



Ecclesfield Primary School

Attendance Policy

Approved by: Kevin Corke

Date: October 2024

Last reviewed on: September 2025

Next review due by: September 2026

Attendance Team

Louise Chadwick (Executive Headteacher)	Designated Attendance Lead
Phillippa Robinson (Head of School)	Deputy Designated Attendance Lead
Alison Warner	Designated Link Governor
Yvonne Cowlshaw (Family Liaison Officer)	School Attendance Officer
Holly Phillips (Learning Mentor)	School Attendance Officer

School Ethos

Good attendance and punctuality habits are vital if pupils, irrespective of race, disability, sexual orientation, gender and religious beliefs, are to achieve their maximum potential.

Ecclesfield Primary School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

A young child is dependent upon the adults in his/her life to get them to school regularly and on time. So, the focus in both Foundation Stage and Key Stage 1 is to establish good habits and work with parents/carers to improve attendance.

In Key Stage 2, we continue to work with parents/ carers and start to develop 'self' responsibility in the children. The school operates within a framework of local schools, including the linked secondary school.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parents/carers.

1 Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- Recognising and rewarding pupils who achieve attendance and punctuality targets throughout the academic year
- Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- Having the commitment to allocate resources to support the policy
- Addressing attendance and inclusion issues across the curriculum
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

2 Legislation and guidance

Schools have a statutory duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children. While regular school attendance is predominantly the responsibility of parents and carers, schools play a central role in ensuring that children and young people attend school regularly. This includes taking a positive and proactive role in the promotion of regular school attendance through strategies identified within the school attendance policy that will engage families.

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002 section 175](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Working Together to Improve Attendance](#)

[Working together to improve attendance Sheffield LA](#)



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The 1996 Education Act requires that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise
- The Local Authority must provide school places to parents who wish their children to be educated at school
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- The school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

We have carefully considered and analyzed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public

Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

3 School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

- Registration takes place each morning at 8.30am for KS1/FS and 8.40am for KS2. Afternoon registration is at 12.50pm for KS1/FS and 1.10pm for KS2 using an online registration system CYPAD.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Entry and Exit Timetable

FS and KS1 Pupils must arrive in school by 8.30am.

KS2 pupils must arrive in school by 8.40am.

The register for the second session will be taken at 1.00pm for FS and KS1 pupils and 1.10pm for KS2 pupils.

Children who arrive later than registration time will be marked late.

Year group	Time collected from playground	Registration start time	Registration End Time	Exit Time	Location for drop off and collection
Y6	8.35am	8.40am	8.45am	3.10pm	Y6 playground
Y5	8.35am	8.40am	8.45am	3.10pm	Y6 playground

Y4	8.35am	8.40am	8.45am	3.10pm	KS2 playground
Y3	8.35am	8.40am	8.45am	3.10pm	KS2 playground
Y2	8.25am	8.30am	8.35am	3.00pm	KS1 playground
Y1	8.25am	8.30am	8.35am	3.00pm	KS1 playground
FS	8.25am	8.30am	8.35am	3.00pm	FS Playground

3.2 Unplanned absence

- Parents must notify the school [on the first day of an unplanned absence](#) – for example, if their child is unable to attend due to ill health – [by 9.00am](#)
- This can be done via text messaging system or calling school and selecting option 1 for the attendance line.
- Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- Absence due to illness will be unauthorised for any child whose attendance is below 90% until proof of absence is provided.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

I – Illness

If there is any doubt about the authenticity of the illness, schools can record as unauthorised. Schools can request parents to provide medical evidence to support absences due to illness. Doctors' notes must not be requested for children.

Schools must inform their local authority when a pupil has or will miss 15 days due to illness.

3.3 Planned Absences (Medical or dental appointments)

- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- However, we encourage parents to make medical and dental appointments outside of school hours wherever possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- School will request proof of medical /dental appointments which are scanned and kept in the child's file.
- This information is requested before an appointment unless there is an emergency appointment.
- Please inform school in person, via Schoolcomms, email or phone call.

The document below is provided by the NHS as a guide to establish whether a child can attend school with a presenting illness, and if not, the length of time they should be absent for:

sybhealthiertogether.nhs.uk

M – Medical/Dental appointments

These are attendance at G.P. Surgeries, dental and hospital appointments. If the child is present for registration, they receive a present mark, and a comment should be added to show the time the child leaves school to attend the appointment.

3.4 Lateness and punctuality

- The pupil will enter the school via the main entrance after the pupil's class has entered their classroom if they are late.
- A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. (L). The time where a pupil is deemed to be late is after 8.35 am for F2 and KS1 and 8.45am KS2 and after 1.00pm for FS/KS1 or 1.10pm for KS2

Any pupil arriving in school after 9.00am for F2 and KS1 or 9.10am for KS2 or 1.30pm for F2, KS1, KS2 will be marked U (unauthorised).

L – Late (before registration has closed)

Some pupils may come into school after the register has been taken but before the register closes. This should not be a frequent pattern.

Late Collection from School

FS/KS1 pupils school day ends at 3:00pm parents/carers must collect from school at this time.

KS2 pupils school day ends at 3.10pm, parents/carers must collect from school at this time.

Children that are not collected will be escorted to the office by the teacher/TA. Parents/carers are called and asked to collect their child from the office. If a child is collected late on 3 occasions in one half term they will be contacted by the learning mentor/attendance officer to arrange a meeting to discuss reasons for late collection.

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity. The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date. The governing body has decided that, except in emergency situations (be advised that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

3.5 Monitoring Lateness

- Parents/carers will be contacted by school if their child is late more than 3 times in one half term by phone and by letter. A subsequent meeting will follow to discuss how the school can support.
- If lateness persists, the headteacher will follow the matter up with the LA. Further action will be decided in partnership with the school.

Flow chart to show the process taken to resolve punctuality issues

Flow chart to show the process taken to resolve punctuality issues

Step 1: Attendance Officer will contact parent to discuss lateness reasons once a pattern has been noted > 3 lates or unusual lateness to offer support

Step 2: Letters will be sent half termly alerting parents to an ongoing issue asking the parents to discuss the ongoing issues



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3.6 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

First Day Calling

If school has not heard from a parent on the first day of absence, then the attendance staff will ring to check on a pupil on the same day as the absence started. All contacts will be used to try and make contact with a parent/relative. This can include mum, dad, grandparents, aunts, uncles, family friend.

[Texts will also be sent on the first day of absence requesting that parents contact school to explain the absence.](#)

Home visits

- If there has been no contact with the family, then a home visit is needed to safeguard the child. These should also happen for children that are not attending school in the long term.
- Home visits should take place within 3 days ideally if there's been no contact, and then every 10 days. Where there are safeguarding concerns, if school is not able to make contact and see the child, then the school's safeguarding procedures will be followed.
- Staff will ask to see the child either in person or through a window at least
- Notes on the home surroundings will be made and how the child is behaving.
- If staff are unable to gain access to the property and it appears as though no one is home, then a note will be left dated with the time to inform the parent of the home visit and directing parents to contact school asap
- Neighbours will be asked if the family has been seen
- Further visits. will occur every second day. Texts and phone calls made every day until contact is made.
- If the absence exceeds 10 days, then the issue will be referred to the CME team see section 3.7 and 3.8

Flow Chart showing the process School follows to address First day Absence

Step 1: Attendance Officer will ring to check on a pupil on the **same day** as the absence started. If there is no response a text will also be sent.

Step 2: If school has had no response by the **third day**, a **home-visit** will be the next step, if possible, to try and find out about the whereabouts of the children. If there is still no response, a letter will be left asking the parent/carer to make contact with school.



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Step 3: Further visits will occur every second day. Texts and phone calls made every day until contact is made.

Step 4: If the absence exceeds 10 days, then the issue will be referred to the CME team see section 3.7 and 3.8

3.7 Children Missing from Education

When a pupil has not attended for 5 school days without authorisation the school has a statutory responsibility to inform the Children Missing from Education Team.

If a child does not return from a planned holiday, then after 10 days the CME team will be notified.

Phillippa Robinson (Head of School) is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team.

Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (See Children Missing from Education policy available from school and sheffield.gov.uk)

Please refer all these cases to the Children Missing from Education Team (CME), ed-missingchildren@sheffield.gov.uk

Deputy Nominated Member of School Staff (Hannah Travers - Assistant Headteacher)

3.8 Children in Public Care

Hannah Travers (Assistant Headteacher) is the co-ordinator who liaises with the Children and Young People's Directorate Looked After Children Team. Looked After Children will be set up as an Attendance Group on SIMS (School Information Management System) and their individual attendance will be checked each half term.

Deputy Nominated Member of School Staff (Louise Chadwick - Executive Headteacher)

4. Authorised and unauthorised absence

School Attendance Regulations 2024

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as exceptional situations and incidents which are most unusual and only likely to happen once.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Executive Headteacher's discretion.

Valid reasons for authorised absences include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- The pupil is prevented from attending by an unavoidable cause (at the discretion of the Headteacher) and dependent on pupil's past attendance record.
- The school at which the pupil is registered is not within walking distance and no suitable arrangements have been made by the Local Authority unless the parents/carers have chosen to send their child to a school which is not within walking distance
- There is a close family bereavement
- A family emergency which is explained to the Executive Headteacher/Head of School
- The pupil has a local authority licence to take part in a public performance, and the school has granted leave of absence



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4.2 Unauthorised Absence

Examples include but are not limited to:-

- Leaving school early to start a holiday
- No explanation is offered by the parent/carers
- The school is not satisfied with an explanation offered
- The pupil is staying home to look after parents, siblings or the home
- The pupil is absent on special occasions e.g. birthday
- The pupil is absent on exceptional term time leave for longer than agreed by the Head teacher
- The pupil is absent on holiday without agreement under the exceptional leave guidance
- The pupil is absent unnecessarily e.g. taken shopping, for a haircut

4.3 Unauthorised absence in a 10 week period

A penalty notice fine will be considered when there has been 10 sessions of unauthorised absences in a 10 week period (*a session can be either a morning or an afternoon session, so 1 day = 2 sessions*).

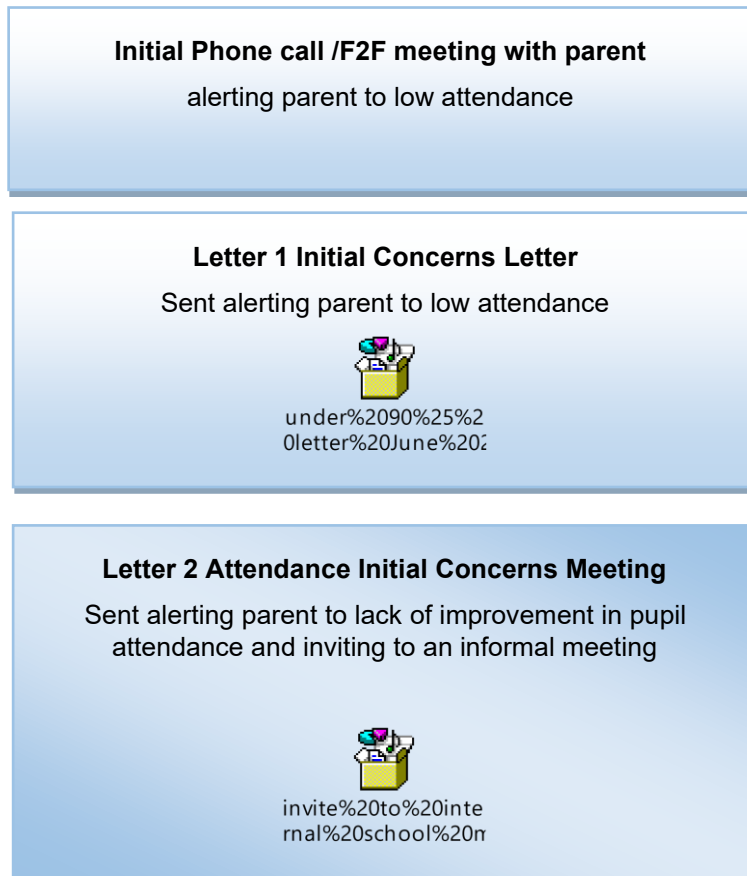
4.4 Reducing persistent absence

The monitoring of data and effective communication with parents reduces and/or eliminates any issues of persistent absence.

It is acknowledged that, prior to making a request for a basic or aggravated offence, school will have undertaken a number of actions to improve attendance and raise awareness of the concern. These may include:

- Phone calls to parents
- Correspondence to parents highlighting concerns
- Meetings in school to discuss issues
- Home visits (where resources permit)
- Staff involvement e.g. learning mentor, classroom support
- Support plans and strategies agreed with, school staff, parents and child
- Regular reviews of the plan should also be evidenced

Flow Chart Showing the Process Taken to address lowered attendance



Communication re Non-attendance at Initial Concerns Meeting

Letter 4 Invite to SAP with LA

5 Legitimate and Lawful use of Reduced Timetables

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 reduced timetable to meet their individual needs. Reduced Timetables are a short-term intervention to support a child to engage in their education.

A reduced timetable could be the right intervention: -

- Where a medical condition prevents a pupil from attending full-time education and a reduced timetable is considered as part of a re-integration package –
- For a child who is re-engaging with school after a period of absence –
- When a child is being supported through a graded exposure or Emotionally Based School Avoidance (EBSA) plan
- Where recovery from injury or illness (in line with their treatment plan), suggests a child would benefit from shorter periods of time at school

Use of Reduced Timetables

- Reduced Timetables should not be used to manage behaviour
- Reduced Timetables must have agreement from the parent/ carer
- A reduced timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. In Sheffield, a maximum of 8 weeks is considered good practice.
- There should also be formal arrangements in place for regularly reviewing the reduced timetable with the pupil and their parents.
- In Sheffield, these should be reviewed at least fortnightly. If the reduced timetable is not having a positive impact on the child's engagement with learning, then other interventions must be explored instead.
 - In agreeing to a reduced 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.
 - In Sheffield, we recommend the code C for other circumstances as the child is not expected to attend the session.

When considering a reduced timetable, school will need to stop and think:

- How can we meet this child's needs in school?
- What do we need to meet this child's needs in school?

➤ What support can we access to ensure this child's needs are being met in school?

Transition to F2

- Children in the Foundation Stage who require a longer period of transition than their peers must be X coded when they are not expected to attend. These must be reported to the LA if the reduced hours continue beyond the first two weeks or 10 days after the normal whole class induction has finished.

Transition in year or new to school

- For children in Year 1 to Year 6 who start in September on a planned reduced timetable, school will complete the reduced timetable paperwork and submit to Sheffield LA via Anycomms

See appendix

6 Legal sanctions for Holiday Absences

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

Penalty notices

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

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

Before issuing a penalty notice, the school will consider the individual case, including:

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

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

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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

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

Notices to improve

If the national threshold has been met, and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7 Strategies for promoting attendance

School's aim is to prevent patterns of absence from developing by promoting good attendance. We aim to intervene early by using data to spot patterns of attendance before they become persistent and working with families to remove the barriers to attendance. We offer targeted support for persistent and severe absentees with all local partners working together to reengage pupils in their schooling.

7.1. Awards and Rewards

- Class attendance figures are shared with all the children and staff as part of Friday achievement assembly.
- Improved attendance is recognised and rewarded in class by teacher on a 1:1 basis.
- Termly certificates will be awarded to pupils with above 96.6% attendance.
- 100% attendance is rewarded at the end of the year.
- Y6 children who have multiple years of 100% attendance are celebrated during the end of year assembly.
- Each week, a child with 100% attendance is chosen, per class, to receive a free tuck shop item.
- Each half term, a child across the school is chosen to receive 'Attendance Reward' for 100% attendance.

7.2. Promoting Good Partnerships with parents/carers

Good relationships with parents support good attendance and punctuality.

- It is vital that parents/carers are involved in promoting good attendance and punctuality, so regular updates on class attendance will be sent out to parents weekly.
- Regular attendance information is given to parents/carers

- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.
- Where appropriate, referrals are made to the MAST team to provide parenting support to enable improvements in home circumstances which are having an impact on attendance/punctuality
- F2 new parent sessions have attendance key information shared before the children start at the school
- Non-statutory pupil attendance is dealt with in the same way as the rest of the school

8. Attendance monitoring

Overview of Frequency of Attendance Analysis undertaken

Frequency	School	Local Authority
Daily	Absent Children Late Children	
Weekly	Attendance data analysis	
Half Termly	Attendance Data analysis	
Termly	Attendance Data analysis	6 Meetings per year with LA A and I
Annually	Policy Reviewed	Attendance Updates

8.1 Daily attendance data collection:

The Learning Mentor and Family Liaison Officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 3 days, we will contact the parents to discuss the reasons for this.

A safe and well home visit may take place.

If, after contacting parents, a pupil's absence continue to rise, we will in the first instance invite the parent into school to have a discussion about the reasons for lowered attendance.

If attendance is not improved school will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

8.2 Monitoring attendance Weekly, Half-Termly, Termly

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern (data is analysed for boys/ girls/ disadvantaged/ SEND)
- Identify where attendance on particular days is problematic
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases.
- The underlying school-level absence data is published alongside the national statistics.
- The school will compare attendance data to the national average and share this with the governing board.

8.3 Analysing attendance

The school will:

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

8.4 Using data to improve Attendance and Punctuality

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.5 Using data to reduce persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
 - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
 - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
 - Implement sanctions, where necessary (see section 5.2, above)

8.6 Reporting to Governors

- Half termly reports on punctuality, lates, <90% attendance pupils are recorded per class by the Executive Headteacher/Head of School.
- Attendance is reported termly to governors and any actions taken to improve attendance for particular individuals.

8.7 Reporting to parents

- Weekly website updates highlight class attendance and punctuality
- Individual Pupil termly attendance reports are sent home
- Unusual absence patterns/lates will trigger a meeting with parents
- Parent's evening and end of year reports also highlight attendance and punctuality issues.
- Letters are sent to parents to alert them to attendance/punctuality issues.
- Attendance and punctuality is celebrated weekly

9. Responding to absence – criteria for referral to the Attendance and Inclusion Service

Inclusion & Attendance Specialists are available to support schools to ensure that their staff feel confident to:

- Identify cohorts of pupils who have attendance concerns and are at risk of becoming persistent absentees.
- Challenge parents who are failing to ensure their child attends regularly.
- Identify cohorts of pupils, who have good attendance, yet due to barriers to their learning they are not able to access their full-time education in the classroom.
- Identify pupils who have attendance concerns due to them receiving high levels of fixed term exclusions.
- Identify pupils who have attendance concerns due to being on a reduced timetable.
- Understand Sheffield Local Authority legal processes (for new and existing staff).

For any support around attendance please contact via the email address sheffieldinclusion&attendance@sheffield.gov.uk

9.1 Local Authority INCLUSION & ATTENDANCE; TRANSITION PATHWAY SUPPORT

The Local Authority Inclusion and Attendance Team may offer a coordinated package of support for young people. This will be a strength based, child centered approach that supports children to engage in their education, with the outcomes of Improving Attendance

By providing support in:-

- Reducing Persistent Absence
- Reducing the need for Reduced Timetables
- Reducing the number of exclusions
- Removing barriers to learning
- Re-engaging children in educating
- Supporting children with Special Education Needs and Disabilities which prevent them from engaging in their full time educational offer
- Home/school contact has not prompted an improvement in attendance
- Patterns of absence
- Poor overall attendance (e.g. below 90%)
- If attendance continues to give cause for concern, strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with the LA.
- When a pupil has not attended for 10 school days without authorisation, the school has a statutory responsibility to inform the Children Missing from Education Team.

Irregular Attendance Process – For professionals

Consultation:

Consultation will need to be undertaken with an Attendance and Inclusion Officer within the Local Authority to ensure plans are sufficient

Assess: (0-10 days OOE)

What are the identified barriers to attendance?

Areas for consideration:

- Family / Home circumstances
- Special Educational Needs
- Health:
 - Physical
 - Mental
 - Emotional
 - Anxiety

Have you accessed the GP Protocol?
How has this assessment been captured?
How much time in education can be achieved in line with Age Aptitude and Ability in consideration of and SEND

Plan (10 days + OOE Planning for 6-12 weeks of intervention and response)

A plan reflecting the assessment information and response linked to:

- Education
- Health
- Care

Areas to cover:

Parental awareness of expected attendance, evidenced by:

- Home visits
- Plans of re-engagement
- Interventions pursued
- Support available (reasonable adjustments)
- Key staff who are a support
- Agencies needed to respond to assessed and identified needs

Do: (6-12 weeks)

The plan is consistently, accurately and entirely carried out by all professionals who were named within the plan. Any non-engagement is clearly evidenced and plan continues regardless of non-engagement. Any new evidence which becomes known and changes the plan, means we begin again at assess.

Consultation:

Consultation has to be undertaken with an Attendance and Inclusion Officer within the Local Authority – checking this would be appropriate for and attendance legal response.

Review:

Has the plan worked, is there increased attendance and engagement? (close to monitor)
Have all known areas been covered, and have all professionals completed their identified actions providing quality and timely responses?
Has the absence been marked as unauthorised?
Is there a period of complaint?
Has the GP protocol been used?
If yes, proceed through escalation, if no, return to assess stage.

10 Roles and responsibilities

10.1 The governing board

The governing board is responsible for

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Monitoring attendance figures for the whole school on a termly basis.
- Holding the Executive Headteacher to account for the implementation of this policy.

10.2 The Executive Headteacher

The Executive Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. As such Louise Chadwick is the nominated Attendance Lead.

The Executive Headteacher also:

- Oversees the monitoring of attendance and punctuality data for individual pupils
- Oversees the benchmarking of attendance data to identify areas of focus for improvement
- Implements the policy targets
- Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education 15
- Maintains an overview of attendance and manages the day to day implementation of attendance plans and strategies
- Issues fixed-penalty notices, where necessary
- Monitors the impact of any implemented attendance strategies
- Devises specific strategies to address areas of poor attendance identified through data
- Oversees the process for fining for unauthorised absences
- Oversees arrangements for calls and meetings with parents to discuss attendance issues by Head of School/EHT

10.3 Learning Mentor, Family Liaison Officer and Office Staff

- Monitor attendance data across the school and at an individual pupil level
- Take calls from parents/carers about absence and record it on the school system (SIMS)
- Records concerns about the absence of lateness using the CPOMS Safeguarding system
- Prepare attendance data at the school and individual pupil level for the Executive Headteacher
- Benchmark attendance data to identify areas of focus for improvement
- Report concerns in a timely manner to the Head of School/ Executive Headteacher
- Arrange calls and meetings with parents for the Attendance team to discuss attendance issues

10.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

They also:-

- Report to SLT any issue or problem which may affect the attendance or punctuality of a pupil verbally and using CPOMS system

- Promote good attendance and punctuality within the classroom and the school everyday
- Remind all parents of attendance issues at parent evenings
- Make first contact (where appropriate) with a parent where punctuality/attendance is becoming a worry to see if there is any issue that is preventing better attendance/punctuality and to see if the parents need any further support

10.5 Parents

It is a parent's legal duty to ensure that their school age child attends school.

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.00am on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

10.6 Pupils

Pupils are expected to attend every day on time.

11. Attendance Policy Monitoring arrangements

This policy will be reviewed annually by the Executive Headteacher.

At every review, the policy will be shared with the governing board.

12. Links with other policies

This policy is linked to our child protection and safeguarding policy

- Child Protection and Safeguarding Policy
- Behaviour Policy

See ICON below for Sheffield Attendance Policies and DFE Policies

Sheffield LA School Guidance for Management of Attendance Policy including legal proceedings

13. Retention periods for attendance records

Entries in the attendance register are preserved for 6 years to enable schools to better review pupils' attendance and absence.

Appendix 1 Cases for discussion WITH THE LEGAL Attendance and Inclusion Officer

These cases should be where a pupil's attendance is below 92%.

Information collected by School may include: -

- Up to date attendance
- Historical attendance
- Siblings – D.O.B., school they attended

- Parents/Carers – names, addresses
- Behaviour – exclusions
- S. E. N. D.
- G.P. details

Strategies used to support families could include: -

- Weekly monitoring for efficient identification of attendance concerns
- Pupil interviews/ Pupil Voice
- Telephone contact with parents
- Writing to parents – using standard letters supplied by L.A.
- Meetings in school
- Parenting contracts
- Home visits
- Target setting
- Incentive Scheme

At the point of parent/ carer contact, either by letter or verbally, the parent/ carer should be made aware that any further absences will not be authorised unless proof of absence is provided. Where parents are contacting school and citing “illness” as the reason, schools are required to further investigate and be confident that the number of absences is proportionate to reasons provided by parent.

It is important that the overall attendance record reflects a pattern of irregular attendance. The Legal Inclusion & Attendance Specialist will be looking to pursue legal action where appropriate and in line with criteria set by the Local Authority.

MEDICAL EVIDENCE / GP PROTOCOL

The Local Authority does not require parents to provide a Doctor’s note to evidence a child’s absence due to illness. Schools should not ask parents to attend the GP surgery for evidence of absence due to illness. If parents feel that absence is due to illness the Local Authority will seek consent from the parent to contact the GP (through the GP Protocol) to establish whether the amount of schools days missed is proportionate to the illness presented with.

This protocol cannot be used without parent consent; however, failure to provide consent for the LA to contact the GP can be used as evidence of interventions tried prior to the legal process.

ATTENDANCE DOCUMENTATION

If requesting the process to move towards the **Penalty Notice Warning Letter stage** documentation should show:

- The legal process can only be pursued where absence is unauthorised.
- Overall attendance is 92% or below (will require discussion with Legal AIO)
- School Attendance Officers have been involved for a minimum of 6 school weeks
- Letters provided by the LA, or ratified by the LA, have been used
- Contact has been made with parents to ensure they are aware of the issues
- Identified actions have been completed by the school, and parents/pupils have been supported and reviewed appropriately.

PENALTY NOTICE WARNING LETTER (PNWL)

The Local Authority, in consultation with schools (and other agencies where appropriate), will be responsible for the decision to issue Penalty Notice Warning Letters. This will ensure consistent practice across **all** schools in Sheffield, assist in avoiding school / home conflicts and ensure that Penalty Notice Warning Letters are not being issued where it is inappropriate to do so, or where the Local Authority would be unable to support progression to court.

- Home Visits (where resources permit)

If you are aware of siblings in other schools, please liaise with them to coordinate your support, as the Local Authority work with the whole family.

If it is identified that there are any unmet needs these must be addressed and support implemented prior to consultation.

The Legal Attendance & Inclusion Specialist will check that any current involvement by Social Care would not prevent the case being progressed to Court.

Where penalty notice warning letters are initially agreed in principle by the Legal Attendance & Inclusion Specialist, these will be subject final checks to ensure that the legal process is appropriate.

When the checks are complete and there is no change to the initial agreement the Legal Attendance & Inclusion Specialist will notify the school that a penalty notice warning letter can be sent out.

MONITORING PERIOD

Monitoring of the PNWL period should be carried out by the school-based Attendance Officer.

REQUESTING A PENALTY NOTICE (PN)

If a pupil does not attend 100% in the Penalty Notice Warning Period, then the parents/carers may be served with a fine, unless the absence has been authorised. If school chooses to authorise the absence due to proof of absence being provided, or for exceptional circumstances, then a fine would not be issued nor would the case be progressed to court.

A period of complaint will be provided to the school if the decision to proceed with a penalty notice is made by the Legal Attendance and Inclusion Specialist. Final paperwork should be submitted by school within 21 days.

Penalty Notice (PN) fines can be issued for the following reasons:

- 1) As a result of taking an unauthorised leave during term time. In these cases, the Penalty Notice is requested by school through completion of the request for penalty notice form.
- 2) As part of school or professionals case management process.

A Penalty Notice gives the parent an opportunity to pay a fine as an alternative to receiving a summons from Court. Evidence collected will be used for issuing the PN and any subsequent legal proceedings should the PN remain unpaid.

The Legal Attendance & Inclusion Specialist needs to be sure that the evidence is sufficient for a prosecution before issuing a Penalty Notice

Consult with your Legal Attendance & Inclusion Specialist

PENALTY NOTICE PAPERWORK REQUIRED FROM SCHOOL

Penalty notice paperwork required from school includes;

- Headteacher's Certificate
- Case summary covering the period of complaint
- An up-to-date attendance certificate

All proformas will be supplied by the Legal Attendance & Inclusion Specialist.

This information would prove that during the period of complaint, the parents/carers were aware of the child's poor attendance.

If a pupil achieves full attendance during the Penalty Notice warning period, the School Attendance Officer should continue to monitor the attendance and send a continue to monitor letter to the parents/carers. If deterioration occurs in later weeks, then they should consult with the Legal Attendance & Inclusion Specialist regarding further involvement in the legal process.

School Attendance Officers should monitor a pupil's attendance following a Court hearing and re consult if attendance is not acceptable.

Where requests are being made for Basic or Aggravated prosecutions, the school would be expected to satisfy the Legal Attendance and Inclusion Officer that investigations have taken place, support offered and can evidence that absences warrant being unauthorised.

If an aggravated prosecution is agreed, the Legal Attendance and Inclusion Officer will invite the parents to a meeting to thoroughly assess whether parents are failing in their duty to ensure their child's regular school attendance.

If the case is aggravated, the School Attendance Officer may be requested to provide evidence of interventions to the Legal Attendance and Inclusion Officer, and may be asked attend Court by the parents if they are pleading 'not guilty'.

Appendix 2 School Checklist to Locate Missing/Lost Pupils

Please complete fully and include 'no response' where appropriate, as this form will be required if a Child Protection investigation is undertaken

Name of Child:

DOB:

School:

School Action	Details	Outcome including date completed
Telephone calls made to parent/carers	Mobile: Landline:	
Telephone calls to emergency contact numbers	Name & tel number	
Email to parent	Email address:	
Letters sent to last known address		
Enquiries made with school which siblings attend	Sibling name & School	

Has the child has moved to another part of the UK and address is known, please contact CME team (0114 2736462) and request 'safe and well visit'	Date requested:	Date response received: Outcome:
Enquiries made with agencies with known involvement		
Home visited completed (Min of 3 non-contact visits to be made). Schools may request this from their local MAST team		
Enquiry made with neighbours		
Any other enquiries undertaken		

All completed checklists need to be accompanied with a 'Request to Remove Child from School Roll' and sent to the CME team to enable deregistration to occur

CME Team, Howden House, Floor 3, Sheffield, S1 2SH

Appendix 3

Request To Remove Child From School Roll

Information provided may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998



Details of Pupil to be removed?

First name		Surname	
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Signed school:

Date:

Return the above to: Children Missing from Education Team, Floor 3 Howden House, 1 Union Street, Sheffield S1 2SH Tel: 0114 2736462 Fax: 0114 2735470. You will receive a confirmation letter relating to the request of deregistration within 10 school days

Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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Regulations to modernise admissions and attendance registers.

Changes to Elective Home Education Processes

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school.

Relevant regulation 9(1)(f)

239. Where the pupil's parent has informed the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.

Sharing information with the parents

Once parents share either verbally or in writing that they intend to home educate their child school must inform that they will lose their school place and share the 'considering Elective Home Education information sheet' with the parents.

Removal from roll

Where the pupil's parent has informed the school in writing, the school will remove the child immediately from roll with the destination of 'Elective Home Education'.

Notifying the Local Authority

The school must notify the Local Authority as soon as possible, through Anycomm's to the CME team, who will notify the Elective Home Education Team. If the Local Authority is not assured that a suitable education is being provided, they will work with the parents to allocate a school place. Under fair access the previous school will be allocated if within 12 weeks of the child coming off roll.

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Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:


£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

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Regulations to modernise admissions and attendance registers.
Changes to Part Time Timetables

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

CODING:
If the pupil is not in school during registration period (first 30 minutes of the school day) they must receive a C2 absence code for the morning session.

If a pupil leaves before the afternoon registration, they must receive a C2 code for the afternoon session.

If the pupil is in school for registration and leaves after receiving their attendance mark this must not be removed/changed when they leave, but a comment can be added to the register.

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.


The school and a parent who the pupil normally lives must agree 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.

The part time timetable should be reviewed regularly with the pupil, parent, school and any health or other professionals involved. This will include reviews of the child's health/circumstances, and the planned timescales for returning to full time education.

Foundation Stage / Reception Pupils: Where a whole year group are expected to start a phased entry to school, this does not need to be recorded as a part time timetable. Where an individual young person is on attending reduced hours in foundation stage this would constitute a reduced timetable but must be X coded until they are statutory school age when the C2 code must commence.

Agreements: All schools should have an agreement with the parent/carer that includes the reason for the part time timetable being required, a clear ambition, regular review dates, and a proposed end date.

There is no expectation for schools to share this agreement with the Local Authority. Schools can discuss pupils on a reduced timetable as part of their termly support meeting.



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Regulations to modernise admissions and attendance registers.
Changes to Admissions Processes within the 'Working Together to Improve Attendance Guidance'

Bullet Point 208
The Local Authority will 'offer' a place to the parent/pupil. An offer of a place is not an agreement. Before being registered the parent must have accepted the offer by either agreeing the start date or attending on the first day offered as the start date.

Bullet Point 206
The pupils name must be added to the admission register on the 1st day the school and parent have agreed that the pupil will attend. If no date has been agreed the pupil will be added on the 1st day they attend.

FS2 / Y7 Normal Year of Entry Places
Children allocated school places should be held in the pre-admissions category of the school management system until the school is confident the parent has accepted the place, or until the 1st day the child attends. Purchasing school uniform, setting up dinner money accounts, and attending induction evenings/days usually give a good indication of whether the place is being accepted.

FS2 Pupils and the X code
Pupils starting in FS2 at normal year of entry should only be added to the register on the day agreed for the child to start. This could be January, Easter or later depending on their dob. FS2 pupils should not be added on 1st September and blank X coded. The X code represents a reduced timetable for an FS2 pupil.

Notification of 'Not Accepting the Place'
Where a parent notifies the school that they will not be accepting the school place, the school must notify Sheffield Schools Admissions (ed-admissions@sheffield.gov.uk) as soon as possible. Admissions and CME teams will work together with the parent to explore how the parent will ensure the child is provided with an education. The pupil must remain on the school pre-admissions list until the first day they would be expected to attend, in case the parent changes their mind, and their place will only be filled if the parent provides evidence of how the child will be educated i.e. another school place offer or an EHE letter.

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