



Newham Pupil Referral Units

Attendance Policy

Version	Author	Last updated	Review Date
1.0	K MacLeod	Autumn 2026	Autumn 2027

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Policy to be reviewed next: **Autumn 2027**

Introduction

This policy represents our commitment to strive for 100% attendance. We recognise that regular attendance is a critical factor in safeguarding and the intellectual, social, and emotional development of our pupils. It sets out the principles, procedures and practises the schools of Newham PRUs will undertake. The strategies, sanctions and possible legal consequences of poor attendance and punctuality are also detailed, as well as rewards for good attendance. This policy adheres to the statutory guidance *Working Together to Improve School Attendance* (statutory as of August 2024) and the *School Attendance (Pupil Registration) (England) Regulations 2024*. This policy will be reviewed, amended as necessary and published annually in accordance with the most current legislation and guidance.

Principles

- Legal Responsibility: Parents/carers are legally responsible for ensuring their child receives a suitable full-time education (Education Act 1996).
- Vulnerability: Pupils with poor attendance are considered vulnerable. Attendance is a protective factor against extra-familial harms, including exploitation and crime.
- High Expectations: We maintain high expectations for all pupils, including those with SEND or medical conditions, while providing adapted support to remove barriers.
- Receiving a full-time suitable education is a child's legal entitlement.
- It is the parents'/carers' legal responsibility to ensure the child's education.
- Attending school regularly aids intellectual, social and emotional development
- Good attendance safeguards the welfare of children whilst they are not in the care of their parents
- Pupils with medical conditions or SEND have a right to an education the same as any other pupil
- Improving school attendance begins with setting high expectations of all leaders, governors, staff, pupils and parents, recognising that attendance improvement does not happen in isolation.
- **Support First:** Our strategy prioritises working collaboratively with families to remove barriers before moving to formal or legal interventions.
- The School will engage and work effectively with the local authority's Attendance Targeted Support Service (ATSS) and the wider group of local partners and services, including Newham Virtual school.
- **Senior Attendance Champion:** The school has designated the **Head of School** as the Senior Leader responsible for the strategic approach to attendance.

These principles are enshrined in British law, in the Education Act 1996, the Children Act 1989 and other associated legislation. The most recent DfE guidelines *Working together to improve*

school attendance were updated and become statutory in August 2024 and were implemented into process and procedure from September 2024. This included the introduction of 12 new attendance codes. The latest guidelines are incorporated into this policy and have been developed in conjunction with the restructure of Newham's ATSS in 2024, with a directive that all agencies involved in children's education work together. Under an SLA Newham PRUs work closely with LBN's ATSS to ensure that all attendance issues are addressed and that statutory guidelines are followed as part of a robust attendance process.

2. The Legal Framework

This policy adheres to the statutory guidance *Working Together to Improve School Attendance* (statutory as of August 2024) and the *School Attendance (Pupil Registration) (England) Regulations 2024*.

- **Strict Liability (Section 444(1)):** It is an offence if a child fails to attend school regularly.
- **Aggravated Offence (Section 444(1A)):** It is a more serious offence if a parent knows their child is failing to attend and fails to act.
- **National Threshold:** A "Notice to Improve" or legal intervention is considered when a pupil reaches **10 sessions (5 days) of unauthorised absence** in a rolling 10-week period.

Aims of the Policy

- To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard the welfare of its pupils
- To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent and severe absence.
- To improve the life chances of Newham's children and young people and prepare them to be fully contributing citizens when they reach adulthood.
- To recognise that persistent absence is almost always a symptom of wider issues in pupils' lives
- To engage with the local authority, statutory safeguarding partners and other local partners who have a crucial role in supporting pupils, in a coordinated approach to improve attendance.
- To ensure that the duty placed on local authorities of maintained schools to arrange suitable education for SEN and Outreach pupils is fulfilled, where pupils not in mainstream settings can access full-time education, or such part-time education as is in their best interests because of their health needs.
- To ensure that all work on statutory intervention is completed in conjunction with Newham's ATSS and as per the service level agreement in place.
- To ensure that any placement of children on reduced or part-time timetables is time limited and follows a process of regular review, where families and external agencies work together to support and maximise educational progress. Such data to be shared with LBN.

Policy objectives:

- To safeguard the welfare, social, educational and emotional development of all children
- To reduce persistent absence (<90%)
- To reduce severe persistent absence (<50%)
- To reduce or eliminate term time holidays/leave of absence
- To promote commitment to education and high achievement
- To maximise the potential of every individual pupil
- To work collaboratively with supporting agencies

The Law - Relevant legislation

Statutory Instruments

2024 No. 208

EDUCATION, ENGLAND

The School Attendance (Pupil Registration) (England) Regulations 2024

Citation and commencement

1. These Regulations may be cited as the School Attendance (Pupil Registration) (England) Regulations 2024 and come into force on 19th August 2024.

Extent and application

2. --(1) These Regulations extend to England and Wales.
(2) These Regulations apply only in relation to schools in England.

Interpretation

- 3.—(1) In these Regulations—
“the 1996 Act” means the Education Act 1996;
“the 2014 Act” means the Children and Families Act 2014(2);

[Regulation 10 of the school attendance pupil registration England regulations 2024](#)

10. The proprietor of a school must ensure that, at the beginning of each morning session and once during each afternoon session, the attendance of each registered pupil who is not a boarder is recorded in the school's attendance register in accordance with this regulation.

The Education Act

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.

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extrafamilial harms, including crime (the proportion of children that had been

cautioned or sentenced for any offence that had ever been persistently absent was 81% and for serious violence offence was 85%)

1. **Section 444(1) Education Act 1996** - If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000.

2. **Section 444(1A) Education Act 1996** - an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.

Working together to improve school attendance

Guidance for maintained schools, academies, independent schools and local authorities was made statutory from August 2024 and schools, trusts, governing bodies, and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance. This guidance should be read alongside the statutory guidance documents on children missing education, supporting pupils with medical conditions at school, education for children with health needs who cannot attend school, suspensions and exclusions, alternative provision, and Keeping Children Safe in Education.

The expectation now is that to successfully treat the root causes of absence and remove barriers to attendance, at home, in school or more broadly, requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together. Social care, family, Police, health care, CAMHS, YJS and school.

Codes from August 2024

12 new codes were introduced and codes related to Covid were removed.(see code appendix below)

Promoting Excellent Attendance

The Management Committee, Headteacher, Attendance Lead, Attendance managers and staff will use all means available to them to promote the importance of good attendance and punctuality. These will include the home/school agreements, newsletters, rewards and incentives for good or significantly improving attendance. The school will also, when necessary, employ sanctions to improve attendance. Heads only have discretion to authorise leave of absence in term-time in the **most exceptional** circumstances. In such cases the Headteacher must specify the date when the child must return to school. Leave can often be related to safeguarding concerns and advice will be taken from Police, Social Care and/or the Youth Justice Service. However, in line with LBN directives, term time leave will be routinely declined and parents will be advised against taking children out of school.

Improving school attendance begins with the Management Committee setting high expectations of all leaders, staff, pupils and parents. Newham PRUs recognises that attendance improvement does not happen in isolation and therefore ensuring the schools'

attendance management processes are delivered effectively, consistent attendance support is provided for pupils who require it most.

Such support includes, ensuring school staff engage and work effectively within the attendance policy framework and that Newham PRUs attendance teams work with the local authority School Attendance Support Team and wider local partners and services. High aspirations are maintained for all pupils, but support is adapted to the individual needs of particular pupils. This can include those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.

Attendance legal intervention

As absence is so often a symptom of wider issues a family is facing, Newham PRUs will always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts. When all school-centred avenues have been exhausted, Newham PRUs will work with the local authority attendance team to enforce attendance through legal channels and this could lead to fixed penalty notices, statutory orders or prosecution.



Attendance legal intervention is only used for pupils of compulsory school age and decisions are made on an individual case by case basis by the local authority in consultation with Newham PRUs. Working together, they are expected to make use of the full range of legal interventions after considering the individual circumstances of a family. The interventions are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

A parenting contract is a formal written agreement between a parent and either the school (with the exception of independent schools and non-maintained special schools) or local authority to address irregular attendance at school or alternative provision. A contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. A parenting contract is not a punitive tool it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.

Education Supervision Orders (ESO) are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. Where a voluntary early help plan, or formal parenting contract has not been successful, an ESO can be a useful alternative to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority should

have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent. Where safeguarding concerns exist, the lead practitioner should also discuss with the school's designated safeguarding lead and children's social care services and agree an ESO would be a more suitable option than a s.17 (Child in Need) or s.47 (Child Protection) plan. *In all cases, local authorities must fully consider using an ESO before moving forward to prosecution.*

Attendance prosecution: If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority. Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.

Any prosecution case must be laid before the Court within 6 months of the alleged offence. Parents should be prosecuted by the local authority for the area where the pupil attends school or that has made the alternative provision and the case should be heard in the Magistrates Court for the same area. In taking forward a prosecution and preparing for Court, local authorities should consider the Attorney General's Guidelines for Crown Prosecutors in all cases. Local authorities must also conduct all investigations in accordance with the Police and Criminal Evidence (PACE) Act 1984. This includes fully considering public interest tests and duties under the Equality Act 2010.

Parenting Order

Parenting Orders are an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

This could mean going to parenting classes and doing what the court says to improve the child's school attendance.

School Attendance Order - SAO

Parents/carers get a School Attendance Order if the local council thinks the child is not getting an education. They have 15 days to provide evidence that the child has been registered with the school listed in the order or that they have opted for elective home education. If not, parents/carers could be prosecuted or given a fine.

SAO's can be imposed by the Court and Parents' agreement is not required before an order is made. SAO's can be used when children are not fully on roll and have not completed a successful admissions process, whereby parents have agreed placement at Newham PRUs. The local authority place children who are PEX from mainstream at Newham PRUs from the 6th day. Admissions meetings are offered to parents/carers and if a second meeting is missed, the school refer directly to LBN for statutory intervention and an SAO. As parents/carers have not contractually agreed to placement at Newham PRUs, normal attendance procedures cannot be followed.

Fixed penalty notices are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Fixed penalty notices can be used by all schools where the pupil's absence has not been authorised by the school and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence or offences, which should usually be the parent or parents with day to day responsibility for the pupil's attendance. Fixed penalty notices are intended to prevent the need for court action and should only be used where a fixed penalty notice is deemed likely to change parental behaviour. Fixed penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007 and can only be issued by a headteacher or someone authorised by them such as a deputy or assistant head.

Penalty notices are fines of £80/£160 imposed on parents. They are an alternative to the prosecution (legal proceeding) of parents for failing to ensure that their child of compulsory school age regularly attends the school or alternative provision where they are registered.

The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days, reducing to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days. A penalty notice is an out of court settlement which is intended to change parental behaviour without the need for a criminal prosecution. Payment of a penalty notice discharges the parent/carer liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty notice.

Where the threshold for a penalty notice is met for a third, fourth, fifth (or subsequent) times within the 3 year period, a penalty notice cannot be issued, it is expected that the head teacher and/or attendance lead in conjunction with ATSS will consider that alternative action should be taken instead. This will often include the option to considering prosecution (legal proceedings), but can be another tool such as one of the other attendance legal interventions.

Truancy – children present in a public place during school time. Authorised officers from the local authority, schools or the police can issue a penalty notice where they believe that a parent has committed a school attendance offence under section 444 and that the pupil in question is registered at a school.

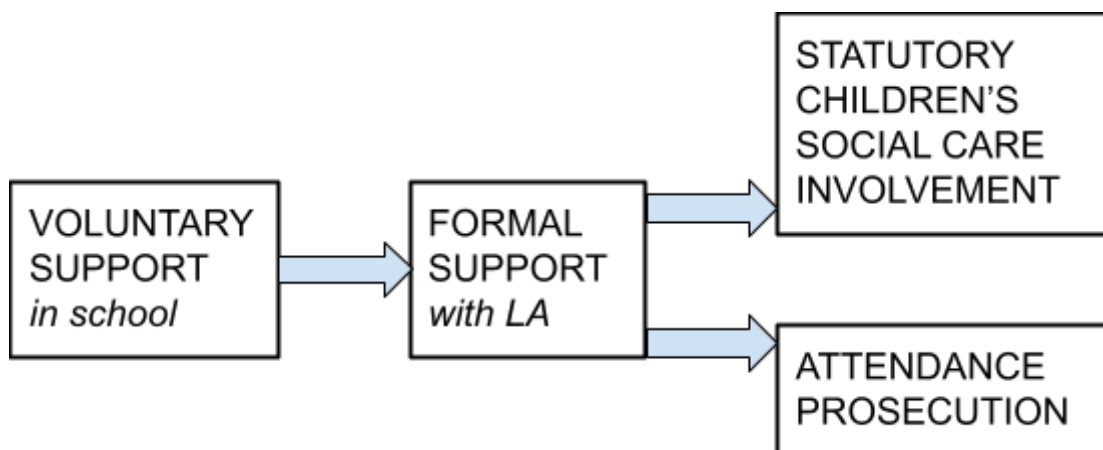
A penalty notice issued for a pupil found in a public place during the first 5 days of an exclusion count towards the escalation process or national limit.

If it is a school or the police issuing the penalty notice, they are expected to check with the local authority before issuing in order to prevent duplication and check that a prosecution case is not pending or ongoing.

Newham PRUs will consider Penalty notices under the 10 in 10 guidance or as an alternative to prosecution via the APH/SIR route following a referral to LBN via ATSS.

To summarise:

DfE guidance states that successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly, requires schools and local partners to work collaboratively with, not against families. Where that support is not successful, or is not engaged with, the law protects the pupil's right to an education and provides a range of legal interventions to formalise attendance improvement efforts. When all other avenues have been exhausted, it can be enforced through the prosecution of parents.



SCHOOL PROCEDURES

● **Registration and punctuality procedures**

In accordance with Regulation 10 (2024 Regulations), registers are taken at the start of the morning and afternoon sessions by form tutors and/or support staff (TEPs) using the school MIS. Pupils are marked / or O, once at the start of the school day **8:55-9:00am** and once during the afternoon registration session **1.00-1.15pm**. No other codes should be used by the form tutor/TEP. As per statutory guidance (Aug2024) registers must remain open for 30 minutes in the morning.

Pupils arriving during registration will be marked present and those arriving at the start of period 1 (9:00-9:10) will also be marked present to account for time lost due to safeguarding security searches at the school gates and/or time spent with key staff (eg TEPs). Pupils arriving after 9.10 and before the close of registers, will be coded L (Late before registers close) which is a present mark. The time of arrival after 9:00am will be recorded in the school MIS by admin staff. Registers will close 30 minutes after they open at 9.25am.

Admin staff are to check AM registration against sign-in/search lists by gate duty staff in case a child comes in on time but does not make registration or the first lesson.

Pupils arriving after the registers have closed at **9:25am** will be coded U (Late after registers close) which counts as an unauthorised absence for the AM session. The time of arrival is recorded in the MIS by admin staff.

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| ● Morning registration 8:55-9:00am - pupils marked present / or O absent only |
| ● Pupils are present (/ code) if arriving at the start of period 1 (9.00-9.10) |
| ● Pupils are late (L code) if they arrive during period 1 (9:10-9:25am) |
| ● Registers close at 9.25am, after which pupils receive U code 'late after registers close' |
| ● Time of arrival at school recorded by office for L and U codes |
| ● Afternoon registration is from 1.00pm to 1.15 p.m. |

Only the Head Teacher or designated member(s) of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised (O), until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absence). Absence notes received from parents/carers will be recorded and referred to later, if there are concerns that require further investigation or legal action. If a pupil is persistently late the Deputy/Assistant Headteacher and the School Attendance Officer will arrange to meet with the family as soon as the pattern is identified.

Term time leave can only be authorised by the head teacher in exceptional circumstances and has to be requested by parents/carers in writing and in advance. The school follows Newham's lead in not allowing term time leave in general. Failure to request leave for a pupil or to take unauthorised leave during term time, will result in the issue of penalty notices to both parents, upon return. Unauthorised term time leave is G coded.

Lesson attendance

Teachers use Bromcom, the school MIS, to record lesson attendance. This is an integral part of the whole school safeguarding process and provides additional information as to the students engaged in education. Teachers (or staff with responsibility for lessons) are responsible for recording the attendance in their lessons only. This can only be overwritten by staff authorised by SLT and for purposes whereby students are confirmed as not in a lesson e.g M-medical/dental appointment, V-Educational visit, B-Educated offsite etc...

For digital remote and medical outreach (*DRMO*) learners the completion of lesson attendance is a critical part of the safeguarding and attendance process. Teachers and support staff, must complete lesson attendance in Bromcom as part of their professional duties. Daily AM/PM attendance for Medical Outreach pupils is based on lesson attendance and this information is shared with mainstream schools where pupils are Dual Registered.

Daily attendance is completed on a regular basis by the DRMO team and is monitored by the Lead teacher. Weekly reports (WORD) are completed by teaching staff via the school intranet to support and feedback on student engagement.

- **First Day Absence Contact** Parents are expected to notify the school the first day their child is unable to attend for any unavoidable reason, such as illness.
- Admin/office staff will message parents if their child is not in school on time:
 - 9.10 message - Your child is not in school and is now late (Tunmarsh/New Directions)
 - 9.25 message - Your child is not in school and is now absent this morning (Tunmarsh/New Directions)
 - After 9.25+ - Your child has now arrived in school *with time* (to notify parents of attendance)
- Contact is carried out by text as early as possible in the school day with the aim to complete by 9.25am when absence is recorded as unauthorised. This is in order to notify as quickly as possible, those parents whose children may have set off for school, but have not arrived and this is important for safeguarding reasons. Additionally, individual calls will be made to parents/carers of children on CP or LAC registers, if they are absent.

- **First Day Absence Responses**

Any response/contact from parents/carers will be recorded accordingly on the school information management system (Bromcom). No response from parents is followed up with another phone call by tutors/TEPs or the admin/office team and the outcome recorded on CPOMS. Any additional safeguarding information can be shared with the safeguarding team. LAC and CP children take priority and must receive a call, the results of which are recorded in CPOMS. The attendance team reviews individual pupil attendance with the support of LBN ATSS on a regular weekly basis. Any safeguarding concerns are immediately flagged with the safeguarding teams.

- **Continuing Absence Procedures**

In the event of an absence of three or more days without contact from the family, where possible, a home visit will be made. Such extended absences are the responsibility of all staff. Form tutors, TEPs, admin, safeguarding and attendance teams all play a part in maintaining safeguarding protocol. Any contact from parents/carers is recorded by staff in CPOMS. Any child who is absent without explanation for 12 consecutive or cumulative sessions (6 school days), or who has a pattern of erratic attendance or persistent lateness after registers close may be referred to Newham's Attendance Targeted Support Service

(ATSS), in order that further investigations can be made. Such cases may result in a home visit by a school staff or a Newham Attendance Officer. Targets will be set for improvement, sources of support will be signposted if needed. If there is no improvement, legal action or a Penalty Notice may ensue.

- **Attendance/Frequent & Persistent Absence Procedures**

Regular weekly trawls of the registers will be made by the school attendance team with support from ATSS to identify pupils with a pattern of absences that may lead to Persistent Absence (PA), that is to say absence of 10% or more, or Severe Persistent Absence (SPA), absence of 50% or more. The school Attendance Managers are responsible for identification of any emerging concerns and ensuring that action plans are in place for each pupil of concern. Attendance data is tracked and monitored in Bromcom and data regularly shared with SLT and the LBN.

Form tutors/TEPs are expected to maintain registers daily for AM and PM registrations, to ensure the accuracy of data in Bromcom. Form tutors/TEPs are also responsible for checking daily, the ongoing accuracy of attendance data and ensuring that attendance is accurately recorded. Where students are part of an alternative provision or outreach programme, APPLE/Ocelot/Blueband/Beckton Skills/etc... Lead tutors and/or TEPs are responsible for maintaining the accuracy of data. For DRMO pupils it is important that class/subject teachers complete lesson registers so that AM/PM registration can be accurately recorded.

Initially the school will try to resolve any problem with parents/carers, but if the pattern continues, the school will refer the problem to ATSS. In cases where there appear to be issues requiring outside intervention to support the family and the child, a referral may be made through the triage system for external agency support or direct to professionals working with the family involved. PA and SPA pupils and their parents will be subject to an Action Plan or Parenting Contract if required. Such a plan or contract may include allocation of additional in-school or external support. All professionals working with PA/SPA pupils will be kept informed by attendance/safeguarding leads at each site.

- **Consequences of Poor Attendance /Punctuality**

For pupils whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

1. The school may ask the Council to issue a Penalty Notice on its behalf. A Penalty Notice carries a fine of £80, per parent, per child. If the fine is not paid within 21 days it rises to £160 per parent, per child. If not paid within 28 days, court action is likely to be initiated.
 - a. Penalty notices of £80/£160 are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school
 - b. Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.

A penalty notice is an out of court settlement which is intended to change parental behaviour without the need for a criminal prosecution. Payment of a penalty notice discharges the parent/carer liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty notice.

2. For SPA and where parental behaviour does not change, the school may ask the Council to initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even up to 3 months imprisonment.
3. In some cases, action may be taken under the Children Act 1989 to protect the welfare and educational development of the child.

- **Children who Cease to Attend without Prior Notification (CME) procedures**

Procedures for trying to trace children who cease to attend without prior notification are covered in detail as part of LBN CME Policy and Procedures (*extract below*). However, if, after ten days continuous absence school has been unable to ascertain the whereabouts of a pupil, they will refer the child's details to the Local Authority (and/or ATSS) for it to perform further checks that are not available to school. If after 20 days continuous unauthorised absence, their whereabouts cannot be traced, they can be legally removed from the school roll. However this decision will be taken in consultation with the local authority/ATSS, depending on the vulnerability of the child/family.

Newham CME

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

CME are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

The Government's statutory guidance Children Missing Education (September 2016) sets out the key principles to enable local authorities in England to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME).

Who are children missing education?

CME does include Newham resident children of compulsory school age who are not registered at a school and are not receiving suitable education elsewhere, even if these Newham children:

- Are in the process of applying for a school place, even children within the first 15 days of the application process.
- Have been offered a school place but a start date has not been agreed by the family and the named school (i.e. children on a school's pending admission list). This can be normal point of entry admissions or in year, but does not include children moving schools within a reasonable distance meaning they are still on the admission register of their current school.
- Are receiving EHE, if this education is deemed as unsuitable/unsatisfactory.
- Have been recorded as CME for an extended period: for example, where their whereabouts is unclear or unknown.

- Have an EHC plan which does not name a school or alternative provision.
- Are permanently excluded and do not have a Day six placement or Day one in the case of a looked after child.
- Have parents/carers who refuse to apply for a school place or provide education otherwise.

CME does not include children who:

- Are registered at a school, even if they are persistently or severely absent
- Are older or younger than compulsory school age.
- Are receiving a reduced/part time timetable.
- The local authority have confirmed are no longer resident in the local area.

Many children who are not recognised by the Department for Education as CME, are locally known as Children missing out on education (CMOE). This means they have a school or other education provision but are not receiving full time education either because of poor attendance or the educational offer having a reduced/part time timetable.

Who are children missing out on education?

In Newham all children from reception to year 11 who are not receiving a suitable full time education and are not recognised as children missing education by the Department of Education are known as Children missing out on education (CMOE) children who:

- Are receiving a reduced/part timetable – including those on Outreach.
- Are persistently or severely absent.
- Are offered a place, from the waiting list, at another school in Newham but the named school do not provide a start date.
- In the reception cohort but below compulsory education who families have opted for a statutory deferred entry.
- In the reception cohort who families have opted for a summer born deferment.

- **Non starters**

Pupils who are allocated places but fail to start are also treated as Children Missing Education (CME). If the school has been unable to make contact with the family during a ten-day period after their expected start date, pupils will be referred to the local authority CME Officer for further checks. The attendance team will work closely with the Commissioning and Placement Manager at Newham PRUs in order to investigate any non-starters. Any non-attendance to a second admissions meeting by pupils who are PEX/FA, will be followed up with a referral directly to the ATSS for legal proceedings and an SAO. These pupils will be placed in the relevant holding group and are not considered to be fully on roll, because parents have not agreed to any placement and therefore the process does not follow the standard school non-attendance procedure. Where any PEX is challenged by parents, there will be a period of up to 45 days where the pupil remains on roll with their mainstream school until there is both a governors hearing and then review by the IRP (Independent Review Panel). During this time, Newham PRUs can D code the pupil, in order to hold a place, but where the student is not on roll to attend, because there is no formal agreement of the place with parent/carers.

9. Regulation 8: Deletions from Admission Register

<http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>

Pupil

Registration

Regulations 2006

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register.

Currently, once a pupil's name is on the register, it can only be deleted in the circumstances set out in regulation 8. If the child is of compulsory school age, regulation 8(1) lists the 15 grounds on which their name can be deleted (including home education). Regulation 12(3) requires schools to inform the local authority if they are about to delete a name on the grounds that the pupil. (d) has been withdrawn from school to receive home education (unless a school attendance order prevents this); (e) has left school and no longer lives within a reasonable distance of the school (unless the pupil is a boarder); (g) has been certified as unlikely to be fit to attend school again until after they are not longer of compulsory school age (unless they or their parent(s) have told the school that they wish to stay on at the school beyond compulsory school age); (i) is being detained under a court or government order for at least four months and the school has no reason to think they will return afterwards; or (m) has been permanently excluded. DfE proposed an amendment to the Regulations so that a school must inform the local authority before deleting a pupil's name on 10 of the grounds listed in regulation 8(1).

Newham PRUs work closely with Newham's Attendance targeted Support Service (ATSS) to ensure that pupils meet the requirements to be listed on the attendance registers of New Directions and Tunmarsh. Any actions undertaken are subject to consultation with the ATSS. A more proactive approach to use of Regulation 8 is seen as key to Newham PRUs attendance strategy.

10. Vulnerable Children

Children who are Looked After (LAC) or previously looked after (PLAC), subject to a Child Protection Plan (CP), Children in Need (CIN) will be treated with highest priority and will be known to the Attendance Officer. Any unexplained absence will be followed up immediately by a telephone call to the home, or a home visit. Children with Special Educational Needs (SEN) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible. Where possible LAC will be set targets for attendance as part of their PEP and PPG+ monies used to encourage attendance using alternative means. The attendance team at Newham PRUs works closely with the Designated Teacher and the relevant Virtual School, to ensure that attendance is addressed at every opportunity and appropriate levels of support provided.

11. Attendance Tracking

Attendance of all children where there is a cause for concern, is tracked by the attendance team using the school MIS. Appropriate interventions and measures will be put in place to support students and their families with a view to improving levels of attendance and punctuality. This will include the support of in-house family support workers, TEPs, safeguarding, outreach, remote learning and MAST teams, as well as external agencies where

appropriate, like LBN's ATSS. This can include, although not a definitive list, making telephone calls, completing home visits, attendance team meetings, parent meetings, therapeutic support, mentoring, letters, parent attendance surgeries, pupils surgeries, Early intervention support meetings (EISM), rewards, consequences for poor attendance.punctuality, 1:1 support, LBN attendance forums. Should interventions fail to result in improved attendance, the appropriate channels will be followed and the consequences, leading to legal action, implemented.

Attendance statistics are RAG rated and reviewed on a weekly basis by both the in school attendance team and then in conjunction with borough attendance support (ATSS). This is based on a review of weekly attendance registers in Bromcom. The rag rating is taken from DfE Guidelines for Attendance published in May 2022 whereby Persistent absence is recorded as attendance <90% and severe persistent absence is where attendance is <50%.

Rag rating:

Red - attendance 0-50% SPA actioned weekly

Amber - attendance 50-80% monitored weekly and actioned when required

Green - attendance 80-90% Early intervention for persistent absence

12. Rewards

Students will have mentoring support from TEPS and key workers to help improve their attendance, but could also be rewarded for achieving both long and short term targets. This could be simple daily/weekly/termly rewards for good attendance and/or punctuality. Certificates celebrated at assemblies, £5(+) vouchers or special rewards for longer term targets. End of term reward visits for those with the best attendance or where attendance has significantly improved.

A whole school attendance strategy as part of the wider behaviour support system (see *Behaviour & Rewards Policy*), rewards good attendance and punctuality on a daily basis. This is celebrated in school both weekly and termly and can also be used as the basis for recommendations for Jack Petchey and Headteacher awards. Good attendance can also be the foundation for many pupils to return to mainstream education.

13. Persistent absence (PA) and severe persistent absence (SPA)

Persistent absence is where pupils miss **10%** or more of school (equivalent to 1 day or more a fortnight across a full school year). Newham PRUs will work with the local authority and partner agencies to put additional targeted support in place, removing any barriers to attendance and re-engaging these pupils. Particular focus is given to pupils who have severe persistent absence (those missing **50%** or more of school). These severely absent pupils 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 across a range of partners. All partners work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary.

If all avenues of support, facilitated by schools, local authorities and other partners, have been provided but severe absence for unauthorised reasons continues, *it is likely to constitute neglect*. Schools and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment.

Phoenix Attendance (Primary provision)

Attendance at the primary school Phoenix provision follows the same method of tracking, monitoring, action and review as New Directions and Tunmarsh School. The timings at the start of the day differ slightly to allow for parental support in bringing the pupils to school (see below). All attendance actions and the support offered to families follow the same processes as in this policy for KS3 and 4 pupils.

- Pupils arrive with parents/carers at Phoenix from 9.00 to 9.30 and marked as present /
- Pupils arriving 9.30-10.00 are considered late and marked L
- By 10.00 if school has had no contact from home, staff will call/text home to establish reason for absence
- Arrival after 10.00 will be coded U (late after registers closed - counts as an AM absence)

SEN and Medical Outreach Attendance

There is statutory guidance from the Department for Education in the form of *Ensuring a good education for children who cannot attend school because of health needs* (Jan 2013) and *Supporting pupils at school with medical conditions* (Dec 2015).

The DfE guidance with regard to Education for Children with Health Needs

The guidance states that LAs are responsible for arranging suitable full-time education for children who because of illness or other reasons, would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems and would not otherwise receive a suitable full-time education, the LA is responsible for arranging provision. Newham PRUs accepts these students from the local authority into their Outreach provision.

As such, local authorities must arrange suitable full-time education (or as much education as the child's health condition allows) and should not withhold or reduce the provision, or type of provision, because of how much it will cost. Additionally, education should not be based upon the percentage of time a child is able to attend school rather than whether the child is receiving suitable education.

The law does not define full-time education, but children with health needs should have provision which is equivalent to the education they would receive in school. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated. Where full-time education would not be in the best interests

of a particular child because of reasons relating to their physical or mental health, LAs should provide part-time education on a basis they consider to be in the child's best interests.

Legislation

The law very clearly states that local authorities **Under Section 10 of the Children Act 2004**, have a duty to promote cooperation between relevant partners, this includes the governing bodies of maintained schools, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (**Section 26 of the Children and Families Act 2014**). Local authorities should work with schools to support pupils with medical conditions to attend full-time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. The Special Educational Needs and Disability Code of Practice incorporating **Section 19 of the Education Act 1996** (as amended by Section 3 of the Children, Schools and Families Act 2010) provides a duty on local authorities of maintained schools to arrange suitable education for those who would not receive such education unless such arrangements are made for them. This education must be full-time, **or such part-time education as is in a child's best interests** because of their health needs.

DfE attendance guidance 2022

Pupils with medical conditions or special educational needs and disabilities, face greater barriers to attendance than their peers. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for all children of compulsory school age.

The most recent school attendance guidance (2022) states that in very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour. The part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

SEN and attendance monitoring

Without any referrals from Newham SEND, pupils on roll at Newham PRUs via DP, FA or PEX are subject to assessment in-house by the SENCO and SEN team. Specialist programmes and interventions can be made available where required, as well as the administration and application for EHCPs.

Special timetables can be drawn up and these agreed with parents and all relevant stakeholders which can include the local authority. There are formal arrangements in place for regular review with the pupil, parents/carers and associated agencies.

Pupil attendance is then tracked using the same processes as used for all Newham PRU students, but in consultation with the SENCO and SEN team. All cases are reviewed on an individual basis.

Off site provisions

APPLE

APPLE is the off-site Alternative PRU Provision at Lambourne End. Students in key stages 3 and 4 who require a different means of accessing the curriculum to engage in learning, adopt a more nurturing approach at a facility which is away from Tunmarsh School. Students access this provision through the gatekeeping process and need to meet the criteria for a placement. Students access education daily onsite at school and additionally travel daily, to and from Lambourne End in the school minibus, where they engage in a structured alternative curriculum with a dedicated specialist team. The school day starts in the same way as onsite students, where APPLE students attend from 9.00am for core subjects, being taught onsite at Tunmarsh school Period1&2.

APPLE learners are coded as present the same as onsite students, even though educated off site for part of the day. The minibus returns to school at the end of the day for PM registration. Students are marked as absent after registers closed (U code) if they do not engage with the learning offer for the first 2 lessons in the morning, but arrive to attend Lambourne End. Other attendance codes e.g. for illness, medical, etc are used as normal.

Remote Learning - Digital Remote and Medical Outreach (DRMO)

Electronic media such as 'virtual classrooms' and learning platforms, can provide access to a broader curriculum for those not able to attend school in person. The DfE suggests that these should generally be used to complement face-to-face education, rather than as a sole provision, though a child's health or safeguarding needs, make it advisable to use only virtual education in certain situations.

The DRMO offer at Newham PRUs seeks to address the needs of all remote learners. The process to gain access to the provision follows a robust referral system via 2 strands:

1. Medical Outreach - funded by LBN, referrals are completed online by mainstream Newham schools via the PRUs website. Each referral is judged on its own merits and whether 2 criteria have been met
 - a. 15 days or more absence (consecutive or cumulative)
 - b. On going treatment plan by NHS/CAMHS consultant
2. Blueband - remote learning for safeguarding reasons, where a child cannot attend school in person. Access via gatekeeping process and LBN included in decision making process. Parents/carers consulted.

Medical Outreach

At Newham PRUS, to be able to offer the capacity of a full time timetable with access to specialist staff, the medical Outreach provision incorporates remote learning via Google classroom. This is supported pastorally and therapeutically in the home, by TEPs and with the option of attendance in the Outreach classroom if mainstream schools want to fund a directed placement in a specialist onsite provision. Each individual child's needs on Medical Outreach are considered and a bespoke provision agreed with the mainstream school and on behalf of the local authority. Mainstream school engagement is a critical component of Medical Outreach and schools are expected to continue in their support of their pupils. In such circumstances Newham PRUs assigns regular time slots for weekly mainstream intervention. These are D coded in Bromcom.

Attendance is tracked through the same attendance processes as for all Newham PRUs students and this includes weekly review with Newham's ATSS, with attendance data fed back to Newham on a regular basis. As per DfE guidelines, all remote education is reviewed on a regular basis, per individual student. Medical Outreach have regular 6 weekly education reviews with parents/carers, the mainstream school and with the support of the professional network. Onsite pupils who are at risk for safeguarding reasons (Blueband) and are remote learners, are open to more regular review based on the level of need.

Medical Outreach remote learners are K coded as *education provision arranged by the local authority* when they attend online lessons. (Agreed with LBN ATSS in 2024/25.) They are marked as absent (O) if they do not engage in their online learning. Any support provided by a TEP 1:1 in the family home or in the community is marked as present via the B code as educated off site. Registers for AM/PM sessions are marked by TEPs based on lesson engagement during the day. Any sessions agreed with mainstream schools for support of their student during the week are D coded. Any non-attendance is shared with mainstream schools on a regular basis and reviewed formally with parents/carers and schools every 6 weeks.

Code K: Attending education provision arranged by the local authority

Agreed with Newham Sept 2024. Relevant statutory guidance (2024)

293. The pupil is attending a place, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site).

295. Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

296. This code is classified for statistical purposes as attending an approved educational activity

Blueband Provision

In consultation with LBN and ATSS, as per the *Working together 2024* - statutory guidance, the Blueband provision uses the C2 code for all Blueband students: authorised absence with pupils on part-time timetables (PTTT). Lesson attendance is still used to monitor attendance and engagement, but statistically students have 0% attendance when on Blueband.

As part of the process, any part-time timetable (PTTT) for a student has to be agreed with the parent/carer, has to be time limited and reviewed regularly. The is overseen via the gatekeeping process.

The Part-time Timetable (PTTT) process for Blueband

Stage 1

- Gatekeeping referral for PTTT made following incident
- Gatekeeping referral for PTTT accepted and Gatekeeping panel meet Thursday

Stage 2

- At Gatekeeping panel - robust discussions by senior leaders & middle managers
- Gatekeeping panel meeting documented on CPOMS
- A successful referral identifies:
 - Safeguarding Lead - SfgL
 - Staff Lead - StfL
 - Timeline: *start date/end date/review date*
 - Timetable: *lessons/hours/times of day*
 - Reason for PTTT
- PTTT register completed at Gatekeeping
- PTTT Newham form completed

Stage 3

- Parents/carers informed of decision and invited in for a PTTT meeting
- Documentation required for the PTTT meeting
 - School/Home Agreement - StfL
 - Risk Assessment - SfgL
 - Timetable - StfL
- Where necessary, DRMO team informed Friday for students to access Blueband learning
- DRMO team to organise home visit and provide:
 - Chromebook
 - Timetable & plan
 - Acceptable Use Policy/contract

Stage 4

- Reviews
 - Interim review after 3 weeks (*or less and if req'd*)
 - Formal 6 week review: Either agree 6 week extension or refer back to gatekeeping
 - Gatekeeping return:
 - agree>transition to alternative Newham PRUs provision
 - disagree>LBN + prof meeting

As per the statutory guidance:

Part-time timetables

Part-time timetables (PTTT) are only used in exceptional circumstances and are never used as a disciplinary measure.

Paragraph 65. All pupils 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 some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014.

Paragraph 66. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil 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 pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible. A part-time timetable should not be used to manage a pupil's behaviour.

Paragraph 67. A part-time timetable should:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

Paragraph 68. Where the pupil has a social worker, the school is expected to keep them informed and involved in the process.

Paragraph 69. If the pupil has an education health and care plan, the school should discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.

Paragraph 70. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly **(normally using code C2).**

Paragraph 287. As set out in the DfE's guidance on 'Providing remote education', pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Paragraph 338. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 65 –70.

Paragraph 339. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.

Paragraph 340. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.

Paragraph 341. Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.

Paragraph 342. This code is classified for statistical purposes as authorised absence.

Attendance Codes for 2026/2027

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school (as used in agreement with LBN for Medical Outreach)
P	Sporting Activity	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Auth Absence	Absence for a regulated performance or employment abroad
C2	Other Auth Absence	Pupils on part-time timetables. For Newham PRUs agreed use for all Blueband pupils.
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is suspended/excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.

M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school. (Can be used for 'other' Traveller communities in agreement with LBN at the discretion of the school)
I	Illness	This Illness code can be used for any form of illness. (NOT medical or dental etc. appointments)

The student is counted as absent, unauthorised.

G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Reg Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.

These codes are not counted so will not affect attendance figures.

D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet

	age absence	passed the 1st January, 1st April or 1st September following their 5th birthday.
Q	Unable to attend school	Lack of transport or boarding access arrangements arranged by LA. This applies when the LA is responsible for arranging travel to school but has not done so.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Summary of School Attendance Process

Newham PRUs has a 5 stage process for attendance, with weekly data management and actioning in conjunction with LBN's ATSS. There are 12 attendance letters, 2 meetings, a home visit and pupil surgeries prior to any notice to improve and a referral to Newham for a Statutory Intervention Request (SIR).

Referrals to ATSS then follow a legal path due to an SLA, with an Attendance Panel Hearing followed by Court action. Newham PRUs also uses Penalty Notices to action parents in consultation with ATSS and where it is the best course of action.

5 stage process ([12 letters](#))

- Level 1 - low level punctuality/attendance/holiday ([3](#))
- Level 2 - PA and SPA home visit ([1](#))
- Level 3 - early intervention meeting (EISM) ([3](#))
- Level 4 - pre-referral meeting ([3](#))
- Level 5 - referral to LBN/ATSS ([2](#)) SIR: PN or APH

School Action

- Daily attendance calls/texts by admin
- Daily session attendance/register checks by form tutors/TEPs
- 1st day absence follow up
- 3 day absence absence check
- Lesson attendance by teachers
- Attendance data reviewed every week by attendance team and ATSS
- Attendance tracking and analysis weekly by attendance team with support of provision leads

Early intervention (*attendance 80-90%*)

- Pupil surgery *PpS* (mentoring from safeguarding team/MAST/TEP)
- Letter 1 for attendance and Letter 1p for punctuality
- Letter 1h warning of statutory intervention for term time leave
- In house support for families by specialist teams
- Professional network contacted
- Non-attendance at admissions, pupils placed in holding group.
- Referral for statutory intervention (SAO) if 2nd admissions meeting not attended

School Targeted Action +

- Letter 2 - no improvement warning
- Home visit by school staff, support arranged
- Letter 3 - invitation to Early Intervention Support Meeting (EISM)
- EISM meeting with pupil/parent, targets set and support agreed
- Letter 3a - did not attend EISM advance to pre-referral meeting if required
- Letter 3b - targets set at EISM, advance to pre-referral meeting if targets not met
- Letter 4 - invitation to pre-referral meeting
- Pre-referral meeting with ATSS - attendance targets set and parent/pupil contract agreed
- Letter 5a - attended pre-ref meeting, confirm targets and *notice to improve*
- Letter 5b - pre-ref meeting not attended, *notice to improve* and warning of referral to LBN
- Agreed actions/interventions: MDT/safeguarding/MAST/TEP/ATSS
- Penalty notice request for absence/unauthorised term time leave

- Request for early intervention support from ATSS - home visit, call home, social care check,...
- Referral to LBN ATSS
- Letters 6 & 7 to parent/carer to inform of referral to LBN/ATSS and legal action
- Submission of evidence to support referral to ATSS
- CME verified leavers form
- CME unverified leavers form
- CMOE

Attendance Management Service (ATSS)

Targeted re-engagement

- Weekly attendance reviews onsite at Newham PRUs
- Where possible to attend pre-referral meetings at Newham PRUs
- Statutory Intervention Request - *SIR*
- Attendance Panel Hearings
- Home visits due to referral or upon request of school
- Parenting contract (for attendance) and review meetings *if not already completed*
- Fixed penalty notices
- Legal paperwork

Statutory Action (by AMS)

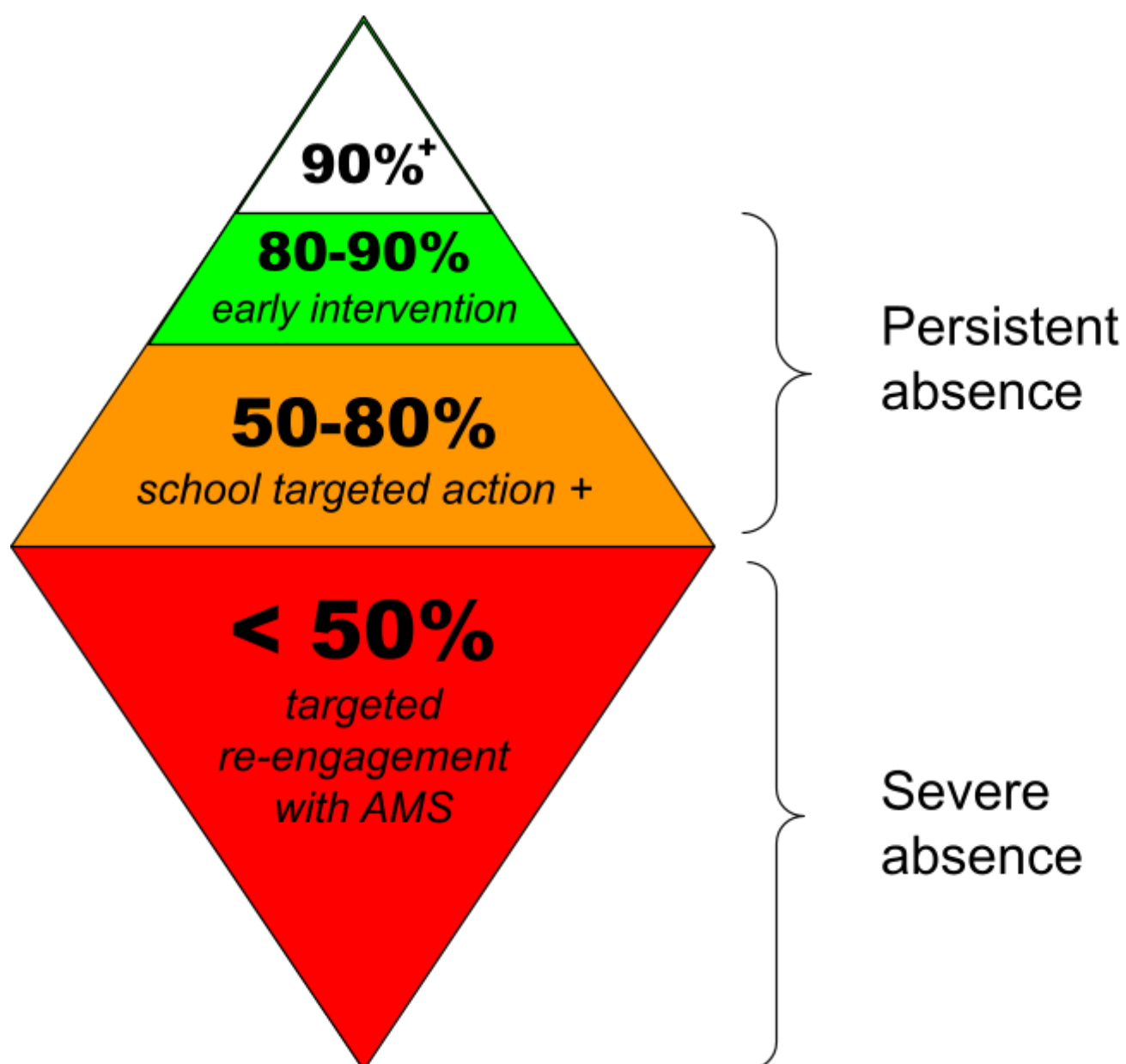
- Education Supervision Orders (in Family/High Court)
- Attendance prosecution (in Magistrates Court)
- Parenting orders (in Court following a conviction)
- School Attendance Orders

If parents do not register the child at a school after a School Attendance Order has been issued, the Local Authority may choose to prosecute. The case will then go to the Magistrates Court and the parent(s) will be given the opportunity to show that a suitable education is being provided.

- Fine and/or community order (as directed by Court)

Interventions

The school will systematically follow up absence according to this policy, which is reviewed annually. The illustration below shows how the follow-up of absence is prioritised based on pupil attendance and how it is rag rated for analysis purposes:



RESPONSIBILITIES OF PARENTS/CARERS

Working in Partnership

The Management Committee and staff of this school want to work in partnership with parents to ensure that children are as successful as they can possibly be. This means being in school as near to 100 per cent of the time as possible.

It is the parents' responsibility by law to ensure their child attends school regularly and on time. (The Education Act 1996, the Children Act 1989)

Understanding types of absence coding

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. (See attendance codes) This is why information about the reason for any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are: illness, medical or dental appointments which unavoidably fall in school time, interviews and other home emergencies. The school will ask for medical evidence of illness where required.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are: going shopping, birthdays, looking after other younger children in the family, staying at home because other members in the family are unwell, day trips and holidays in term time that have not been agreed, arriving at school too late to get a present mark (U code), truancy.

Supporting Reluctant attenders

Parents/carers should do everything possible to encourage their child to attend. However, if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, this is to be discussed with the school at the earliest opportunity and the school will do everything possible to sort the problem out. There are at least 3 formal opportunities for parents to act on this: home visits following attendance letter 2, Early intervention support meetings(EISM) and pre-referral meetings. Every attendance letter sent has clear contact details for the attendance team and daily contact is made via the whole school messaging system, so parents are fully aware when their child is not in school. Follow up calls are made by attendance managers and other support staff throughout the week. Everything is done to prevent referral to Newham, which is considered very much the last option. Colluding with a child's reluctance to attend is likely to make the matter worse.

School phobia is a psychological condition that is medically diagnosed and in these cases other arrangements may be made for the child's education. The Outreach team, Newham SEND and health professionals will be consulted with regards to this matter to achieve the best outcome for the individual child. However, refusal to attend school may still result in parents being prosecuted, but this will be reviewed on a case by case basis.

USEFUL INFORMATION FOR PARENTS AND CARERS ABOUT SCHOOL ATTENDANCE

Introduction

Newham PRUs is a nurturing and successful school. You and your child play a part in making it so. We aim to encourage all members of the school community to work together to strive for excellence and achieve the best possible individual outcomes. For children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school in good time for the start of the school day, unless they are genuinely ill or there is some other unavoidable reason.

Some children are reluctant to go to school and say they do not feel well. It is for you as the adult, to judge whether they are genuinely unwell, or just unwilling. It will be better for them in the long run to go to school, rather than avoid it, as days off mean they will fall further behind and make them even more reluctant. Your job as a parent is to encourage them to attend.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence without good reason is an offence in law and may result in legal action being taken, or a Penalty Notice being issued.

Learning

Any absence affects the child's learning, and the more they miss the harder it will be for them to catch up. Research shows that for every percentage point of absence, attainment is significantly lowered.

Safeguarding

There is extensive research linking poor school attendance and exclusion with crime, anti-social behaviour and risk of exploitation. For this reason, failure to attend regularly will be regarded as a safeguarding issue. Government statistics show that 90% of young offenders had been persistently absent, highlighting the importance of attending school.

Understanding absence percentages

You may wonder why a school would be concerned if your child's attendance is 95%. This may make it easier to understand:

95% equates to half a day off every two weeks

90% equates to a day off every two weeks

*Less than 90% is defined as **persistent absence** and is actioned by the school*

80% is one whole day off every week

A child with 80% attendance will have missed ONE WHOLE YEAR of education by the time they leave school.

Less than 50% is defined as **severe absence** resulting in formal sanctions and possible legal action.

Even the brightest and most enthusiastic learner will find it hard to keep up with their work with these levels of absence. That is why we encourage the highest attendance possible.

Statistics from the DfE in 2022 show that attendance does affect GCSE results:

Pupils with the highest attainment at the end of key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

Understanding types of absence coding

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, label from prescribed medication or GP note. Types of absence that are likely to be authorised are illness, medical or dental appointments which unavoidably fall in school time, emergencies.

Examples of types of absence that are not considered reasonable and which will be UNAUTHORISED under any circumstances are:

- Going shopping with parents
- Birthdays
- Minding other younger children in the family
- Staying at home because other members of the family are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark
- Truancy

Reluctant attenders

You should do everything possible to encourage your child to attend. However if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and the school will do everything possible to sort the problem out. Colluding with your child's reluctance to attend is likely to make the matter worse.

Persistent Absence

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year, **for whatever reason, whether it be authorised or unauthorised, or a mixture of both.** Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it. PA pupils are tracked and monitored carefully through the attendance system and we combine this with tracking academic progress to assess the effect on the pupil's attainment. All of our PA pupils and their parents are subject to attendance actions, which may include allocation of some kind of support, but the expectation is that parents and carers work with the school to resolve any attendance issues.

Parenting Contracts

You may be asked to participate in a Parenting Contract to support your child's attendance.

These are initiated where the school feels you may need help in influencing your child to attend properly. They have no force in law, and are entered into voluntarily. A meeting will be held to which you and your child will be invited. The problems will be discussed and agreement reached as to what the school will do, what the child will do and what you as parents/carers will do to try to improve the situation. You may be offered some form of support such as counselling or parenting classes to assist you in setting boundaries and enforcing expectations of your child.

Reporting your child's absence

If your child is absent you must:

- Contact the school as early as possible on the first day of absence, either by telephone or in person
- Send a note in on the first day they return with an explanation of the absence
- If sickness absence is for three days or more the school may require medical evidence in the form of a doctor's note, copy of the prescription or label from prescribed medicine.
- Prolonged or repeated illness absence will only be authorised with a medical note from a GP

Applications for leave of absence in term time

Newham PRUs policy is **not** to authorise leave of absence from school during term time. Any applications for leave in term time must be made in writing to the Headteacher. There is no automatic right to term time leave of absence and your request is likely to be declined except in the most exceptional circumstances. Each application will be considered on its own merit and the attendance record of the child concerned will be taken into account when making a decision.

Any unauthorised term time leave, such as holidays, will be followed up by a request to the borough for a fixed penalty notice.

Penalty Notices

Penalty Notices in Newham can now be issued for a range of attendance-related offences, including unauthorised term-time holidays, poor attendance and poor punctuality, or being out in a public place without justification during the first five days of an exclusion. Further details are available on the Newham website:

<https://www.newham.gov.uk/schools-education/attendance-exclusion-1/1>

Your contact details

Please make sure that the contact details you have given to the school are correct and kept up to date, so that in the event of an accident, emergency or any other need to contact you we have the correct details.

Useful school contacts

Headteacher	Kirsten Macleod

SLT for Attendance	Heads of Schools - Liburd Henry, Kacey Cuskelly
Attendance and Safeguarding Team Tunmarsh/SEN/Outreach	Laura O'Donnell
Attendance and Safeguarding Team New Directions/Phoenix.	Ali Said
Newham's Attendance Targeted Support Service ATSS	Krishna Patel, Suzanne Morgan

Legal References

Section 7 of the Education Act 1996 states that *the 'parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school, or otherwise.'*

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare, on the premise that the welfare of the child is paramount.

Appendix 1 Sample Letters

12 Standard Letters.

Punctuality Letter

NEWHAM PRUS
Kindness, Confidence, Resilience. *To be the best that we can be.*


Head Teacher: Kirsten MacLeod

Mr Wile E Coyote,
74, Canyon Road,
Canine town,
London, E6 2XR

Copy this template first to the APF, then change any information in red

2nd October 2025

RE: Level 1 Punctuality Cause for Concern - **Soul Man**
Current Attendance: **29.95%**
Late (L code): **1**
Late absent (U code): **8**

Dear Parent/Carer,

From monitoring our registers, we are concerned about your child's punctuality to school.

It is very important that children attend school on time. Registration is from 08:55 09:00 and the first lesson starts promptly at 9am. Legally, registers stay open in the morning for 30 minutes. At 09:25 registers close and from that time, we have to use the U code for lateness, which means 'late after register has closed'. This is defined by the government and counts as an absence for the whole morning.

Continued poor attendance and punctuality will be referred to Newham's Attendance Service and you could be subject to legal action or a penalty notice fine. Please discuss this with your child.

Yours sincerely,

Roman Kutereba
Assistant Head Teacher

Laura O'Donnell
Safeguarding and Welfare Manager

Cecile Palmer
Safeguarding, Attendance and Welfare Officer

NEWHAM PRUS
Tunmarsh School, New Directions, Phoenix
Our school values: Kindness, Confidence, Resilience

To be the best that we can be

EISM Letter 3

NEWHAM PRUS
Kindness, Confidence, Resilience. *To be the best that we can be.*


Head Teacher: Kirsten MacLeod

Mr Wile E Coyote,
74, Canyon Road,
Canine town,
London, E6 2XR

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15th October 2025

RE: Level 3 Attendance EISM notice to improve - **Able Estates**
Current Attendance: **45.4%**

Dear Parent/Carer,

Thank you for coming to the Early Intervention Support Meeting on **Tuesday 21st October 2025**, where we discussed ways of supporting your child with their school attendance.

We will continue to monitor attendance and expect to see some improvement. Every child has the right to a full time education and parents are legally responsible for making sure that children go to school. Your child is expected in school on time every day, but if not in school, they should be at home or on an authorised activity. If not at school, you may be liable for a penalty notice fine from Newham.

If attendance does not improve to an acceptable level, we will be inviting you to a formal meeting at school. This could then lead to a referral to Newham, followed by legal action, where further unauthorised absence could end up in court with significant fines.

A parent is guilty of an offence if their child of compulsory school age who is a registered pupil at a school fails to attend regularly - Section 444(1) Education Act 1996. If the parent knows that their child is not attending they may be prosecuted for a more serious offence - Section 444 (1) (a) Education Act 1996. If prosecuted, parents could receive a community order, a fine of up to £2,600 per parent/carer or a custodial sentence.

Yours sincerely,

Roman Kutereba
Assistant Head Teacher

Laura O'Donnell
Safeguarding and Welfare Manager

Cecile Palmer
Safeguarding, Attendance and Welfare Officer

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