



St. Anselm's College

Attendance Policy

Version 6.0

Our Mission Statement

"I can do all things through Christ who strengthens me"

Philippians 4:13

At St. Anselm's College, **faith** is at the heart of all we do. Inspired by the **Gospel** and the vision of **Blessed Edmund Rice**, we educate the **whole person** through **academic challenge** and **moral formation**, fostering a heart for **service** and **respect** for all **God's creation**.

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ATTENDANCE POLICY FOR ALL WIRRAL COLLEGES

(Updated: September 2025)

Version 6

Document Control

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Document History

Version	Date	Summary of Changes	Changed by
6	Sept 2025	<p>Page 9 – added in mention of Emotional Barriers to College Attendance and Section 19 – Access to Education policies</p> <p>Page 11 – added in the word especially in relation to transitions</p> <p>Page 13 – Section 2.5 reworded about meetings between College and LA</p> <p>Page 17 – added in about monies from penalty notices being used to support work to support attendance</p> <p>Page 19 – replaced LACES with Virtual College</p> <p>Page 20 – added in Emotional Barriers to attendance and Access to Education</p> <p>Page 21 – amended list of appendices</p> <p>Page 34 – added in sentence that parents should not presume a holiday will be authorised just because they have submitted a request</p> <p>Page 50 – new part time timetable guidance</p> <p>Page 59 – new part time timetable agreement form</p> <p>Page 70 – Section B amended</p> <p>Page 71 – sections 3.2 and 3.3 amended. Warning letter changed to Notice to Improve, deleted the words “in writing”</p> <p>Page 72 – section 4.3 amended</p> <p>Page 73 – Section 7.4 amended to include support work related to College attendance</p> <p>Page 78 – added in EPN request form for a Notice to Improve</p> <p>Page 82 – added in EPN request form for holidays</p> <p>Page 83 – added in Leave of absence request response letter</p> <p>Page 85 – added in leave of absence request response letter for under compulsory College age</p>	

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1. Introduction

St Anselm's College recognises that positive behaviour and good attendance are essential in order for students to get the most of their College experience, including their attainment, wellbeing and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the College is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the College.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent Colleges, and local authorities. It is called "[Working together to improve College attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our College Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our College ethos to:

- promote children's welfare and safeguarding;
- ensure every student has access to the full-time education to which they are entitled;
- ensure that students succeed whilst at College;
- ensure that students have access to the widest possible range of opportunities at College, and when they leave College.

It seeks to ensure that all parties involved in the practicalities of College attendance are aware and informed of attendance matters in College and to outline the College's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor student attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which students feel safe, secure and valued;
- Raising and maintaining a whole College awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at College, on time, every day the College is open unless the reason for the absence is unavoidable. **It is a rule of this College that students must attend every day, unless there are exceptional circumstances, and it is the Headteacher not the parent, who can authorise the absence.**

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1.1 Promoting Regular College Attendance

The need for **regular College attendance** is given a high priority by all Wirral schools.

The Supreme Court ruled in April 2017 (Platt v Isle of Wight) that **regular** attendance is 'in accordance with the rules prescribed by the College'. In Wirral schools, this is interpreted as **every day that the College requires a child to attend, unless the absence has been approved by the Headteacher.**

At St Anselm's College we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our students from the outset. It is a central part of our College's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

The name and contact details of the Senior Attendance Champion (the senior leader responsible for the strategic approach to attendance in our College) is:

Mr Corin Willis
cwillis@st-anselms.com

Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of College staff.

To help us all to focus on this, we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Share attendance information with the Local Authority;
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance in our newsletters;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law;
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;
- Report to parents/carers regularly on their child's attendance and the impact on their progress;
- Contact parents/carers should their child's attendance fall below the College's target for attendance.

Unsurprisingly, children who are absent from College or who are persistently late, can soon fall behind with their learning. Research conducted by the Department for Education (DfE 2016) confirmed that, as the level of overall student absence increases, the likelihood of students achieving what they are capable of decreases.

Parents of children of compulsory College age are, by law, required to ensure that their children receive a suitable education through regular attendance at College or otherwise.

1.2 Definition of 'Parent'

For the purposes of this policy and other education related issues, a **parent** is as defined under section 576 of the Education Act 1996:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- any person who, although not a natural parent, has care of a child or young person.

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Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of their relationship with the child, is considered to be a parent in education law.

1.3 Understanding types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any student's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at College is a parental responsibility and allowing absence from College, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from College has to be classified by the College (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from College for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in College time, emergencies or other unavoidable cause.

Unauthorised absences are those which the College does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the College referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes but is not limited to:

- parents/carers keeping children off College unnecessarily e.g. because they had a late night or for non-infectious illness or injury or minor ailment that would not affect their ability to learn;
- absences which have never been properly explained;
- children who arrive at College after the close of registration are marked using a 'U'. This indicates that they are in College for safeguarding purposes, however is counted as an absence for the session;
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends;
- day trips;
- other leave of absence in term time which has not been agreed.

1.4 Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A student is defined by the Government as a '**persistent absentee**' when they miss 10% or more of school (19 days) across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parents to resolve this. All students who have attendance levels of 90% or below are considered to be a persistent absentee.

A student who has missed 50% or more schooling (95 days) is defined by the Government as '**severely absent**'. Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

1.5 Understanding barriers to attendance

Whilst any child may occasionally have time off College because they are too unwell to attend, sometimes they can be reluctant to attend College. Any barriers preventing regular attendance are best resolved between the College, the parents and the child. If a parent thinks their child is reluctant to attend College, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the College Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some students face greater barriers to attendance than their peers. These can include students who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these students, however we will work with families and students to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all students who have missed/are likely to miss 15 or more College days (consecutive or cumulative) due to medical reasons/illness.

2. Expectations to ensure delivery of this Policy

2.1 Responsibilities & Expectations of Parents and Carers:

- ✓ To ensure that their child attends College every day that the College is open, unless there is a genuine and unavoidable reason that prevents them from so doing;
- ✓ To ensure that their child arrives at College no later than 8.45am. A reason should be offered for any lateness;
- ✓ To inform College as soon as possible, by 'phone or in person, if their child is unable to attend on any day, together with the reason for absence.
- ✓ To trust that College staff will contact them during the College day if a child is ill in College and needs to go home;
- ✓ To ensure that College has at least two sets of full contact details, and that these are kept updated;
- ✓ To make all medical appointments outside College hours whenever possible, and to inform College in advance of any medical appointments that cannot be scheduled out of College time. For absence to be authorised as a medical absence, Colleges do require evidence, such as an appointment card or letter;
- ✓ To take family holidays during College holiday periods, and to be aware that there is no entitlement to withdraw children for authorised leave of absence during term time. Any requests for leave of absence during term time should be made in writing and in advance to the head teacher;
- ✓ To be aware of curriculum requirements and to be especially vigilant with regards to attendance during particularly important times such as SATs, GCSEs, and other examination periods;
- ✓ To provide evidence and advice from a health professional when needed to enable College to gain a greater understanding of their child's health issues;
- ✓ To talk to College staff as soon as possible should their child be reluctant to come to College for any reason, or if there are any other issues impacting on College attendance. This is so that any barriers to attendance can be quickly identified and overcome. In most cases the first point of

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contact should be the child's Form Tutor, Head of year or the Attendance Officer within the College (Mr Fred Derbyshire)

Absence Procedures:

- ✓ It is important that parents / carers keep in touch with College about all absences. This information is used to help determine whether children's absence is recorded in the register as authorised or unauthorised. The head teacher has the ultimate authority to determine whether absences are authorised or unauthorised. If parents do not communicate with College, and staff are unable to establish contact, the absence will be recorded as unauthorised.
- ✓ If a child is absent parents/carers must contact the College before 8.30am on the first day of absence, by telephoning the College student absent line on 0151 458 7166 or 0151 652 1408 and press 1 or calling-in in person to the College. They should continue to contact on each subsequent day of absence, other than in instances where a medical note has been provided that specifies a date of return
- ✓ When parents/carers notify College of their child's absence it is important that they provide College with the student's name, Form and details of the reason for their absence. This information is used to determine whether the absence is recorded as authorised or unauthorised. The Headteacher has the authority to determine whether absences are authorised or unauthorised.
- ✓ If staff have not received reasons for a student' absence, they will contact parents/carers requesting these details. If they cannot make contact to confirm the reason, then the absence will be recorded as an unauthorised absence (Attendance Code O). Unauthorised absences can result in an Education Penalty Notice being issued by the Local Authority
- ✓ If a student's poor attendance record continues parents/carers will be asked to meet with the students Head of Year, Pastoral Deputy and or Attendance Officer to resolve the problem, but you can approach the College at any time if you are having problems getting your child into College.

2.2 Medical Evidence:

The most common reason for children being persistently absent from College is illness. When students are having repeat absences due to reported illness, College may need more evidence and advice to help decide whether or not the absence should be authorised, and to see whether any additional support is required. Children can be reluctant to attend College from time to time, or there may be other issues affecting attendance. It is never advisable for parents to 'cover' for their absence or to give-in to pressure to excuse them from attending. Covering up gives the impression that attendance does not matter, and usually makes things worse. It is always better to get in touch with College, to share concerns, and to plan a way forward.

Colleges can accept the following as medical evidence:

- ✓ GP certificate
- ✓ Letter from health professional
- ✓ Appointment card / letter (dated)
- ✓ Prescription / Medication in the name of the child
- ✓ Text message from GP or NHS confirming an appointment
- ✓ Care of the chemist – date stamped slip to show medical advice has been sought

See Appendix 3 for advice in relation to required absence periods for identified health issues.

In situations where a child's attendance record is of concern, usual practice would be for parents / carers to be invited into College to meet with an appropriate member of staff. This provides an

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opportunity for concerns from both home and College to be shared, and for an agreed plan of action to be put in place to address any identified difficulties.

Please remember that parents and carers are encouraged to contact College at an early point should they have any concerns that are impacting on their child's College attendance.

We acknowledge that children are at a higher risk of missing College if they have issues around their emotional wellbeing and mental health. This can then lead to further problems in terms of children falling behind with work, and of feelings of social isolation. It is particularly important in these circumstances that parents / carers work together with College to ensure that appropriate help and support is offered to respond to concerns as they arise. Early Help means taking action to support a child, young person, or/and their family as soon as a problem emerges. College may also seek advice about sources of help and support from the Early Help Advisors in cases where concerns about a child's unauthorised absence are ongoing. Parents may also wish to use Family Toolbox <https://familytoolbox.co.uk/> to identify possible sources of support or encourage their child to access Zillo <https://www.zillowirral.co.uk/>

2.3 Responsibilities of College:

- ✓ To demonstrate a strong and inclusive whole College attendance ethos that helps students feel that they 'belong'.
- ✓ To promote the importance of good attendance to students and their parents/carers at every opportunity (via newsletters, assemblies, and any other communications between College and home).
- ✓ To establish effective procedures that enable staff to record, identify, and address concerns around overall student absence.
- ✓ To consistently record authorised and unauthorised absences using the correct DfE prescribed registration code (see Appendix 1). This duty also extends to ensuring that N coded absences are resolved in a timely manner. Parents should be made aware that if College cannot establish an acceptable reason for their child's absence, the missed sessions will be recorded as unauthorised absence.
- ✓ To have sensitive support systems in place for vulnerable students which recognise the complexity of children's lives and family circumstances.
- ✓ To inform the local authority of any part-time or flexible education arrangements in place for individual students, together with plans for tracking and review (See Appendix 11).
- ✓ To identify a senior leader who has overall responsibility for attendance, and who is also responsible for the achievement and wellbeing of all children who are on the College roll, but not accessing education in the usual way, such as those students in alternative provision placements. The senior leader responsible for attendance is Mr Corin Willis and they can be contacted via the College office.
- ✓ To encourage open communication channels and partnership working between home and College to improve attendance and punctuality. This will include meetings with parents and carers in College, where any support needs can be identified and addressed, together with the joint formulation of realistic plans for improving individual students' attendance.
- ✓ To develop procedures for the reintegration of long term absentees. In addition College must have plans in place to support each persistently absent student and each severely absent student.
- ✓ To have support plans in place to ease students' transition between each phase of education especially when there is a change of education setting, with particular reference to the needs of more vulnerable children.
- ✓ To seek advice from the Authority's designated Locality Attendance Officer (LAO) both in respect of the management of whole College attendance matters, and of individual children whose attendance gives cause concern.

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- ✓ To have a clear understanding of the roles and responsibilities of the College and other support agencies in relation to the provision of additional support for students whose attendance difficulties are symptomatic of wider family issues or / and indicative of safeguarding concerns where a multi-agency response is required seeking advice from the allocated Early Help worker as and when needed.
- ✓ To engage in partnership working with the Authority's Attendance Service to ensure appropriate use of legal sanctions in order to reinforce parental responsibility for securing regular attendance.
- ✓ To analyse and evaluate a range of accurate attendance data to improve individual student and whole College performance, and to identify any vulnerable groups of students whose attendance is below what would be expected. There should be robust tracking procedures in place with respect to the attendance of students with special educational needs and disabilities, children in receipt of Student Premium, and children who are Looked After by the Authority or have an allocated Social Worker.
- ✓ To incentivise, reward and celebrate good and improved attendance on an individual, group, and whole College level – creating a positive culture in which good and improved attendance is highly valued. College can encourage ownership of their attendance reward schemes by seeking and acting on students' views in this respect.
- ✓ To provide governors with sufficient data and information about students who are not attending regularly or accessing education in the usual way, so that they can evaluate and challenge the effectiveness of College's arrangements.
- ✓ To refer children who are, or who are at risk of becoming, Children Missing from Education (CME) to the Local Authority in accordance with Wirral Policy.
- ✓ To notify the Local Authority of any child whose name is deleted from roll at parental request in order to pursue elective home education.

2.4 Expectations of College Staff:

First Day Contact

Parents should be encouraged to contact College on each morning that their child is absent. If a child is absent, and no contact from parent has been received by College:

- ✓ College will endeavour to telephone parents/carers to ascertain a reason for absence in accordance with 'first day contact' procedures.
- ✓ College may also telephone any other persons on the student's contact list if they are unable to make contact with the parent.
- ✓ Home welfare visits may also be undertaken in connection with concerns around a child's absence (particularly when parents do not respond to requests for contact from College staff).
- ✓ Priority tracking should take place where safeguarding is a known issue. College's Designated Safeguarding Lead / Children Looked After Lead should be alerted should there be any concerns in respect of the absence of children subject to Child In Need arrangements or Child Protection Plans, or children Looked After by the Local Authority.

The College Attendance Officer is responsible for:

- ✓ Collating and recording registration and attendance information.
- ✓ Taking and recording messages from parents regarding absence.
- ✓ Making first day response calls to parents of absent children where no contact has been received.
- ✓ Informing the Attendance Lead / Designated Safeguarding Lead of any cases where the explanation for absence gives potential cause for concern, and where additional support or intervention may be required.
- ✓ Recording details of children who arrive late.
- ✓ Sending out letters and emails to parents regarding attendance concerns.
- ✓ Administration work around College Attendance Panels (which can also involve the Authority's Locality Attendance Officer).

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- ✓ Reporting daily and weekly attendance figures.
- ✓ Keeping an overview of whole College, class, and individual attendance rates, looking particularly at overall absence, levels of unauthorised absence, and patterns of absence.

2.5 Expectations of the Local Authority and Wirral Attendance Service

The Local Authority is expected:

- To promote regular school attendance of children in schools across the Authority, and to work towards breaking the cycle of poor attendance, reduced attainment, and social disadvantage.
- To meet regularly with attendance staff within College. In line with the Working Together To Improve School Attendance Guidance, if a meeting is requested by either College or the Local Authority it must happen
- To help College in their work to reduce overall, persistent and severe student absence. This involves working with College staff, parents / carers, children, and various partner agencies to develop and implement practices which can help raise and sustain individual students' attendance levels.
- To carry out statutory duties in relation to the enforcement of College attendance.
- To carry out statutory duties in respect of the identification and tracking of children known to be, or at risk of becoming, missing from education (CME).

Tables of responsibilities for College attendance can be found at:

[Summary table of responsibilities for College attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Locality Attendance Officers, employed by the Local Authority, work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the College and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the College may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court

2.6 Link with Safeguarding / Education Neglect

- ✓ Safeguarding and promoting the welfare of children is everyone's responsibility.
- ✓ Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- ✓ The College has a key role in ensuring children and young people are kept safe. College staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.
- ✓ The College has a Designated Safeguarding Lead who will provide support to staff members to carry out their safeguarding duties and can liaise closely with other services such as children's social care and early help services.
- ✓ The College should be alert to unauthorised absence as being a potential indicator of educational or wider neglect. Neglect is the most common reason for a child to be the subject of a Child Protection Plan in the UK.
- ✓ **Working Together 2023** identifies neglect as:
'The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.'

2.7 Stepped Interventions

The following are examples of interventions which may be considered by College to support the promotion of regular attendance:

97% - 95%	Early Warning	Early awareness raising, ‘phone call home, monitored by class / form teachers
95% - 92%	College Monitoring	Letters of concern, 1:1 meetings, home visits,
92% - 90%	College Intervention (stage 1)	Attendance Report Card College letter to raise awareness of Fixed Penalty process in cases of unauthorised absence, meetings with parents/carers, continued College support
90% and below	Attendance Service and College Intervention (stage 2)	Attendance Panel, Parenting Contract, Attendance Report Card, Home Visits, Meeting with Locality Attendance Officer, Education Penalty Warning from LA / Penalty Notice (which could lead to prosecution)
<p>Unauthorised attendance that falls below 75% can be an underlying risk factor and indicative of a safeguarding concern. All of the above should be underpinned by the offer of ongoing support to address identified difficulties. All students under 50% are classed as severely absent and must have a plan to support their attendance.</p>		

2.8 Lateness

Regular and punctual attendance at College is a legal requirement. When children arrive late and miss the start of the College day, they can miss work and vital information for the day. Late arriving students also disrupt lessons, and this can be embarrassing and upsetting for the child. Lateness can also encourage absence, as some students would rather not attend College at all, than arrive late.

- ✓ Registers are marked by 8.50 a.m. If children arrive in class after this time, they will receive a late mark in the register (code L).
- ✓ In line with recommendations from the Department for Education (DfE), registers will close at 9.20 a.m. If children arrive after this time, they will be recorded as having arrived after closure of registers (code U). This counts as an unauthorised absence for that session.
- ✓ Any student arriving late should enter the College through the main entrance and be signed-in in accordance with College’s procedures.
- ✓ If a primary College child arrives late and is unaccompanied by a parent/carer, College will make contact to establish the reason for lateness.
- ✓ If lateness becomes a regular occurrence, it will be treated in the same way as unauthorised absence, with parents/carers being contacted and invited into College to discuss the situation.

2.9 Children with Medical Needs

- ✓ The College’s Governing Body must ensure that arrangements are in place to support students with medical conditions in College. Individual healthcare plans should be in place, and these should provide clarity about what needs to be done, when, and by whom in order to ensure that children with medical needs may access and enjoy the same opportunities at College as any other child (see DfE statutory guidance issued in August 2017: ‘Supporting students at College with medical conditions’).
- ✓ The primary aim of educating children and young people who have medical needs is to minimise, as far as possible, the disruption to their normal schooling by allowing them to continue their

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education and to progress as much as their medical needs allow. 'Medical needs' encompass both physical health and mental / emotional health issues.

In circumstances where a child has complex health needs and is medically unfit to attend College, referral may be made to The Home & Continuing Education Service which is a local authority service. Medical referrals to the Home & Continuing Education Service must come jointly from both College and an appropriate health professional.

2.10 Children on Part-Time Timetables

All students of compulsory school age are entitled to a full-time education. There may, however, be exceptional circumstances where a part-time timetable is needed as a time-limited intervention to respond to a child's individual needs. This must always be in agreement with the child's parent(s)/carer(s). College are required to submit information about such arrangements to Wirral Attendance Service using the template included as Appendix 12. Examples of when a part-time timetable may be considered are:

- Medical issue
- Emotional/Mental Health
- Family/Friendship issue
- Re-integration programme following absence
- SEND – identified/awaiting specialist placement
- SEND – unidentified/undiagnosed needs

The College has a safeguarding responsibility for all students on roll and therefore even with parent/carers agreement to any part-time timetable arrangement the College is responsible for the safeguarding and welfare of all students on roll who are off-site during school hours.

It is clear that where a student is not in College, their vulnerability is likely to be increased. When deciding whether a part-time educational provision is appropriate, consideration must always be given to the welfare and safety of the student, as well as the risk of the student engaging in criminal activity, substance misuse or being at risk of exploitation or radicalisation whilst not in receipt of education during the school day.

Once College has considered any risks and evidence suggests that the student will be exposed to significant risk if not in College, then a part-time timetable **should not** be a considered option.

2.11 Celebrating Good Attendance

The College recognise and celebrate good and improved attendance. A range of strategies are used for example:

- Attendance display in classrooms;
- Celebrating individual/Form class and year group attendance % in assemblies each week;
- Whole College Attendance displays
- Certificates to recognise students who have reached College target attendance of 97% or above
- Letters/postcards/achievement points are sent home to recognise and celebrate improved attendance (especially where a student has been in the category of "persistently absent", but has now achieved above 90% attendance);
- Rewards activities and visits

Locality Attendance Officers from the Authority's Attendance Service are happy to send positive letters to parents to recognise and reinforce progress made in terms of securing their child's

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attendance. College can also invite Locality Attendance Officers to be involved in celebration assemblies.

2.12 Expectations of Students

Students are encouraged to participate fully in the life of the College and to obtain maximum benefit from the range of educational and other opportunities available to them.

Students are expected:

- To do all they can to attend College regularly and on time;
- To talk with a trusted adult about any issues that are making it difficult for them to come to College, or that are affecting their wellbeing in College.
- To be aware of their attendance targets, and to work towards achieving them.

3. College Attendance and the Law

New legislation was passed, The School Attendance (Student Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attend regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The Local Authority has a range of legal powers to promote and enforce regular school attendance:

- Penalty Notices (Section 444A Education Act 1996)
- Prosecution of Parents / Carers in Magistrates' Court (Section 444 (1) / Section 444(1A) Education Act 1996)
- Application to the Family Court for an Education Supervision Order in respect of the child (Children Act 1989)
- College Attendance Order (Section 437 Education Act 1996)
- Parenting Order (Section 8 of the Crime and Disorder Act 1998)

Each case is considered on an individual basis, but the circumstances in which a Penalty Notice for non-attendance may be issued by the Local Authority include:

- Unauthorised absence from College
- Unauthorised leave of absence during term time
- Unwarranted delayed return from authorised leave of absence, e.g., in excess of the agreed number of days
- Persistent late arrival at College after the register has closed.

3.1 National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 College days) of unauthorised absence within a rolling 10 College week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the College's registers). The 10 College week period can span different terms, College years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular College attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

There is no entitlement in law for students to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in College hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Student Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this College that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (**not the local authority**) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the College. Where a parent removes a child after their application for leave was refused or where no application was made to the College, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework in respect of each parent believed to be involved in the absence.

The Local Authority retains any revenue from the Education Penalty Notices to cover enforcement costs and support any work relating to College attendance.

Non-payment of an Education Penalty Notice will result in the withdrawal of the Notice, and would normally trigger prosecution proceedings at Magistrates Court under Section 444 Education Act 1996. There is no right of appeal by parents/carers against an Education Penalty Notice.

4. Deletion from Roll

For any student leaving St Anselm's College, other than at the end of Year 11, parents/carers are required to provide College with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our students, even those who leave us.

It is crucial that parents keep College updated with current addresses and contact details for the student and key family members, in case of emergency.

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Under Student Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the student being enrolled. In addition to this, **every deletion** from the College register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that student, and in any event no later than the time at which the student's name is deleted from the register. This duty does not apply when a student's name is removed from the admission register at a standard transition point – when the student has completed the final year of education normally provided by that school.

Schools can only lawfully remove a child from their roll under certain circumstances in accordance with Government Regulations (see Appendix 13). Colleges are required to inform the Local Authority of the details of all children who are removed from roll at non-standard transition times. This is to be done by completing a deletion from roll form and submitting it via email or Anycomms to schoolattendance@wirral.gov.uk.

5. Elective Home Education

One of the grounds under which a child can lawfully be removed from the College roll is if a parent notifies the Headteacher in writing that they are withdrawing their child from College in order to take full responsibility for provision of the child's education. College must notify the Local Authority, as the Authority will then have responsibility for assessing the suitability of education that is being provided for the child. The Authority must first consent to elective home education when a child has special educational needs and is placed in specialist provision.

Colleges and the Authority respect that it is a parental right to pursue elective home education. It is, however, important that when parents opt to home educate, this is a positive choice and in the best interests of the child, rather than the option of last resort. Parents should be aware that elective home education is not a route to obtaining a place in a school of their choice which may have previously been declined, or a way of accessing alternative provision.

6. Children Looked After (CLA)

The attendance of children in the care of the Local Authority is also monitored by the Headteacher and Governors of the Virtual School. Use of the B and C codes should be agreed with the Headteacher of the Virtual School. The use of the N registration code for looked after children should be rare, as reasons for any absence should be obtained as a matter of priority. It is essential that contact is made with a child's social worker and the Authority's Virtual School team as soon as attendance concerns emerge. Attendance staff should routinely inform College's designated teacher for looked after children of their looked after children's attendance rates.

7. Students Attending Off-Site Educational Provision

Any student who is attending off-site educational provision should be marked using registration code D or B by their main College (according to the circumstances of the individual placement).

Code B should be used when students are present at off-site educational provision that has been approved by College. College is ultimately responsible for the safeguarding of students educated off-site, and use of the B code signifies that the education is supervised and measures are in place to ensure the safeguarding and welfare of the student.

College must ensure that the B codes reflect the daily attendance of the student at the off-site provision. For example, if a student misses a day due to illness, then the main College attendance register will show this day as an I and not a B.

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It is important for agreement and clarity to be reached between College and the off-site provision with respect to arrangements for daily tracking and follow-up of any absence. There should be daily communication between College and the off-site provision in respect of individual students' absence.

The law allows for dual registration of students at more than one College. The D code is used to signify that the student was not expected to attend the session because they were scheduled to attend the other school at which they are registered. Again, an agreement must be in place with respect to who has responsibility for the daily tracking of attendance and absence.

8. Absence Data

We use data to monitor, identify and support individual students or groups of students when their attendance needs to improve, and schools are required to submit student attendance data to the Department for Education on a daily basis Education (Information about Individual Students) (England) (Amendment) Regulations 2024. Persistently and severely absent students are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

9. Monitoring and review

This policy will be reviewed annually by College and the Local Authority and updated in accordance with any new legislation or guidance, or changes to any other relevant procedures or documents. This policy should also be read in conjunction with the Authority's policies on Enforcement Procedures, Children Missing from Education, Elective Home Education, Emotional Barriers to College Attendance and Access to Education.

Signed:

Date:

Date to be reviewed:

10. Appendices

Appendix 1	Student Registration
Appendix 2	Leave of Absence during term time (including Local Authority Application for Parents / Carers)
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Appendix 1

Student Registration

Colleges must take the attendance register at the start of the first session of each College day, and once during the second session. On each occasion, it must be recorded whether each student is:

- Present
- Attending an approved educational activity
- Absent

College must then follow-up on all student absences in order to:

- Ascertain the reason for absence
- Make sure that any safeguarding action is taken if needed
- Identify the correct registration code to insert in the electronic register

Nationally prescribed registration codes should be used consistently by all Colleges. These codes are used to give depth of meaning to the register and to provide statistical meaning to absences.

Codes are all collected by DfE via download to the College Census System.

CODE	MEANING	CRITERIA	STATISTICAL VALUE
B	Attending any other approved Educational Activity	<p>B code can only be used if the student is present at the activity under arrangements by College or LA in the session for which it is recorded</p> <p>The place is somewhere other than the College, another College where the student is registered, or a place where educational provision has been arranged for the student by a local authority</p> <p>The activity is of an educational nature</p> <p>The College has approved the student's attendance at the place of the activity</p> <p>The activity is supervised by a person</p>	Attending an approved educational activity (present)

		considered by the College to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the student's attendance has been approved	
C	Leave of absence exceptional circumstances	<p>Exceptional circumstances</p> <p>No blanket approach</p> <p>College discretion</p> <p>Generally a need or desire for a holiday or tother absence for the purpose of leisure and recreation would not constitute an exceptional circumstance</p>	Authorised absence
C1	Leave of absence – performance or regulated employment abroad	<p>Performance license issued by LA or</p> <p>Body of Persons Approval issued by LA or</p> <p>Justice of Peace has given license for student to go abroad for performance or regulated purpose</p>	Authorised absence
C2	Leave of absence – compulsory College age student subject to part time timetable	<p>Exceptional circumstances</p> <p>If the College and a parent who the student</p>	Authorised absence

		<p>normally lives with have agreed that, exceptionally, the student should temporarily be educated only part time</p> <p>temporary</p>	
D	Dual registered at another College	<p>The College at which the student is scheduled to attend must record the student’s attendance and absence with the relevant code</p> <p>Code d may only be used by either College for a session where the student is scheduled to attend the other College at which they are registered</p> <p>Colleges should ensure that they have in place arrangements whereby all unexpected and unexplained absences are followed up promptly</p>	Not a possible attendance (neither present nor absent)
E	Suspended or Permanently excluded with no alternative provision made	The student is suspended from College or permanently excluded from College, but their name is still entered in the admission register and no alternative provision has been made for the student to continue their education.	Authorised absence

G	Holiday not granted by College	<p>The College has not granted a leave of absence and the student is absent for the purpose of a holiday.</p> <p>A College cannot grant leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	Unauthorised absence
I	Illness (not medical appointment)	<p>The student is unable to attend due to illness (Both physical and mental health related). Colleges should advise parents to notify them on the first day the child is unable to attend due to illness.</p>	Authorised absence
J1	Leave of absence for interview	<p>Agreement in advance</p> <p>Application by parent child normally lives with</p> <p>In session absence recorded</p>	Authorised absence
K	Attending Education Provision arranged by LA	<p>The nature of provision must be recorded.</p> <p>Code K can only be used if the child is present at the provision</p>	Attending an approved educational activity (present)
L	Late arrival before register is closed	<p>The student was absent when the register started being taken but arrives before the register is closed</p>	Attending (present)

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M	Leave of absence for Medical or Dental Appointment	<p>Agreement in advance</p> <p>Application by parent child normally lives with</p> <p>Minimum time necessary</p> <p>Where student is absent at registration</p>	Authorised absence
N	Reason for absence not yet established	<p>Where absence is recorded as code N in the attendance register, the correct code should be entered as soon as the reason is ascertained, but no more than 5 College days after the session.</p> <p>Code N must not therefore be left on the student's attendance record indefinitely; if a reason for absence cannot be established within 5 College days, College must amend the student's record to Code O</p>	Unauthorised absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the College is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised	Unauthorised absence
P	Participating in a Sporting Activity. P code can only be used if the student is present at the activity.	P code can only be used if the student is present at the activity. The sporting activity must take place during	Attending an approved educational activity (present)

		<p>the session for which it is recorded</p> <p>The place is somewhere other than the College, another College where the student is registered, or a place where educational provision has been arranged for the student by a local authority</p> <p>The activity is of an educational nature</p> <p>The College has approved the student’s attendance at the place of the activity</p> <p>The activity is supervised by a person considered by the College to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the student’s attendance has been approved</p>	
Q	Unable to attend College because of lack of access arrangements	There is a lack of access arrangements for a student whose home is in England if (a) a local authority have a duty to make travel arrangements in relation to the student for the purpose of facilitating the student’s attendance at the	Not possible attendance

		<p>College and have failed to discharge that duty (b) a local authority have a duty to make travel arrangements in relation to the student and have failed to discharge that duty or (c) the College is an independent College that is not a qualifying College and (i) the College is not within walking distance of the student's home (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the student at or near the College and (iii) no suitable arrangements have been made by a local authority for enabling the student to become a registered student at a qualifying College nearer to their home.</p>	
R	Religious Observance	<p>The student is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)</p>	Authorised absence
S	Leave of absence for studying for public examination		Authorised absence

<p>T</p>	<p>Parent travelling for occupational purposes</p>	<p>The student is a mobile child and their parent(s) is travelling in the course of their trade or business and the student is travelling with them. A mobile child is a child of compulsory College age who has no fixed abode and whose parent(s) is engaged in a trade or business of such nature as to require them to travel from place to place</p> <p>To help ensure continuity of education for students, when their parent(s) is travelling for occupational purposes in England, it is expected that the student should attend a College where their parent(s) is travelling and be dual registered at that College and their main College</p>	<p>Authorised absence</p>
<p>U</p>	<p>Arrived in College after registration closed</p>	<p>Where a student has arrived late after the register has closed but before the end of session</p> <p>Colleges should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All College are expected to set out in their attendance policy</p>	<p>Unauthorised absence</p>

		<p>the length of time the register will be open, after which a student will be marked absent. This should be the same for every session and not longer than 30 minutes.</p>	
V	<p>Attending an Educational Visit or trip</p>	<p>The student is attending a place, other than the College or any other College at which they are a registered student, for an educational visit or trip</p> <p>Arranged by or on behalf of the College and supervised by a member of College staff</p>	<p>Attending an approved educational activity (present)</p>
W	<p>Attending work experience</p>	<p>W code can only be used if the student is present at the activity under arrangements by College or LA in the session for which it is recorded</p> <p>The place is somewhere other than the College, another College where the student is registered, or a place where educational provision has been arranged for the student by a local authority</p> <p>The activity is of an educational nature</p> <p>The College has approved the student's</p>	<p>Attending an approved educational activity (present)</p>

		attendance at the place for the activity The activity is supervised by a person considered by the College to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the student’s attendance has been approved	
X	Non-compulsory College age student not required to attend College	For part time attendance Absence for timetabled sessions to use appropriate code and not X	Not a possible attendance(neither present or absent)
Y1	Unable to attend due to transport normally provided not been available	The student is not able to attend because the College is not within walking distance of their home and the transport to and from College that is normally provided for the student by the College or Local Authority is not available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The student is unable to attend the College because of widespread disruption to travel caused by a local national or international emergency	Not a possible attendance

<p>Y3</p>	<p>Unable to attend due to part of the College premises being closed</p>	<p>Part of the College premises is unavoidably out of use and the student is one of those that the College considers cannot practicably be accommodated in those parts of the premises that remain in use</p>	<p>Not a possible attendance</p>
<p>Y4</p>	<p>Unable to attend due to the whole College site being unexpectedly closed</p>	<p>Where a College was planned to be open for a session but the College is closed unexpectedly (eg due to adverse weather) the attendance register is not taken as usual because there is no College session. Instead every student listed in the admission register at the time must be marked with code Y4 to record the fact that the College is closed</p>	<p>Not a possible attendance</p>
<p>Y5</p>	<p>Unable to attend as student is in criminal justice detention</p>	<p>The student is unable to attend the College because they are :</p> <p>In police detention</p> <p>Remanded to youth detention, awaiting trial or sentencing or</p> <p>Detained under a sentence of detention</p> <p>A student's absence should be recorded under code Y7 if they are unable to attend</p>	<p>Not a possible attendance</p>

		because they are serving a community based part of a sentence of detention, referral order or youth rehabilitation order that requires them to be absent during the College day	
Y6	Unable to attend in accordance with public health guidance or law	<p>The student’s travel to or attendance at the College would be:</p> <p>Contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or</p> <p>Prohibited by any legislation relating to the incidence or transmission of infection or disease</p>	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	<p>This code should be used only where something in the nature of an emergency has prevented the student from attending the session in question. The unavoidable cause must be something that affects the student not the parent. The fact that a parent has done all they can to secure the attendance of the student at the College does not , in itself mean the student has</p>	Not a possible attendance

		been prevented by unavoidable cause. Colleges must also record the nature of the unavoidable cause.	
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Appendix 2

Leave of Absence during Term Time

The Education (Student Registration) (England) Regulations 2014 state that leave of absence shall not be granted unless:

- an application has been made in advance to the head teacher by a parent with whom the student normally resides; **and**
- the head teacher, or a person authorised by the head teacher, considers that leave of absence should be granted due to the **exceptional circumstances** relating to the application.

This policy clarifies:

- there is no entitlement in law for parents to take their child on authorised leave of absence during term-time without obtaining prior approval from the College.
- the procedures to be followed whereby parents/carers can make applications for their child to be granted discretionary leave of absence during term-time.
- that each application will be considered by head teachers according to the individual circumstances surrounding the request. Head teachers determine the number of days, if any, a child can be away from College.

The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of College term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/College may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the College will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

Parents should not presume that because they have submitted a request or they have told the College that it is automatically authorised

Education Penalty Notices for Unauthorised Leave of Absence during Term Time

Headteachers should write to the parents/carers to confirm whether or not their request for leave of absence has been approved. In cases where a request for leave has not been approved, parents should be informed that they face the possibility of being issued with penalty notices for failing to ensure their child's regular attendance at College should they go ahead with their plans.

In the case of a student granted leave of absence, but that student then fails to return to College within 5 College days (10 sessions) of the agreed return date, a request to issue penalty notices to the parents can be made to Wirral Attendance Service (unless the College is satisfied that the student is unable to attend by reason of sickness or other unavoidable cause).

Parents should also be advised that if their child fails to return to College within 10 College days of the given return date, and joint enquiries made by College and the authority have failed to locate the child's whereabouts, they run the risk of their child's name being removed from the College roll, with no guarantee of re-admission. Prior to removal of a student's name from the College's admissions register, College should discuss the student's individual circumstances with their named Locality Attendance Officer or the CME Officer at Wirral Attendance Service. College and the Local Authority

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are jointly responsible for making all reasonable enquiries to locate a missing student prior to removal from roll.

Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

Parents/Carers wishing to apply for their child to have leave of absence from College should complete this form and return it to College for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION				
Surname of child			First name	
Date of birth		Year	Class	
Full name of parent (1)				
Address of parent (1)				
Postcode			Telephone No.	
Full name of parent (2)			Telephone No.	
Address of parent (2)				
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why				
Departure and return date				
Would your child miss any national tests or examinations?				Yes / No
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of College days leave)				Yes / No
Are there any other siblings? If yes please state their name and the College they attend				Yes / No
Parent/Carer signature			Date	

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COLLEGE SECTION			
Holiday in Term Time	(i) approved _____ College days	(ii) not approved _____ College days	
Reasons			
Date discussed with parent/ carer and/or date informed of approval/ non-approval			
Headteacher's signature		Date	

Appendix 3

Health Advice

Infection	Absence Period	Comments
Athlete's Foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken Pox	Five days from onset of rash and all the lesions have crusted over.	
Cold Sores (Herpes simplex)	None.	Avoid kissing and contact with the sores are generally mild and heal without treatment.
Conjunctivitis	None.	If an out/break occurs, consult your local HPT.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9.
Diphtheria *	Exclusion is essential. Always consult with your local HPT.	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT.
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular Fever	None	
Hand, Foot and Mouth	None	Contact your local HPT if many children are affected. Exclusion may be considered in some circumstances.
Headlice	None	Treatment recommended.
Hepatitis A*	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of Hepatitis, A, your local HPT will advise on control measures.
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice.
Impetigo	Until lesions are crusted/healed or 48 hours after treatment.	Antibiotics treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered.	Preventable by vaccination (2 doses of MMR). Promote MMR for all students and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal Meningitis/ septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and Pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed.
Meningitis* Viral	None	Milder illness than bacterial meningitis. Siblings or other close contacts of a case need to be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information.
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @

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Infection	Absence Period	Comments
		www.nhs.uk). Promote MMR for all students and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella (German Measles)	Four days from onset	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all students and staff. Pregnant staff contacts should seek prompt advice from their GP or Midwife.
Scarlet Fever	Excluded until 24 hours of appropriate antibiotics	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of 2 or more cases please contact your local HPT.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek/fifth disease/ parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or Midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Always consult with your local HPT BEFORE disseminating information to staff/ parents/ carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact spread.
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping Cough (Pertussis)*	Two days from starting antibiotics treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, Non-infections coughing may continue for any weeks. Your local HPT will organise any contact tracing.

*Denotes a notification disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). Health protection Agency (2010) Guidance on infection control in Colleges and other childcare settings. HPA: London

Appendix 4

Sample Letter Attendance Expectations

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

If your child's attendance is below 90% they are classed as a 'persistent absentee'. We understand that children can be absent due to illness, however, we need to ensure that all children are accessing the good teaching and learning we offer to succeed, not just at St Anselm's College, but when they leave for Higher or Further Education and later on in life.

If your child's attendance falls below 90% and has absence due to illness we will require medical evidence. This could be in the form of a doctor's note or prescription for medication. This is important for us to be able to maintain accurate records. It also helps us identify areas where we can support too. If we fail to receive evidence, the absence will not be authorised.

Please be aware that as part of the ongoing support we are offering parents to improve attendance, we may contact you via telephone, write to you or make a home visit to see how we can work together to improve your child's attendance. If your child's attendance does not improve you are liable to prosecution by the Local Authority, but it is our aim to support you and your family to see that attendance is improved so this does not happen.

We look forward to working with you.

Yours sincerely,

[Insert name]

Headteacher

Appendix 5

**Sample Letter
Attendance below 90%**

[First name / surname]
[Address 1]
[Address 2]
[Address 3]
[Postcode]

[Insert date]

Dear [insert parent / carer name],

Although we appreciate that children do become poorly on occasion, we still need to ensure that all children are accessing the good teaching and learning that we offer and support our parents where we can for them to be able to access this.

Unfortunately, I am writing to you today to inform you that the attendance of (child's name) has fallen below 90% (insert child's percentage attendance). A student with attendance below 90% is classed as a 'Persistent Absentee' by the Department for Education.

We believe that it is important that all parents are aware of their children's attendance figures so that we can work together in order to raise attendance for every child as soon as possible.

We will continue to monitor (child's name) attendance closely and keep you updated.

Please do not hesitate to contact our Attendance Leader Mr Willis, or our Attendance Officer Mr Derbyshire for further information or if you would like support and advice in achieving this target.

Yours sincerely

[Insert name]
Headteacher

Appendix 6

Sample Letter

Absence reason required

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

Attendance and punctuality are very important to us here at St Anselm's College and we are striving to build firm foundations of both so your child will be ready to start further education and employment, understanding their importance.

According to our records (child's name) has been absent on the date/s shown below and we have not yet received an absence note or telephone call giving the reason. Several attempts were made to contact you without success.

It is your responsibility as a parent to contact College on the first day of your child's absence before 9:30 a.m. to let us know why your child is not in College. We are legally required to record reasons for absence from College, therefore until we hear from you any absence will remain unauthorised.

Will you please enter the reason/s for (child's name) absence next to the dates on the slip below and return it to College as soon as possible.

Yours sincerely

Name

[Inclusion Officer / Lead]

□-----

(child's name and class)

(date absent)

I have written the reason/s for absence next to the relevant date/s

Signed _____ Parent

Appendix 7

Sample Letter

Home visit – no answer

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

A member of staff called at your address today.

This was because we had not heard from you by 10:30am regarding the absence of your child. College made several attempts to contact you on the numbers you had provided, but, as we were unable to reach you for an explanation, we attempted a home visit to ensure all was well.

If we are still unable to get a response from you by the end of the College day, we may need to report this to the police as a safeguarding concern.

This procedure is in place to ensure that we know where your child is and that you are all safe.

Please call the College ASAP on [insert contact number] to let us know why your child is absent today.

If your child is off in the future, please follow the absence reporting procedure, by calling the College office by 9:30am on their first day of absence.

Yours sincerely

[Insert name]

Headteacher

Appendix 8

Sample Letter

Letter 1 re College Attendance Panel

Dear [parent],

College Attendance Panel Meeting

I am writing to express concern regarding your child's [child's name] level of attendance at College which has now fallen to [x%] and to invite you to an Attendance Panel Meeting to discuss how we can help to improve the situation. The meeting will be with [Head Teacher or Attendance Officer] and [any other professional]. Together we will identify the concerns and draw up a very brief Action Plan. This will include a target for attendance and a review date.

We are keen to help you to ensure that [child's name] attends College as regularly as possible and makes good progress in College. We would like to meet with you at **[Time and date]**. **If you are unable to attend for any reason please telephone me on [telephone number] and if necessary we will reschedule the meeting.**

Please note that parents who refuse to cooperate with College Attendance Panels may be referred to the Wirral Attendance Service who may issue a Fixed Penalty Notice of £80 if paid within 21 days or £160 if paid within 28 days for the first offence. Any second penalty notice will only be at £160. Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may apply for an Education Supervision Order.

In addition to, or instead of, the above enforcement options, and to ensure that we have explored all avenues of possible support, College may also seek advice from the Early Help Team. The Early Help Team can offer information and advice including any additional support that may benefit the family and enable your child to attend College on a more regular basis.

You may also wish to access further support for yourself via <https://familytoolbox.co.uk/> or your child may find some support for themselves via <https://www.zillowirral.co.uk/>

Yours sincerely,

Head Teacher

Appendix 9

Sample Letter

Letter 2a re College Attendance Panel

Dear [parent],

College Attendance Panel Meeting

I wrote to you on [date letter 1 sent] to express concern regarding your child's [child's name] level of attendance at College which has now fallen to [x%] and to invite you to an Attendance Panel Meeting to discuss how we can help to improve the situation but you were unable to attend and the meeting has been rescheduled. The meeting will be with [Head Teacher or Attendance Officer] and [other professional]. Together we will identify the concerns and draw up a very brief Action Plan. This will include a target for attendance and a review date.

We are keen to help you to ensure that [child's name] attends College as regularly as possible and makes good progress in College. We would like to meet with you at **[Time and date]**. **If you are unable to attend for any reason please telephone me on [telephone number] and if necessary we will reschedule the meeting.**

Please note that parents who refuse to cooperate with College Attendance Panels may be referred to the Wirral Attendance Service who may issue a Fixed Penalty Notice of £80 if paid within 21 days or £160 if paid within 28 days. A second penalty notice will only be at the £160. Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may apply for an Education Supervision Order.

In addition to, or instead of, the above enforcement options, and to ensure that we have explored all avenues of possible support, College may also seek advice from the Early Help Team. The Early Help Team can offer information and advice including any additional support that may benefit the family and enable your child to attend College on a more regular basis.

You may also wish to access further support for yourself via <https://familytoolbox.co.uk/> or your child may find some support for themselves via <https://www.zillowirral.co.uk/>

Yours sincerely,

Head Teacher

Appendix 10

Sample Letter

Letter 2b re College Attendance Panel

Dear [parent],
College Attendance Panel Meeting

Further to our Attendance Panel Meeting on [date of meeting] I am writing to arrange a further meeting to review progress as we discussed. The meeting will be with [Head Teacher or Attendance Officer] and [other professional]. At the meeting we will also review the brief Action Plan we agreed.

We are keen to help you to ensure that [child's name] attends College as regularly as possible and makes good progress in College. We would like to meet with you at **[Time and date]**. **If you are unable to attend for any reason please telephone me on [telephone number] and if necessary we will reschedule the meeting.**

Please note that parents who refuse to cooperate with College Attendance Panels may be referred to the Wirral Attendance Service who may issue a Fixed Penalty Notice of £80 if paid within 21 days or £160 if paid within 28 days. Any second penalty notice will only be at the £160. Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may apply for an Education Supervision Order.

In addition to, or instead of, the above enforcement options, and to ensure that we have explored all avenues of possible support, College may also seek advice from the Early Help Team. The Early Help Team can offer information and advice including any additional support that may benefit the family and enable your child to attend College on a more regular basis.

You may also wish to access further support for yourself via <https://familytoolbox.co.uk/> or your child may find some support for themselves via <https://www.zillowirral.co.uk/>

Yours sincerely,

Head Teacher

Appendix 11

Guidance relating to part time timetables

1. Purpose

All schools, academies and free schools have a statutory duty to provide full-time education for all students. This guidance sets out Wirral Council's position on the use of part-time timetables. The guidance is for all schools, education settings and other professionals involved with providing support to children.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are out of education in their area.

If a part-time/reduced timetable is implemented there must be a clear plan for support and reintegration to full-time education which is regularly reviewed and agreed with all interested parties. For the purposes of this guidance, a timetable is considered to be part-time when it consists of anything less than that which is provided to the majority of the students in that setting.

2. Introduction

The Department for Education (DfE) guidance 'Working Together to Improve College Attendance' provides the following guidance

"All students of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have... In very exceptional circumstances, where it is in a student's best interests, there may be a need for a school to provide a student of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending school or another setting full-time and a part-time timetable is used to help the student access as much education as possible. A part-time timetable should not be used to manage a student's behaviour."

The statutory guidance is clear that any part-time timetable should have:

- the agreement of both the College and the parent the student normally lives with.
- a clear ambition and be part of the student's wider support, health care or reintegration plan.
- regular review dates which include the student and their parents to ensure it is only in place for the shortest time necessary.
- a proposed end date that considers the circumstances of the student, after which the student is expected to attend full-time, either at College or alternative provision. It can, however, be extended as part of the regular review process.

Where a part-time timetable is in place, this should always be in the best interests of the student. In agreeing to a part-time timetable, a College has agreed to a student being absent from College for part of the week or day and therefore must record the absence in line with the national absence codes (see section 7.3)

3. Legislative Context

All children of statutory school-age have the right to a suitable, full-time education.

[Length of the school week - non-statutory guidance](#) issued by the DfE in July 2023 sets out a framework for considering full-time education: "The 32.5-hour minimum expectation includes the

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time in each day from the official start of the school day (i.e. morning registration) to the official end of the compulsory school day (i.e. official home time). The 32.5 hour minimum includes lunch times and other breaks as well as teaching time and any enrichment activities that all students are expected to attend. It does not include optional before or after school provision."

The expectation does not apply to students in:

- early years (including in school settings) due to the age of students
- 16-19 education (including school sixth forms) due to the variation in their courses and having different guided learning hours
- specialist settings (special schools and alternative provision), due to the varying needs of their student cohorts and the particular operational challenges they may face."

This policy applies to **all** Wirral maintained schools, academies, free schools, special schools, and alternative provisions. The term 'schools' in this document should be taken to mean all these educational settings.

The term '**parents**' in this document should be taken to mean parents, carers, or those with parental responsibility for the student.

The implementation of a part-time/reduced timetable **must not**, under any circumstances, be treated as a long-term solution. Any part-time/reduced timetable agreement must have a realistic time limit by which point the student is expected to return to full-time education. If appropriate, some, or all, of this education could be provided by College-commissioned Alternative Provision.

Where a part-time/reduced timetable does not have **clearly defined** objectives, a specified end date, a review process and parents' consent, implementation may be regarded as an unlawful exclusion.

4. Missing from home episodes

College and college staff should follow the College's procedures for dealing with students that go missing from education/home, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in future. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

5. Safeguarding

Sections 157 and 175 of the Education Act 2007 places a duty on Local Authorities and schools to exercise their functions with a view to safeguarding and promoting the welfare of children. The College must consider safeguarding issues and the impact this might have on a student when considering a part-time timetable.

The College has safeguarding responsibility for all students on roll and therefore must be aware that even with parent/carer agreement to any part-time timetable arrangement they make, they are responsible for the safeguarding and welfare of all students on roll who are off-site during College hours.

It is clear that where a student is not in College, their vulnerability is likely to be increased. When deciding whether a part-time educational provision is appropriate, consideration must always be given to the welfare and safety of the student, as well as the risk of the student engaging in criminal

activity, substance misuse or being at risk of exploitation or radicalisation whilst not in receipt of education during the College day.

Once College has considered any risks and evidence suggests that the student will be exposed to significant risk if not in College, then a part-time timetable **should not** be a considered option.

6. When considering the use of a part-time timetable

All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

****A part-time timetable should not be used to manage a student's behaviour****

For a student to be considered for a part-time timetable, it would be expected that they fall within one of the following categories:

- **As part of an in-College support package:** The College, parent/carer and other professionals agree that a short-term (no longer than 6 weeks) reduced timetable would support a student who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour or emotional or social needs.
- **Medical reasons:** A student has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the College and health professionals. Please see Supporting Students at College with medical conditions before offering a reduced timetable for this reason. <https://www.gov.uk/government/publications/supporting-students-at-College-with-medical-conditions--3>
- **Reintegration:** As part of a planned reintegration into College following an extended period out of College following exclusion, non-attendance, College refusal, etc. (no longer than 6 weeks).

7. NEXT STEPS – expected good practice

The following actions will assist you in ensuring your plans are effective for supporting the student with accessing their education.

7.1 Actions prior to/after the meeting

In circumstances where the College consider that it may be necessary to establish a reduced timetable for a student, the College should:

- **Convene a meeting to discuss the proposals for a reduced timetable.** This must include parent / carer. This should also include a member of Wirral Council where the student is a looked after child (a member of Virtual College), has an allocated social worker, or has a statement of SEN / Education Health and Care Plan (the EHCP Coordinator) and may include Early Help professionals who form part of any Team around the Family. If the professionals are unable to attend their views should be sought prior to the meeting and included in the planning stage.
- College cannot pursue a part-time timetable without parental/carer permission. This can be construed as an **unofficial exclusion**, which is unlawful, as the parent/carer has not requested leave for their child and/or the College could be regarded as preventing the student from accessing the curriculum. If the parent/carer does not agree, the part-time timetable arrangements cannot be implemented. In these circumstances the College will have to consider alternative interventions.

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- Ensure that the **Senior Attendance Champion** keeps a central record of all students on a part-time timetable and has robust mechanisms in place for ensuring the regular review of these arrangements.
- **Regular reviews** involving College attendance leads and/or input from the student's parents/carers should be held whilst the student is on a part-time/reduced timetable until they have been reintegrated back into full-time education. The first review should take place within 2 weeks of the date when the part-time/reduced timetable was implemented.
- Develop outcome and exit strategies that will identify to all stakeholders when the intervention has been successful
- **Consider** safeguarding measures for the duration of the reduced timetable.
- **Ensure** that the parent / carer agrees the plan and teaching hours. A reduction in hours cannot be implemented without parental / carer agreement.
- Consider completing an **Early Help Assessment Tool (EHAT)** to establish if there are wider needs and support is required from other partner agencies.
- **Monitor** the overall use of this strategy within the College and report this to governors each term.
- Ensure **effective communication** with parents / carer and Wirral Council regarding progress towards full-time reintegration to College.

7.2 The Plan

The student's view must be recorded on the plan. The wishes and feelings of students should be sought prior to the development of a part-time timetable to understand how they experience College, their interests and likes and what they need from their network to access their education.

- In cases where it is agreed that a part-time/reduced timetable is appropriate, written agreement (signature) **must** be obtained from the student's parents before it can be implemented. In the absence of parental agreement, a part-time/reduced timetable cannot be implemented. Where parents do not agree to the use of a part-time/reduced timetable, this does not function as a valid reason to exclude a student from College (either on a fixed term or permanent basis) Nor should threat of exclusion be used to entice a parent into agreement.
- **Full context** is needed for Wirral attendance team to establish and understand the need for a 6-week part time timetable.
- **Signatures** are required or the form will be sent back to College.
- **The correct form is to be used.**
- All part-time/reduced timetable **plans must have a set date** for review. Should the student's needs or circumstances change prior to that date, the plan should be reviewed immediately and a new form completed and sent to the Wirral Attendance team.
- Once the part-time/reduced timetable has been agreed, Colleges must inform Wirral Attendance Team by submitting the **fully** completed form.
- Where a College is found to be operating a part-time/reduced timetable without having reported it to Wirral Attendance Team the linked **Locality Attendance Officer (LAO)** will contact the College and request that the relevant information is provided so that the part-time/reduced timetable can be monitored and added to the council computer system.

7.3 Recording/coding of part-time timetables

In August 2024, the DfE introduced a revised set of mandatory attendance and absences codes for Colleges to use in accordance with the College Attendance (Student Registration) (England) Regulations 2024. These regulations specify a code that Colleges are required to use when a part-time timetable has been agreed:

Code C2: Leave of absence for a compulsory College age student subject to a part-time timetable.

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This code is classified for statistical purposes as authorised absence from College as the student is not required to attend. It must be used to denote those sessions that a student is not required to attend College in line with an agreed, part-time timetable.

Code C2 should only be used for students who are of compulsory College-age.

Any periods of absence due to an agreed part-time timetable for students of non-statutory College-age must be recorded using Code X: Non-compulsory College age student not required to attend College.

The guidance is also clear that the C2 code should not be used where a student is receiving a full-time education, but only part-time at their home College for example through dual registration, part-time unregistered alternative provision or flexischooling.

In line with this guidance, the College must take the attendance register at the beginning of the morning session of each College day and once during each afternoon session. On each occasion they must record whether every student is:

- Present,
- Attending an approved educational activity,
- Absent; or,
- Unable to attend due to exceptional circumstances.

This mark should reflect the true whereabouts of all students at the time the register was taken. Students must not be marked present if they were not in College during registration. A student arriving after the register has closed in accordance with the agreed plan should be marked absent with code C2.

Code B: Attending any other approved educational activity

Where a student is attending an off-site educational activity such as an **unregistered alternative provision arranged or agreed by the College** the College should use **Code B**. Colleges must also record the nature of the activity and the educational activity must take place during the session for which it is recorded.

Colleges are responsible for the safeguarding and welfare of students educated off-site, that the education is supervised, and measures have been taken to safeguard the student.

Colleges should ensure that they have in place arrangements whereby the provider of the educational activity notifies the College of any absences by the student. The College should record the student's absence using the relevant absence code.

This code must not be used for any unsupervised educational activity i.e., when a student is at home doing some Collegework.

8. Additional consideration for vulnerable students

- **Students with an Education, Health, and Care Plan (EHCP)**

A part-time/reduced timetable should only be used for a student with an EHCP in extremely limited circumstances. A student must not be placed on a part-time/reduced timetable because of their special educational needs and/or disabilities (SEND). Doing so may constitute discrimination and a violation of the Equality Act 2010.

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At all times, Local Authorities and Colleges have a statutory duty to ensure that the educational provision specified in the student's EHCP is delivered to meet the student's needs. Therefore, the College must consult with Wirral Council's SEN Team prior to implementing a part-time/reduced timetable and consider whether an interim review of the EHCP is required (e.g., if the student's needs have changed).

• Children in Care

A part-time/reduced timetable should only be used for a Child in Care in extremely limited circumstances and only after all other interventions have been explored and/or trialled.

Before a part-time/reduced timetable can be implemented, the following requirements must be met:

1. A formal review of the student's Personal Education Plan (PEP) must be completed.
2. The student's Social Worker and the Virtual School must be consulted.
3. Written consent must be obtained from those with parental responsibility (see below).

Consent issues can be complex for Children in Care but must always be considered. Where a student is looked after under a voluntary arrangement (Section 20 of the Children Act 1989), parental responsibility remains with their parents. In these circumstances, consent for the implementation of a part-time/reduced timetable must be obtained from the student's parents.

Where a student is looked after under provisions made by a Court-issued Care Order (Section 31 or Section 38 of the Children Act 1989), parental responsibility is shared between the local authority and parents. In these circumstances, consent for the implementation of a part-time/reduced timetable can be obtained from Wirral Council. However, the Council will also consult the student's parents, where appropriate, to obtain their views.

• Children in Need and Children Subject to a Child Protection Plan

Children in Need and children subject to a Child Protection Plan are classed as very vulnerable and may be placed at greater risk if placed on a part-time/reduced timetable. A part-time/reduced timetable should only be implemented in the most exceptional of circumstances and only after all other interventions have been explored and/or trialled.

Before a part-time/reduced timetable can be implemented, the following requirements must be met:

The College must formally consult with the student's Social Worker and secure agreement around the part-time/reduced timetable plan.

Any part-time/reduced timetable should only be implemented following a Core Group meeting.

9. Wirral Council Responsibilities

- Request copies of the agreed plans in relation to part time education.
- Ensure that reduced timetables are appropriately recorded.
- Ensure that copies of part time education plans are shared with Children's Social Care where students are subject to Child Protection or Child in Need plans.
- Ensure a copy of the plan is provided to the Virtual College when a student is Looked After.

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- Discuss any cases with schools when a student has been on a reduced timetable for longer than 6 weeks or longer than the specified period in the original plan.
- Regularly monitor data (use of C2 code) in relation to the use of part time timetables and if concerns arise report back to the College.
- Challenge any inappropriate use of part time timetables.

10. Contact details

For advice and support please contact the Locality Attendance Officer for your College.

or

Damian Stormont, Attendance Service Manager,
0151 666 4964 – damianstormont@wirral.gov.uk

Julie Kelly, Senior Locality Attendance Officer,
0151 666 4935 – juliekelly2@wirral.gov.uk

PART-TIME TIMETABLE AGREEMENT FORM

ALL BOXES MUST BE COMPLETED OTHERWISE THE FORM WILL BE RETURNED

**I have read & understood the Wirral Attendance Service guidance
before completion the form**

If not typing please complete in BLOCK CAPITALS

Student Forename:	Student Surname:
Address:	Post Code:
Date of Birth:	Year Group:
College:	
Person completing and agreeing the Part-Time Timetable:	
Who is the member of SLT overseeing Part Time Timetables?	

Is the child currently known to social care?	YES		NO	
Child's social care status	CLA	CP	CiN	
Is the social worker in agreement with this plan? This must be discussed with SW or LACES	YES		NO	
Has an Early Help referral been considered?	YES		NO	
Has a referral to the Inclusion Team been considered?	YES		NO	
Child's SEN status	No identified SEN	K	EHCP	Under assessment
Who is the SENDSTART caseworker?				
Has the caseworker been informed?	YES		NO	
Is the student attending any other provision?	YES		NO	
If so, where?				
Has the student been on a part time timetable already this academic year? If so state how many	YES	No	How many?	

Children and Young People's Department

What other support is the child accessing whilst on the part time timetable? E.g Branch, CAMHS, GP,HSIS, MHST, ELSA, etc	
Context behind the need for the part time timetable:	

<p>Reason for part time timetable: please tick ONLY ONE option</p> <p>Medical issue</p> <p>Emotional/Mental Health</p> <p>Family/Friendship issue</p> <p>Re-integration programme following absence</p> <p>SEND – identified/awaiting specialist placement</p> <p>SEND – unidentified/undiagnosed needs</p>

Timetable (please insert the hours that the child is expected to be in College):

Week beginning (Date)	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Example 02/09/2025	0900-1100	0900-1100	0900-1100	0900-1100	0900-1100	10hrs
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Week 6						

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Childs view - The wishes and feelings the student should be sought before completing this part-time timetable in order to make clear what the objectives are and to understand how they experience College, their interests and likes and what they need from their network to access their education

--

Other key issues discussed: (please ensure you record any other issues/key points not captured above)

--

Parent 1

Title		Forename		Surname	
Address				Post Code	
Tel No.					
email					
Relationship to Student					

Parent 2

Title		Forename		Surname	
Address				Post Code	
Tel No.					
email					
Relationship to Student					

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Date of meeting agreeing the part-time timetable:	
Who attended meeting?	
Start date of part-time timetable:	
Review date of part-time timetable:	
End date of part-time timetable: This should be no later than 6 weeks after the start date and if no end date is stated we will automatically end the part time timetable on our records at the end of the half term See next page for re integration plan*	

End of reduced timetable

Reintegration plan: what is the plan to reintegrate student back in to College, what support is needed? (Examples, is there a named member of staff student can go to, time out pass, quiet area, break time plans, friendship support etc)

I agree that my child has been placed on a part-time timetable for a limited period and will be marked absent (C2) for any sessions when not in College

I have discussed the matter fully with the College and agree, during the period of the part-time timetable to:

- take full responsibility for my child when they are not in College
- ensure there is a regular flow of communication between College and home
- take full responsibility for the health and safety of my child when they are not in College

Signature (Parent/Carer):	Date:
------------------------------	-------

I give permission for my child to make their own way to and from College at the agreed times, for the duration of this part-time timetable (secondary College only). Signature (Parent/Carer):	Date:
---	-------

During the period of the part-time timetable the College will:

- monitor the effectiveness of the part-time timetable

Children and Young People's Department

- hold a review on the agreed date and inform Wirral Attendance Service of the outcome
- mark the College register with a C2 for any session missed due to the agreed plan.

Signature (College):	Date:
-------------------------	-------

As the student on the part time timetable, I am aware that this is a time limited intervention and that if it is not working can be ended before the agreed end date. I am also aware that where other support is being offered, I must access this.

Signature (Student):	Date:
-------------------------	-------

Appendix 12

Grounds for deleting a student from the College admission register

	Grounds for deleting a student of compulsory school age from the school admission register set out in the School Attendance (Student Registration) (England) Regulations 2024
1	<p>9(1)(a) The student has been registered at another College, unless</p> <ul style="list-style-type: none"> (i) a school attendance order naming the College is in force in relation to the student; (ii) the student is a mobile child, and the College is their main College; or (iii) the proprietor has agreed with a person with control of the student’s attendance at the other school, or is such a person and has decided, that the student should be registered at more than one school
2	<p>9(1)(b) The student was admitted to the school for nursery education and</p> <ul style="list-style-type: none"> (i) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but (ii) the proprietor does not have reasonable grounds to believe that the student will attend the school again;
3	<p>9(1)(c) The student is also registered as a student at one or more other schools and</p> <ul style="list-style-type: none"> (i) the proprietor does not have reasonable grounds to believe that the student will attend the school again; (ii) the proprietor of each other school where the student is registered has consented to the deletion; (iii) there is no school attendance order naming the school in force in relation to the student; and (iv) the student is not a mobile child or, if they are, the school is not their main school;
4	<p>9(1)(d) A school attendance order relating to the student and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;</p>
5	<p>9(1)(e) A school attendance order relating to the student and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the student to receive suitable education otherwise than at school;</p>
6	<p>9(1)(f) A parent of the student has told the proprietor in writing that the student will no longer attend the school after a certain day and will receive education otherwise than at school and—</p> <ul style="list-style-type: none"> (i) that day has passed; and (ii) there is no school attendance order naming the school in force in relation to the student;

Children and Young People's Department

7	<p>9(1)(g) The student no longer normally lives a reasonable distance from the school and</p> <ul style="list-style-type: none"> (i) the proprietor does not have reasonable grounds to believe that the student will attend the school again; and (ii) the student is not a boarder;
8	<p>9(1)(h) The student has been given leave of absence and</p> <ul style="list-style-type: none"> (i) the student has not attended the school within the ten school days immediately after the end of the period of leave; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend because of sickness or an unavoidable cause; and (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the student's location and circumstances but <ul style="list-style-type: none"> (aa) they have not succeeded; or (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the student will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the student's attendance;
9	<p>9(1)(i) The student has been continuously absent from the school for at least twenty College days and</p> <ul style="list-style-type: none"> (i) none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the student at any point during that period; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend because of sickness or an unavoidable cause; and (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the student's location and circumstances but <ul style="list-style-type: none"> (aa) they have not succeeded; or (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the student will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the student's attendance;
10	<p>9(1)(j) The student is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the student will attend the school after they cease to be detained under that sentence;</p>
11	<p>9(1)(k) The student has died;</p>
12	<p>9(1)(l) The student will be over compulsory school age by the next time the school meets and</p> <ul style="list-style-type: none"> (i) the proprietor does not have reasonable grounds to believe that the student will attend the school again; or (ii) the student does not meet the academic entry requirements to be transferred to the school's sixth form

Children and Young People's Department

13	9(1)(m) The student is a boarder at the school and (i) the school is a school maintained by a local authority or is an Academy; (ii) charges for the student's board and lodging are payable by a parent of the student; and (iii) those charges remain unpaid by the parent at the end of the school term to which they relate
14	9(1)(n) The student has ceased to be a student at the school and the school is not (i) a school maintained by a local authority; or (ii) an Academy; or
15	9(1)(o) The student has been permanently excluded from the school.

Appendix 13

The Emotionally Based College Avoidance (EBSA) strategy has been created in response to a number of children and young people who experience emotionally based barriers to attendance and/or education engagement. Led by Wirral Educational Psychology Team, in collaboration with Wirral Parent/Carer Participation Wirral, the strategy aims “to educate and empower parents / carers and professionals around emotionally based College avoidance (EBSA) to improve the emotional well-being of children, young people and their families.” The strategy has recently completed its first year of operation, which has included:

- The development and purchasing of resources for all Wirral Colleges
- Free training to Wirral Colleges and local authority staff
- Designated webpages with signposting to parent and professional support.
- The purchasing of telepresence robots, which will be rolled out to schools as an offer to support student re-integration.

A working group, that oversees the EBSA strategy, includes representatives from Wirral Attendance Team, further promoting multi-agency working and collaboration. By empowering professionals and families to support children and young people with emotionally based barriers to education, it is anticipated that this in turn will increase the overall attendance and education engagement of students by better identifying at risk students and implementing support at the earliest opportunity before attendance significantly declines.

[SENDLO Wirral. Wirral's Local Offer of SEND Services](#)

Appendix 14

EDUCATION PENALTY NOTICES PROCEDURE FOR UNAUTHORISED ABSENCE AND EXCLUSIONS

Introduction

Parents are responsible for ensuring full time, regular and punctual attendance of their child, who is of compulsory school age, suitable to their age, ability, aptitude and any special needs they may have, at school or otherwise.

Regular and full-time attendance of students at school is both a legal requirement and essential for students to maximise their educational opportunities.

Regular attendance has been defined by the Supreme Court (6th April 2017) to mean “in accordance with the rules prescribed by the schoole

Full time is the whole of the time education is being offered – ie the timetable of the school

A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31st December.

A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

Wirral Council seeks to ensure that every child and young person receives the maximum benefit from the education opportunities provided by the Local Authority.

Wirral Council expects that all schools have a whole school approach to attendance which ensures early intervention and support for students with attendance difficulties.

All schools must include respective reference to the possible use of legal action for unauthorised absence within their school attendance and behaviour policy.

The Local Authority has the prime responsibility for the introduction of this unauthorised absence procedure with schools and Merseyside Police being partners.

The purpose of this local code of conduct is to ensure that penalty notices for school absence are issued in a manner that is fair and consistent across Wirral. The code sets out the arrangements for administering penalty notices in Wirral and must be adhered to by anyone issuing a penalty notice for school absence in this area. The code complies with relevant regulations and the Department for Education's national framework for penalty notices as set out in the 'Working together to improve school attendance' guidance.

This local code of conduct for Wirral is in line with the National Code of Conduct issued by the Department for Education.

The national framework for penalty notices is based on the principles that penalty notices should only be used in cases where: • support is not appropriate (e.g. a term time holiday) or where support has been provided and not engaged with or not worked, and • they are the most appropriate tool to change parental behaviour and improve attendance for that particular family.

Children and Young People's Department

Where difficulties arise with school attendance, professionals should take a 'support first' approach in line with the DfE's 'Working together to improve school attendance' guidance, only resorting to legal enforcement when necessary. The aim is that the need for legal enforcement is reduced by taking a supportive approach to tackle the barriers to attendance and intervening early before absence becomes entrenched.

For the most vulnerable students, regular attendance is also an important protective factor and often the best opportunity for needs to be identified and support provided.

1. Legislation

1.1 Penalty notices may be issued to a parent as an alternative to prosecution for irregular school attendance under s444 of the Education Act 1996. They can only be issued in relation to students of compulsory student age in maintained school, student referral units, academy schools, AP academies, and certain offsite places as set out in section 444A(1)(b).

1.2 The Education (Penalty Notices) (England) Regulations 2007 (and subsequent amendments) set out how penalty notices for College absence must be used.

1.3 A penalty notice can only be issued by an authorised officer: that is, a headteacher or a deputy or assistant head authorised by them, an authorised local authority officer or a police constable.

1.4 The national framework for penalty notices is published in statutory guidance 'Working together to improve school attendance'. It provides further national guidance on the operation of penalty notice schemes for school absence in England.

2. Who is a parent?

2.1 For the purposes of this protocol and other school attendance issues, a parent is as defined under section 576 of the Education Act 1996

- All natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
- Parents who do not ordinarily reside with the child may also be subject to Education Penalty Notices depending on the circumstances.

2.2 The Local Authority, with the help of the school, will decide who comes within the definition of a parent in respect of a particular student.

2.3 Throughout this document, references to 'parent' mean each and every parent coming within the definition, whether acting jointly or separately, and should not be taken to mean that provisions only apply to 'parent' in the singular.

2.4 Penalty notices will usually be issued to the parent or parents with day to day responsibility for the student's attendance or the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

3 Circumstances When Penalty Notices Will Be Issued

3.1 Penalty Notices will be issued by Wirral Council where any of the following occur:

- (A)** The child has had 10 or more sessions, where a session is a half day, of unauthorised absence in a period of 10 school weeks with the absences being recorded with one of, or a combination of the following codes:
- (i) code G (the student is absent without leave for the purpose of a holiday),
 - (ii) code N (the circumstances of the student's absence have not yet been established),
 - (iii) code O (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Student Registration) (England) Regulations 2024 applies), and
 - (iv) code U (the student attended after the taking of the register ended but before the end of the session, where no other code applies)
- (B)** If, in an individual case the local authority (or other authorised officer) believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events. If local authorities wish to exercise this discretion to issue a penalty notice earlier in such circumstances
- (C)** An exclusion has taken place and the parent has allowed the child to be present in a public place during school hours, without reasonable justification, during the first five days of a fixed or permanent exclusion. In this case there would not be the expectation for support to have been offered or a notice to improve attendance to have been issued before a penalty notice is issued.

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In this case a prosecution via the Magistrates' Court will be sought. This will also be the case where a penalty notice has been issued but not paid resulting in a prosecution if the parent then commits any further offence.

Where a child has moved into the area within the rolling three year period, checks will be made with any previous authority to see if any penalty notices have been issued. The same will apply for any child leaving the Wirral in that any new Local Authority will be able to check via email to crossborder.penaltynotice@wirral.gov.uk

3.2 Penalty Notices will be issued to each parent for each child. The exception to this would be were a parent has taken a child on unauthorised leave of absence without the consent of the other parent. The issuing of the penalty notices is based on the information held by schools so it is important that parents keep schools updated with any changes to information.

3.3 Where children in one family attend more than one College and request leave of absence the Colleges should, as much as possible, agree the decision with each other. However, any disagreement between schools will not prevent penalty notices being issued.

3.4 The deadline for Education Penalty Notice requests for any academic year will be 31st August after the summer term. The only exception to this will be holidays taken in the last week of term in July with the deadline for these being the end of the first full week back in school in September.

Children and Young People's Department

3.5 Head Teachers or member of the SLT or the Attendance Lead may submit a request electronically via email (educationpenaltynotices@wirral.gov.uk) or Anycomms to the Wirral Attendance Service using the appropriate proforma. (Please see Appendix A) It is vital that all details are double checked and are accurate in relation to the form as inaccuracies will result in the Education Penalty Notices either not being issued or withdrawn. All Full names of parents/ carers / guardians need to be included.

3.6 Wirral Council will issue Notice to Improve Attendance letters on behalf of all schools and academies. Schools must ensure that before they request a notice to improve that they have:

- Advised parents, in writing, at the start of the academic year (or when their child commences school mid-term) of the need for regular attendance and the possible consequences of failing to do so.
- Can evidence the steps taken to support an improvement in attendance. This should include invitations to formal meetings which parents may have failed to attend. We recommend that a parent is given 7 days' notice of any meeting and that at least 2 opportunities to attend are given. These opportunities can be as close together as practically possible but giving the parents the 7 days' notice.
- Maintain accurate registration records and a chronology of interventions and parental responses.
- Demonstrated consideration of the child's circumstances (including whether this is a child in need or whether a referral to Early Help is appropriate).
- Where parents do attend a formal meeting that an action plan has been agreed and a copy submitted with any request for a notice to improve

3.7 In the first instance the response from Wirral Attendance Service may be a Notice to Improve Attendance letter to the parents emphasising that attendance must improve within 15 school days. Further unauthorised absence within this 15 day period may lead to the issuing of an Education Penalty Notice. As in paragraph 3.1 (B) there may be times when a penalty notice is issued without a Notice to Improve Attendance letter having been sent.

4 Leave of absence

4.1 In the case of leave of absence in term time schools must ensure that they have advised parents, at the beginning of each academic year of the school policy on leave of absence. This should include the fact that leave of absence cannot be authorised retrospectively.

4.2 School will also need to provide a copy of the written leave of absence request submitted by parent and a copy of any response sent to the parent along with an attendance certificate. Please see Appendix B for a sample Leave of Absence Application Form.

4.3 Any requests for an Education Penalty Notice should be submitted as soon as possible after the student's return to school following unauthorised leave of absence, and no later than two months after the leave of absence. Requests should not be submitted before the leave of absence or saved until the end of term.

4.4 Headteachers are responsible for determining whether leave of absence is authorised or not and whether an Education Penalty Notice should be issued. Schools should work together to achieve consistency within and across Locality Partnerships and other mechanisms in relation to leave of absence.

Children and Young People's Department

4.5 Education Penalty notices will be issued to each parent for each child. The exception to this would be where a parent has taken a child on unauthorised leave of absence without the consent of the other parent.

4.6 Where children in one family attend more than one school and request leave of absence the Colleges should agree the decision with each other as much as possible.

4.7 Notice to Improve Attendance letters will not be issued for leave of absence.

5 Excluded students

5.1 An Education Penalty Notice for excluded students may only be issued where it can be wholly established that:

- The student has been excluded (either fixed-term or permanently) from a school, Academy or alternative provision in the LA area and that the College or alternative provider has followed all agreed processes in notifying parents and the LA.
- The student has been permanently excluded from a school outside the LA area but is a resident of the LA.
- The parent/carer received notice of their responsibility for the first five days of the exclusion, those five 'specified days of exclusion' were clearly identified and the possible consequences of failing to adhere to this were explained.
- The student was present in a public place within the first five days of a fixed or permanent exclusion.
- The parent cannot prove that the student was present in a public place with reasonable justification.

5.2 Referrals for notices relating to exclusions will only be accepted from Police and Police Community Support Officers. This provision is in addition to the independent powers of Merseyside Police and does not fetter their discretion. In some circumstances consideration may also be given to the use of an Acceptable Behaviour Contract in consultation with the Anti-Social Behaviour Team.

5.3 For the purposes of this protocol:

- school hours means a school session or a break between sessions on the same school day
- a public place means any highways or other place to which the public have access but does not include a school
- the days of an exclusions are known as the specified days

6 Withdrawal of Education Penalty Notices

Once issued an Education Penalty Notice may only be withdrawn in the following circumstances:

- it ought not to have been issued
- It ought not to have been issued to the person named as the recipient
- It contains a material error
- It has not been paid in full, and the LA has not, and does not intend to, instigate proceedings

7 Payment Of Education Penalty Notices

7.1 Arrangements for payment will be detailed on the Education Penalty Notice.

Children and Young People's Department

7.2 Payment of the Education Penalty Notice discharges the parent's liability for the period in question and they cannot subsequently be prosecuted under Section 444 of the Education Act 1996 for the period covered by the Education Penalty Notice.

7.3 Payment of an Education Penalty Notice is £80 if paid within 21 days and £160 if paid after this time but within 28 days for the first offence. For any second offence by the same parent relating to the same child the fixed penalty amount will be £160

7.4 The Local Authority retains any revenue from the Education Penalty Notices to cover enforcement costs and support work relating to school attendance

8 Non-payment Of Education Penalty Notices

Non-payment of an Education Penalty Notice will result in the withdrawal of the notice and will normally trigger a prosecution of parents by Wirral Attendance Service under Section 444 Education Act 1996.

9 Right of appeal

In accordance with Department for Education Guidance there is no right of appeal but where a parent wishes to contest the issuing of an Education Penalty Notice they should contact Wirral Attendance Service (as outlined on the Education Penalty Notice) and/or opt to face proceedings in the Magistrates' Court, where all of the issues relating to their Education Penalty Notice can be fully debated.

10 Policy And Publicity

All school Attendance Policies should include information on the use of Education Penalty Notices and this will be brought to the attention of all parents. The LA will include information on the use of Education Penalty Notices in promotional/public information material.

11 Reporting And Review

Wirral Attendance Service will report to partners on the deployment and outcomes of Education Penalty Notices and will review this protocol at regular intervals.

This document was agreed with the following:

Wirral Primary Headteachers,
Wirral Secondary Headteachers,
Wirral Special College Headteachers,
Attendance staff from Wirral Colleges

All present at Working together to Improve College Attendance Conference on 1st July 2024

And is effective from 1st September 2024 until such time as it is reviewed which will be at least every two years.

Appendix 15

RESTRICTED Data

Wirral Attendance Service: Leaver Notification

School		Date form submitted	
Full name of student		UPN	
DOB		Year Group	Choose an item.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity	White - British
Current (or former) home address			
Full name(s) of parent(s) / carer(s) and relationship to child			
Parent / carer contact 'phone number(s)		Contact email address	
New school (if known)		Date of Admission	
New local authority (if known)			
New home address (if known / applicable)			



Children and Young People’s Department

Has the student been removed from the school roll?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What grounds* have been used / are proposed to be used?	
Date of removal?		Has this child been formally referred to CME?	Yes <input type="checkbox"/> No <input type="checkbox"/>

** In accordance with regulation 8 of the Education (Student Registration) (England) (Amendment) Regulations 2016 which specify the grounds under which schools can lawfully remove a student’s name from their admissions register.*

The effective sharing of information between schools and local authorities is crucial to ensuring that all children & young people of statutory school age are safeguarded and receiving a suitable education. Under the amended 2016 Regulations, all schools (including Academies, Free and Independent Schools) are required to inform the LA as soon as possible when they are about to delete a student’s name from the admission register.

Please send to: schoolattendance@wirral.gov.uk



Appendix 16

**RESTRICTED Data
Notification**

Wirral Attendance Service: Addition to Roll

School		Date of Admission
Full name of student		UPN
DOB		Year Group
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity
Current home address		
Full name(s) of parent(s) / carer(s) and relationship to child and who child lives with		
Parent / carer contact 'phone number(s)		Contact email address
Previous school including address		Date of Leaving
Previous local authority		
Previous home address		
Did the student have poor attendance at previous school?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have there been any penalty notices issued within the last three years at the previous school?
Date form submitted?	04/06/2024	Was this child previously CME or EHE?

*** In accordance with regulation 13 of the School Attendance (Student Registration) (England) Regulations 2024 which specify that by the end of the fifth day after the day when the name of a registered student is entered in the admission register a return must be made to the local authority giving all the information about the student that is entered in the admission register..**

The effective sharing of information between schools and local authorities is crucial to ensuring that all children & young people of statutory school age are safeguarded and receiving a suitable education. Under the amended 2016 Regulations, all schools (including Academies, Free and Independent Schools) are required to inform the LA as soon as possible when they are about to add or delete a student's name from the admission register.

Please send to: schoolattendance@wirral.gov.uk

Appendix 17

REQUEST FOR ENFORCEMENT ACTION -NOTICE TO IMPROVE

ALL INFORMATION ON THIS FORM MUST BE ACCURATE AND IF ANYTHING CHANGES DURING THE PROCESS THE ATTENDANCE SERVICE MUST BE NOTIFIED

Student Forename		Student Surname	
Address			
Post Code			
Date of Birth		Ethnic Origin	
Unique Student No (UPN)		College Year Group	
Student's SEN status	No Identified SEN	K	EHCP
Is this child currently open to social care?	YES / NO		
Are social care aware of the referral?	YES / NO		
Is this child currently accessing Early Help?	YES / NO		
Has a referral to Early Help been considered?	YES / NO		

REASON FOR REQUEST FOR ENFORCEMENT ACTION. PLEASE COMPLETE ALL BOXES		
	NOTICE TO IMPROVE	
UNAUTHORISED ABSENCE 10 sessions (half days) in a 10-week period O, U & G Codes (when not met criteria for holiday penalty notice)		
Have you included evidence of support that relate to the 10 Week period of the request? e.g. letters to parents/action plans/registration certificate	YES	NO
Has there been a previous request for a penalty notice this year?	YES	NO
Are you aware of any penalty notice requests within the last three years including if the child has moved to your school from another LA?	YES	NO

Has the child joined your school from another LA within the last 3 years? If so, please state which LA	YES	NO
--	-----	----

ALL INFORMATION BELOW MUST BE COMPLETED FOR THE REQUEST TO BE PROCESSED. IF INCOMPLETE REQUEST WILL BE RETURNED. THE INFORMATION PROVIDED WILL GO DIRECTLY ON THE NOTICE TO IMPROVE TO PARENTS/CARERS.

	DATES	OUTCOMES/COMMENTS/LETTER DETAILS
Informal Telephone calls/meetings in relation to attendance		
Letters to parents/carers (please provide copies)		
Attendance Support/ Attendance panel meetings. Did the parent/carer attend? (please provide copies of invites)		
Actions & Support agreed Please provide brief details		
Home Visits If yes, please provide details	YES NO	

Information contained in the form may be used in legal action under Section 444 of the 1996 Education Act or Section 105 of the 2006 Education & Inspections Act if a Penalty Notice is issued and remains unpaid after 28 days.

Children and Young People's Department

I am writing to request that the Local Authority consider issuing a Penalty Notice to the parent(s) of the student named above.

Parent 1 (as much information as possible must be given in order for any prosecution following non-payment)

Title		Forename		Surname	
Address					
Post Code					
Tel No			Relationship to Student		
Parent's Date of Birth					
Parental Responsibility:		YES/NO <i>(Delete if not applicable)</i>			
Does the child live with this parent?		YES/NO			
Is this parent involved in the day to day care of the child?		YES/NO			
Has this parent been invited to meetings?		YES/NO			
If a holiday, was this parent involved in the holiday?		YES/NO			

Parent 2

Title		Forename		Surname	
Address					
Post Code					
Tel No			Relationship to Student		
Parent's Date of Birth					
Parental Responsibility:		YES/NO <i>(Delete if not applicable)</i>			
Does the child live with this parent?		YES/NO			
Is this parent involved in the day to day care of the child?		YES/NO			
Has this parent been invited to meetings?		YES/NO			
If a holiday was this parent involved in the holiday?		YES/NO			

SchoolName	
School Tel No.	
Contact Name	
Designation	

**THIS REQUEST WILL ONLY BE ACTIONED IF ALL RELEVANT INFORMATION INCLUDING
REGISTRATION CERTIFICATE HAS BEEN INCLUDED AND IS CORRECT**

I can confirm that all our attendance registers are marked in accordance with the guidance issued by the DfE and that the use of Penalty Notices is included in our school attendance policy. In making this request, I confirm that such action would not conflict with other intervention strategies already in place or other enforcement measures already being processed.

Dated this	day of	20
Signed:	Name:	

Appendix 18:

REQUEST FOR UNAUTHORISED HOLIDAY PENALTY NOTICE

ALL INFORMATION ON THIS FORM MUST BE ACCURATE AND IF ANYTHING CHANGES DURING THE PROCESS THE ATTENDANCE SERVICE MUST BE NOTIFIED

Student Forename		Student Surname	
Address			
Post Code			
Date of Birth		Ethnic Origin	
Unique Student No (UPN)		College Year Group	
Student's SEN status	No Identified SEN	K	EHCP
Is this child currently open to social care?	YES/NO		
Are social care aware of the referral?	YES/NO		
Are you aware of any siblings in another school? If so, please advise.			

REASON FOR REQUEST FOR EDUCATION PENALTY NOTICE. PLEASE TICK APPROPRIATE BOX		
UNAUTHORISED LEAVE OF ABSENCE REQUESTED (please include ALL request and response) 5 days consecutive and recorded as G	<input type="checkbox"/>	<input type="checkbox"/>
UNAUTHORISED LEAVE OF ABSENCE NOT REQUESTED (please include ALL correspondence) 5 days consecutive and recorded as G	<input type="checkbox"/>	<input type="checkbox"/>
HOLIDAY DATES (Please enter start & end dates)		
HAS THERE BEEN A PREVIOUS REQUEST FOR AN EPN THIS YEAR	YES	NO
Are you aware of any EPN requests within the last three years including if the child has moved to your school from another LA?	YES	NO
Has the child joined your school from another LA within the last 3 years? If so please state which LA	YES	NO

Information contained in the form may be used in legal action under Section 444 of the 1996 Education Act or Section 105 of the 2006 Education & Inspections Act if a Penalty Notice is issued and remains unpaid after 28 days. I am writing to request that the Local Authority consider issuing a Penalty Notice to the parent(s) of the student named above.

Parent 1 (as much information as possible must be given in order for any prosecution following non-payment)

Children and Young People's Department

Title		Forename		Surname	
Address					
Post Code					
Tel No			Relationship to Student		
Parent's Date of Birth					
Parental Responsibility:		YES/NO <i>(Delete if not applicable)</i>			
Does the child live with this parent?		YES/NO			
Is this parent involved in the day to day care of the child?		YES/NO			
If a holiday, was this parent involved in the holiday?		YES/NO			

Parent 2

Title		Forename		Surname	
Address					
Post Code					
Tel No			Relationship to Student		
Parent's Date of Birth					
Parental Responsibility:		YES/NO <i>(Delete if not applicable)</i>			
Does the child live with this parent?		YES/NO			
Is this parent involved in the day to day care of the child?		YES/NO			
If a holiday was this parent involved in the holiday?		YES/NO			

School Name	
School Tel No.	
Contact Name	
Designation	

THIS REQUEST WILL ONLY BE ACTIONED IF ALL RELEVANT INFORMATION INCLUDING REGISTRATION CERTIFICATE HAS BEEN INCLUDED AND IS CORRECT

I can confirm that all our attendance registers are marked in accordance with the guidance issued by the DfE and that the use of Penalty Notices is included in our school attendance policy. In making this request, I confirm that such action would not conflict with other intervention strategies already in place or other enforcement measures already being processed.

Dated	
Signed:	Name:

Appendix 19:

**Leave of absence request response letter:
School HEADING**

Dear **Insert parent's name**,

Re: Request for Leave of Absence – **Student's name**

Thank you for your Leave of Absence request relating to taking **CHILD'S NAME** out of College between **INSERT DATE** and **INSERT DATE** which is a total of **X** College days.

You will already be aware from your application, our College's attendance policy and the Wirral Code of Conduct for penalty notices relating to College attendance, that the law requires parents to seek permission from the head teacher to take their child out of College during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with; **and**
2. There are exceptional circumstances.

Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional

Or

Following due consideration, I am able to authorise your request on this occasion.

Parents who take their child out of College despite the request being denied by the Headteacher may be referred to the Local Authority for further action. On the first occasion this is likely to be a Fixed Penalty Notice which is £80 per parent per child if paid within 21 days or £160 per parent per child if paid between day 22 and day 28. For any second occasion the amount will be £160 per parent per child. Any more than two occasions in a rolling three year period will result in a prosecution in the Magistrate's court.

If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances, not previously outlined, which mean the holiday cannot be taken during a College holiday period, please contact me to arrange an appointment.

Yours sincerely,

Appendix 20:

Leave of absence response letter for under compulsory College age:

COLLEGE HEADING

Dear **Insert parent's name**,

Re: Request for Leave of Absence – **Student's name**

Thank you for your Leave of Absence request relating to taking **CHILD'S NAME** out of College between **INSERT DATE** and **INSERT DATE** which is a total of **X** College days.

You will already be aware from your application, our College's attendance policy and the Wirral Code of Conduct for penalty notices relating to College attendance, that the law requires parents to seek permission from the head teacher to take their child out of College during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with; **and**
2. There are exceptional circumstances.

Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional

Or

Following due consideration, I am able to authorise your request on this occasion.

Whilst **CHILD'S NAME** is not yet of compulsory College age and you cannot be fined, the Department for Education attendance guidance states that "Where the student is absent when timetabled to attend the College, the absence must be recorded using the appropriate absence code" therefore any requests for leave of absence will be considered in the same way as they would for all students who are of compulsory College age. This will help to ensure that good routines are established at an early stage in their College life.

If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances, not previously outlined, which mean the holiday cannot be taken during a College holiday period, please contact me to arrange an appointment.

Yours sincerely,

Appendix 22:

Statutory Guidance:

- [Working together to improve school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk) (publishing.service.gov.uk)
- [Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk) (publishing.service.gov.uk)
- [Is my child too ill for school? - NHS](https://www.nhs.uk) (www.nhs.uk)
- [Children missing education](#)
- [Keeping children safe in education](#)
- [Education for children with health needs who cannot attend school](#)
- [College exclusion](#)

Wirral Attendance Service Contacts:

- School Attendance: schoolattendance@wirral.gov.uk
- Enforcement Action: educationpenaltynotices@wirral.gov.uk
- Children Missing from Education: cme@wirral.gov.uk
- Elective Home Education: ehe@wirral.gov.uk
- Children in Entertainment / Child Employment Licensing: childlicensing@wirral.gov.uk