME@bradford.gov.uk). Working Together to Safeguard Children 2018 states that fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and safety of children. These principles underpin this policy and there is an expectation that all agencies will work together to ensure children missing education are identified and they have access to a suitable, full-time education as soon as possible.

- 5.3 When the local authority becomes aware of a child of compulsory school age who is reportedly in the Bradford district but not registered at a school or receiving suitable education otherwise, we will make reasonable enquiries to determine whether this is the case. These enquiries might include attempting contact with parents/carers, contacting relatives or close contacts, checking local databases including Capita and LCS, checking national databases including school2school and get information about pupils, liaising with internal teams such as school admissions, conducting checks with partner agencies such as health, police and Childrens Social Care, undertaking home visits, sending written correspondence, contacting Border Force, contacting other local authorities and officials in other countries. This list is not exhaustive; cases are taken on an individual basis meaning that enquiries may differ case to case. We endeavour to complete all reasonable and necessary checks in as short a time as possible, however timescales are often dictated by process especially as we liaise with multiple external agencies.
- 5.4 These enquiries will be recorded on our education database to provide a clear record of any actions taken. Involvement will continue until the child is confirmed to be in receipt of a suitable, full-time education or they have been confirmed to be out of area.
- 5.5 The local authority has joint working and information sharing arrangements in place to support the function of tracking and enquiring in relation to children who are missing from education. Working together to safeguarding children statutory guidance supports this inter-agency working to safeguard and promote the welfare of children.
- 5.6 Any safeguarding concerns will be reported to Bradford Childrens Foundation Trust and/or the police in line with safeguarding protocols.

6. Families new to Bradford

- 6.1 The Education Access Team also offer a service to families who are new to the Bradford district who may need additional support to secure initial access to education. Referrals can be made by professionals or families themselves. Professionals can refer for support and signposting for families new to Bradford by submitting the Education Access referral form securely to education.access@bradford.gov.uk The referral form should be accompanied by the 'Consent to sharing information' document that has been understood and signed by parent and young person (if applicable). Families can self- refer by contacting 01274 439393 or attending the drop-in on Tuesday's between 9:30- 11:30 at Britannia House, BD1 1EE.
- 6.2 Referrals are triaged at the point of receipt and may result in ongoing case work, advice, signpost and close or no further action. Ongoing case work will not usually be offered to families who already have the involvement of a Social Worker or Targeted Early Help Worker. Referrers will be notified of the outcome. Where case work is agreed, an Education Access Officer will be assigned who will liaise the team around the family to offer support to the family to access to education. Case work will be reviewed on a regular basis against the outcome of supporting children and young people to secure initial access to education. Exit strategies will be agreed dependent on outcome but will always be shared with the family and other agencies supporting. This may include step-

up/step-down referrals including Early Help and Children's Social Care. Education Access Team case work will always be time-limited i.e. closure once child starts school or in cases on non-engagement, i.e. closure and referral to Children's Social Care, closure and recommendation of Early Help support led by school or other agency and/or referral into the Attendance and Legal Team.

- 6.3 Education Access Officers will work with families to provide support and guidance as required, advocate for the family in the admissions process including supporting the submission of ICAFs or other school admission forms, encourage and empower families being supported to come together to utilise their own resources and strengths to overcome challenges, support education settings where required and within remit to secure the placement (including supporting pre-admission process), work in partnership with other agencies to contribute to effective outcomes e.g. SEND Team, Early Help, School Admissions, engage with third-party agencies as appropriate in effectively delivering support for families (e.g. MEARS and Horton Housing, coordinate exit strategies to Education Access Team involvement and remain open to related future support requests following closure. Where required, officers will support Lead Practitioners in undertaking an Early Help assessment.
- 6.4 Refugee and asylum seeker children have the same entitlement to education as other children in the UK however they can often find it harder to access education due a number of barriers which may include language, past experience and trauma. The Education Access Team aim to support refugee and asylum seekers into education through practical support and advice. The Education Access Team is also on hand to provide advice and support to schools who have refugee and asylum seeker children on roll. Please see our 'Quick guide to refugees and asylum seekers' or contact our Refugee Education Officers on 01274 439393. The Education Access team only support with FSM enquiries for Asylum Seekers. If you have any other queries relating to FSM, please contact 01274 432772.
- 6.5 Children from GTRSB communities have the same entitlement to education as other children but can sometimes have lower educational outcomes than their peers. The Education Access Team are on hand to provide advice, guidance and support to GTRSB families in relation to education access.

7. Joint Enquiries process in Bradford (children who are on the roll of a school whose absence is unexplained and their whereabouts unknown)

- 7.1 CBMDC provides a referral service to all maintained schools, academies, free schools and independent schools for pupils whose absence is unexplained and their whereabouts are unknown.
- 7.2 Referrals should be submitted using the Joint Enquiries referral form to CME@bradford.gov.uk by schools when they believe a child's absence to be unexplained and upon doing their enquiries as part of their attendance procedures, the pupils whereabouts is unknown. Referrals must be fully complete, incomplete referrals will be returned to the sender and will need to be resubmitted in full completeness before action is taken. School enquiries should include, as a minimum, contacting the parent/carer or other key contacts if the parent/carer is not contactable, making

enquiries with class teachers and friends where appropriate, liaising with sibling schools, conducting home visits (one of which should be within 5 days before referral, sending correspondence to the family, checking with previous schools if appropriate, checking with other agencies known to be working with the family. If schools are provided with a forwarding address, it is expected that schools will make enquiries with the new local authority to attempt to get confirmation of the family's arrival in the new local authority. If the new local authority can confirm they are aware of the family residing in their area, the school do not need to make a Joint Enquiries referral, they need to record this clearly on their system and follow off-rolling procedures including notification to the local authority via the [Bradford Schools Online off-roll proforma](#).

- 7.3 School enquiries should continue past the point of referral to the local authority, it is expected that schools continue their efforts to ascertain where the pupils is within their means and it is important that they update the local authority of any new information as a result of these enquiries.
- 7.4 Once the local authority receives the referral and accepts it, the referral will be triaged and then uploaded onto our education database. At triage, each referral received is risk assessed by auditing safeguarding concerns identified in the referral including current or historic children's services involvement.
- 7.5 Those referrals with identified markers are prioritised and we aim to complete initial enquiries within 5 working days (where a Social Worker is involved, contact during the 5 days is made to ensure sharing of information received).
- 7.6 We will undertake reasonable enquiries which might include attempting contact with parents/carers, contacting relatives or close contacts, checking local databases including Capita and LCS, checking national databases including school2school and Get Information About Pupils (GIAP), liaising with internal teams such as school admissions, conducting checks with partner agencies such as health, police and Childrens Social Care, undertaking home visits, sending written correspondence, contacting Border Force, contacting other local authorities and officials in other countries. address, contacting other local authorities where required. This list is not exhaustive; cases are taken on an individual basis meaning that enquiries may differ case to case. We endeavour to complete all reasonable and necessary checks in as short a time as possible, however timescales are often dictated by process especially as we liaise with multiple external agencies.
- 7.7 Once reasonable enquiries by the local authority have been concluded, the local authority will make contact with the school to advise of this. If it is agreed by both parties that the joint reasonable enquiries have failed to ascertain where the pupil is, and that the other grounds in 8(1)(h) of the Education (Pupil Registration) Regulations 2006 are met then the proprietor can look to remove from the register if they are satisfied that the grounds for removal have been met. If the proprietor believes the grounds for removal have been met, they should remove from roll and within 5 days and notify the local authority of the removal via the [Bradford Schools Online off-roll proforma](#). Pupils who are not located during joint enquiries will be recorded as such on our education database and will be reviewed annually.

- 7.8 Pupils who are located in Bradford during joint enquiries will return to the school in which they were on roll at prior to their CME status. If the school is no longer within reasonable travelling distance in line with [DfE guidance](#), they will be supported by the Education Access Team to seek a nearer school place. If it is believed that 8(1)(e) of the Education (Pupil Registration) Regulations 2006 are met, the proprietor can look to remove from the register if they are satisfied that the grounds for removal have been met. If the proprietor believes the grounds for removal have been met, they should remove from roll and within 5 days and notify the local authority of the removal via the [Bradford Schools Online off-roll proforma](#).
- 7.9 Pupils who are located outside of Bradford, in another Local Authority within UK should be confirmed by the receiving authority to check their residence. If it is believed that 8(1)(e) of the Education (Pupil Registration) Regulations 2006 are met, the proprietor can look to remove from the register if they are satisfied that the grounds for removal have been met. If the proprietor believes the grounds for removal have been met, they should remove from roll and within 5 days and notify the local authority of the removal via the [Bradford Schools Online off-roll proforma](#).
- 7.10 Pupils who are located outside of the country, where it is believed they are no longer ordinarily resident in Bradford, should be considered under 8(1)(e) of the Education (Pupil Registration) Regulations 2006. If the proprietor believes the grounds for removal have been met, they should remove from roll and within 5 days and notify the local authority of the removal via the [Bradford Schools Online off-roll proforma](#).
- 7.11 In all cases of removal from roll, the proprietor of the school should seek legal advice in uncertain cases.
- 7.12 Where practice and procedure falls short of expectations, action will be taken to escalate this. This includes practice within the team and externally.
- 7.13 The local authority undertakes regular reviews and evaluations of the policies and procedures in place for children missing education (CME).

8. Removing from the register and next steps

- 8.1 A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling. It is a school proprietor's decision & responsibility to remove children from their school register, the local authority will provide support and advice where required. If school proprietors are in doubt, they should seek legal advice.
- 8.2 In accordance with regulation 12(6) of the Education (Pupil Registration) (England) Regulations 2006 as amended, all schools must notify the local authority when a pupil's name is to be deleted from the admission register at non-standard transition points under any of the reasons set out in regulation 8, as soon as the pupil's name is to be deleted. Notifications to the local authority of children being removed from the admission register at non-standard transition points should be completed via the [Bradford Schools Online on-roll proforma](#).

8.3 When a pupil transfers from a school in your area and the destination school is not known, the school should create a CTF file using XXX for the destination LA and XXXX as the destination school number, and upload it. Each file should hold information on only one pupil. When a pupil moves to a non-maintained school or one outside England and Wales then the school should use MMMMMMMM as the destination code. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school. Further guidance be found [online](#).

9. Contacts

CME 01274 438877 / CME@bradford.gov.uk

Education Access 01274 439393 / education.access@bradford.gov.uk

School Admissions 01274 439200 / schooladmissions@bradford.gov.uk

SEND 01274 435750 / SEN@bradford.gov.uk

Elective Home Education 01274 439340 / ElectiveHEducation@bradford.gov.uk

Childrens Social Care 01274 43399