

GLEN HILLS PRIMARY SCHOOL



ATTENDANCE POLICY

Version	Adoption Date	Author	Reason for Change
1.0	18.09.2024	RW	Updated due to new DfE guidance Aug 24

Review Frequency	Next Review Date
Annual	September 2026

Attendance Policy

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and draws 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

Part 7 of The Education and Inspections Act 2006

The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The school attendance (pupil registration) (England) Regulation 2024

The education (penalty notices) (England) (Amendment) Regulations 2013 and 2024 agreement.

1. **Statement of Intent**

At Glen Hills Primary School, we believe that regular and consistent attendance plays a major role in the quality of education for each of our pupils. Whilst 100% attendance is the ideal, we do recognise that children have time off due to illness, medical appointments, and other occasional exceptional circumstances. This policy is intended to set out what is expected within school regarding the minimum attendance required of all pupils and the procedures in place for monitoring and challenging poor attendance including late arrivals.

Aims of the policy

This policy shows our commitment to meeting our obligations with regards to school attendance, including those laid out in the DfE statutory guidance.

- To encourage and assist all pupils to achieve excellent levels of attendance of at least 97%.
- To make attendance and punctuality a priority for all those associated with Glen Hills Primary School including pupils, parents/carers, staff and governors.
- To maximise attendance across the school population and reduce persistent absenteeism (PA) (PA the DfE classes as attendance below 90%).
- To work together with parents/carers/pupils in both a supportive role to achieve high levels of attendance and punctuality.
- To ensure school attendance is part of our whole school ethos and culture, whereby all stakeholders value education.

2. **Expectations for Attendance**

We aim for all children at Glen Hills Primary School to maintain a high attendance rate of at least 97% on an annual basis. All attendance below this threshold is monitored and those children with lower than 90% attendance (equivalent to absence of one day or more a fortnight, across a full school year)

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will have their attendance discussed at regular school attendance meetings and appropriate actions will be put into place; such as school nurse referrals, requests for parent/carer meetings to discuss support/issues, Early Help social service referrals, Education Welfare Officer (EWO) (sometimes known as an Attendance Officer) meetings/ referrals, letters to parents/carers with attendance targets and so on.

Why good Attendance is important

Good attendance is essential for pupils to get the most out of their school experience, including their attainment, friendships, wellbeing and wider life chances. Research shows that the pupils with the highest attainment at the end of Key Stage 2 have higher rates of attendance compared to those with the lowest attainment.

Pupils

All pupils are expected to:

- Attend school and arrive on time through the designated school entrance for their age.
- Come to school properly equipped and prepared to learn.
- Talk to a member of staff or parents/carers if there is a problem causing them to miss school.

Parents/Carers

Parents/carers are legally responsible for ensuring their child/ren receives an education. If registered at a school, there is an additional legal responsibility that parent/carers ensure regular attendance at the school in accordance with Section 444 of the Education Act 1996. A parent/carer includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996.

They should ensure that:

- Their child/ren attends school regularly and is punctual, properly dressed, equipped and in a fit condition to learn.
- They seek support, where necessary, for discussing attendance with the Head Teacher/Phase leader if situations occur out of their control.
- Their child/ren enter and leave school via their correct entry/exit points at the specified times and only under exceptional circumstances, pre-agreed with the Head Teacher, should pupils regularly enter/exit school via the School Office.
- Children late arriving or being collected early enter/exit via the School Office (this should not be a regular occurrence).
- They inform the school of the reason for any absence via telephone call to the School Office (0116 2782535) before 9am on the day of absence. The school will then either authorise or unauthorise the absence, based on the reason. If no reason is given, the absence will be automatically unauthorised.

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- They provide at least one emergency contact number (which parents/carers ensure is kept up to date, along with their own up to date contact details).
- They know that they will not have holidays authorised during term time, which can lead to penalty notices being issued by the Local Authority (LA).
- They make appointments outside school time whenever possible. Where this is not possible, parents/carers should get the school's agreement in advance and ensure the pupil is out of school for a minimum amount of time necessary, for example, a whole day off school should not be missed for a routine dentist appointment.
- They give the school up to date information (and evidence when requested) regarding diagnosed medical conditions which may impact on attendance.

The Head Teacher

The Head Teacher is responsible for:

- Implementing the Attendance Policy in school.
- Monitoring and reporting on absence to the school governors, LA, Symphony Learning Trust (SLT), Education Welfare Officer (EWO) and the DfE.
- Supporting staff with recording, monitoring the attendance of pupils, and working on any barriers to attendance.
- Supporting attendance office staff with tracking and coding attendance and communication with parents/carers.
- Communicating with LA when a pupil with an Education Health Care Plan (EHCP) has falling attendance, or where barriers to attendance relate to the needs of the pupil.
- Supporting parents/carers and pupils where attendance barriers occur, agree an action plan with parents and with the pupil, where appropriate, so their voice is heard.
- Supporting parents/carers and/or pupils with attendance barriers linked to Special Education Needs and Disability (SEND)/medical/safeguarding/mental health needs and refer to other agencies where appropriate.
- Communicating with the LA and the Education Welfare Officer (EWO) - sometimes known as the Attendance Officer, where attendance is of concern, to assist with further support.
- Sending out a graduated process of warning letters around low attendance and lateness and inviting parents/carers into school to meet to share any concerns around attendance.
- Inform the LA Inclusion Service where each child has been missing from school for over 10 days.

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As a school we will:

- Strive to provide a welcoming, calm, orderly, safe and caring environment where by each member of the school community feels valued and secure.
- Provide a sympathetic response to any child's parent/carer's concerns.
- Establish an effective system of incentives and reward to recognise the efforts of pupils to improve their attendance and time keeping where appropriate.

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- Challenge the behaviour of those pupils and parents/carers who give a low priority to attendance and punctuality.
- Recognise all children who fall below the Df threshold of 90% attendance as Persistent Absentees (PA) and to treat them as a vulnerable group of pupils.
- Share key reminders of our Attendance Policy with our school community.
- Communicate expectations around attendance to parents/carers and pupils, to help with barriers to attendance and support any concerns around friendships, schoolwork, examinations, variable moods and so on. Attendance at school can serve to help with underlying issues, as being absent from school can exacerbate anxious feelings around attendance.
- Ensure the 'Designated School Senior Attendance Officer', also known as the 'Senior Attendance Champion' as per latest guidance, (Mrs R Wesley 0116 2782535) will regularly track, monitor and analyse attendance on an individual, group and cohort level and action any attendance concerns appropriately and report these to the Governors, EWO and the Symphony Learning Trust, while setting a clear vision for improving unauthorised attendance. They will work with the Education Welfare Officer/Attendance Officer (Jenny McGreal) from Leicestershire Attendance Service jenny@leicsattendanceservice.co.uk to help support with persistent absence and/or unauthorised absence and issue fixed-penalty notices where appropriate.

Governors

The Governing Body is responsible for recognising the importance of school attendance and reviewing and monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of the attendance policy, challenging data and setting goals or areas of focus for attendance and for ensuring staff have appropriate training.

3. Procedures regarding absence from school

1. Parents/carers are requested to inform school of their child's absence (due to illness, appointment or other non-prearranged reasons) each day, before 9am. This should be via telephone call to the School Office (0116 2782535). The office staff will need to contact parents/carers if no such contact is made to school; as during school hours pupils on roll should be in school under school's supervision and so for safeguarding purposes school needs to be aware of why any child is absent on any school day.
2. A reason for absence is marked in the attendance register in accordance with the latest administrative codes.
3. In the event of absence for medical appointments such as a dentist, hospital or doctor's appointment, parents/carers have a responsibility to inform the school in advance and they may be asked to provide evidence of the appointment, by means of a letter/email/text, so that the absence can be coded as 'medical'.
4. For appointments booked at short notice, this should also be reported to the School Office and evidence provided. In the absence of such information, the absence will be recorded as 'unauthorised'.

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5. Where the absence is for longer than 5 days, or the school is in any doubt as to the authenticity of the absence, or regular absence is occurring for medical reasons, the school will ask for medical evidence, such as a doctor's note, prescription or other appropriate form of evidence in order for the absence to be authorised.

Understanding Types of Absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised absence:** this is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. See Appendix for examples of authorised absences other than illness or medical/dental appointments.
- **Unauthorised absence:** this is when the school has not received a reason for absence or has not approved a child's leave absence following a parent/carer's request.

Absence Examples:

Authorised absences	Unauthorised absences
<ul style="list-style-type: none"> - genuine illness of the pupil; hospital/dental/doctor appointment for the pupil; - one day for major religious observances - visit to a prospective new school - external exams or educational assessments/interviews - one day to attend a family funeral - safeguarding reasons (in agreement with the Head Teacher/safeguarding Team/Social Care) - temporary time-limited part-time timetable for medical needs/SEND needs - exceptional circumstances <p><i>For further examples see Appendix 1</i></p>	<ul style="list-style-type: none"> - shopping / day trip / visit to a theme park; a birthday treat; - oversleeping/tired due to a late night; - looking after other children / other family member; - appointments for other family members not the pupil themselves - holidays during term time - one sibling/parent unwell, so keeping all siblings off school. - family weddings abroad over 3 days (2 days for travel (1 day each way) and 1 day for a family wedding - may be authorised with proof of the family wedding, and travel information eg, flight/ferry tickets for the appropriate dates), where pupil's attendance is over 90%. - visiting relatives during term time - visiting unwell relatives abroad resulting in time off school (please discuss any such situation with school if appropriate, as 3 days

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	may be authorised with evidence, if pupils' attendance is over 90%). - parents/carers receiving medical intervention abroad resulting in children having time off school.
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The school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. An example of this would be where a parent/carer states a child is unwell, but on return to school there is evidence that they have been on holiday.

If the authenticity of an illness is in doubt or a suggested illness equates to poor attendance, the school will ask the child's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this and the Education Welfare Officer could follow up the absences.

4. Monitoring and Evaluation of Attendance

If pupils do not arrive in school and school has not received any notification of absence, office staff will then contact parents/carers repeatedly, for a response. We start with Year 6 pupils and work our way down the school, as older pupils are more likely to walk to school unaccompanied and are thus deemed at greater risk and parents/carers could be unaware they have not shown up to school on time.

Contact will be made firstly via telephone and then SchoolPing to each parental/carer contact we have on our system, in order of priority. Please ensure as a parent/carer you therefore inform us of an absence to avoid unnecessary concern or time wasting for the office staff in trying to make contact for missing pupils.

Attendance is recorded each day and then collated and monitored on a daily, half termly, termly and yearly basis.

This is shared with all appropriate stakeholders, as stated above, and our Education Welfare Officer (based at Leicestershire Attendance Service) would put an action plan in place to support parents/carers of pupils who are persistently absent or to follow up with parents where they have taken unauthorised leave leading to a possible penalty notice.

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The DfE definition of Persistent Absenteeism (PA) is attendance below 90%. Pupils who fall below the 90% attendance threshold, with attendance of concern, will receive a letter from the Attendance Officer/Head Teacher highlighting the low attendance and offering support/targets for improvement. If attendance does not improve, a follow up letter will be sent, requesting evidence of the reasons for absence e.g. proof of medical appointments and/or requesting a meeting where support can be discussed.

If low attendance continues, cases may be escalated to the Education Welfare Officer and LA and fines may be issued— see **'Penalty Notices'** section.

In some extreme cases, legal action will be taken.

Working Together to Improve School Attendance (WTISA)

From August 2024, WTISA aims are statutory. New regulations came into force regarding unauthorised leave of absence from school. The aims of the changes are explained by DfE as follows:

- Improve consistency in the use of penalty notices across England by introducing a new national threshold of 5 school days (equal to 10 sessions) of unauthorised absences in a 10-week period.
- Improve the deterrent effect of a penalty notice by increasing the amount of the fine and introducing a new national limit of two penalty notices within a 3-year period to break cycles of repeat offending.
- Make penalty notices more effective by ensuring they are only used in cases where they are the most appropriate tool to change parental behaviour and improve attendance.
- Prioritise the support first approach, by offering support in cases where it is appropriate and using penalty notices in cases where support is not appropriate (e.g., a term time holiday) or where support has not been engaged with appropriately.
- Send notice to improve letters for parents/carers providing them a final opportunity to engage with school before being issued with a penalty notice.

Safeguarding

Where a pupil is not attending school, cannot be traced, contact cannot be made with the parent/carers or where they have moved without a forwarding address, school are required to inform the Local Authority that the pupil is missing. The school or Education Welfare Officer may carry out a home visit and refer the family to Social Care and the Police to ensure any concerns for the pupil's welfare have been thoroughly investigated. Pupils will not be removed from the school roll until notified by the Local Authority that their enquiries are complete and it is appropriate to do so.

If we cannot get a response from any contact on our school system, and this is a family/pupil who has Social Care involvement, we would contact the Social Worker to inform them. If the family is not

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known to Social Care, but they are a family we are monitoring for safeguarding concerns, we would contact the Education Welfare Officer or if deemed necessary the Police for them to investigate further.

A referral will be made to the Local Authority if no contact has been made with parent/carers by the 10th day of the absence (or sooner if deemed appropriate), at which point the pupil will be deemed to be 'missing in education'.

A child not attending school is considered a safeguarding matter. Glen Hills Primary School recognises that children missing in education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, child sexual and criminal exploitation. This is why information about the cause of any absence is always required so the situation can be assessed appropriately.

Requests for Leave of Absence for exceptional circumstances

Glen Hills Primary School believes that any absence from school disrupts continuity of learning, undermines educational progress and should be avoided. Any requests for time off for a holiday in term time will not be authorised.

The DfE defines exceptional circumstances as something which could not have been foreseen and over which you have no control.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

The DfE state leave of absence should not be granted for a pupil to take part in protest activity during school hours.

However, we do recognise that there may be times when a pupil requires exceptional leave during term time for short periods of time (e.g. a day or part of a day to attend a close family funeral . See Appendix 1 for further examples). In these circumstances, a 'Request for Exceptional Leave in term time' form should be completed and evidence of the exceptional circumstance provided, so school is aware of the absence in advance and can authorise it as appropriate. This application should be completed by the parent/carer with whom the child normally resides. The Head Teacher will then formally respond to this request in writing. **Previous and current attendance will also influence the ultimate school response and decision for leave of absence to be granted. So if a pupil's overall attendance is low, exceptional leave will unlikely be authorised as they will have already missed too much school for this to be appropriate.**

If parents/carers still choose to remove their child/ren for an unauthorised absence, parents/carers have the responsibility to inform the school in writing in advance. Depending upon the following criteria, the Education Welfare Officer may become involved and a Penalty Notice (see below) may be issued if:

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1. The National threshold for considering a penalty notice is met (5 days of unauthorised absences in a 10-week period), the Education Welfare Officer will inform the Local Authority who may in turn fine **each parent/carer** for **each child** absent. See 'Penalty Notices' section below for more details.
2. A pupil has, at some point during their education, had sustained low attendance and gone below the 90% threshold and they then have a number of further unauthorised absences.
3. A pupil/parent/carer is already subject to attendance improvement support from the school and/or Education Welfare Officer involvement for previous or current years' low attendance or unauthorised absences and further unauthorised absences occur.
4. A child has more than 5 days off for unauthorised absence (this can be made up of a number of separate unauthorised absences that accumulate or one incident of unauthorised absence), within a rolling 10 week period and has low attendance (PA).
5. A child regularly misses school for unauthorised absences year on year, therefore reducing their school overall attendance due to regular unauthorised absence.
6. A child is regularly late arriving or being collected late from school and they take further unauthorised absence.

Penalty Notices

For unauthorised leave of absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per pupil, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the Local Authority will take direct prosecution action in the Magistrates' Court.

5. Monitoring and evaluation of 'Lateness'

If children miss the beginning of the school day, they are likely to miss important instructions/lessons like phonics that are key to learning, cause disruption to the lesson for others and it can be embarrassing for them to arrive into a lesson late. If children are persistently late being collected from school, this stops teachers being able to complete their marking and planning ready for the next day as they are needing to support the child/ren.

The school SIMS computer system identifies children who frequently arrive to school late. The office staff also keep a log of 'late' arrivals.

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If children arrive late, after registers have closed, this will be recorded as an 'unauthorised absence' on the registers for the morning session. *This is a DfE requirement on schools and will be monitored by the Attendance Officer in the same way as any other unauthorised absence.*

Persistent lateness, of pupils below 90% attendance, will be challenged and referred to the Education Welfare Officer. A standard letter will be sent home to parents/carers highlighting frequent late arrival to school and its impact upon learning. Occasionally, this conversation might be verbal, for example at Parents' Evenings where teachers can try and support parents with any barriers to prompt attendance.

Persistent lateness will be discussed with our Attendance Team and the Education Welfare Officer regularly, an action plan put into place and steps taken to address this if no improvement is observed. This might be via support for the family e.g. a discussion around the importance of good time keeping and how this might be achieved.

Ongoing and repeated lateness is considered as unauthorised absence and a referral to the LA Inclusion Team and EWO might be made if no progress is made following discussions with parents/carers and supportive measures put into place. This will also be recorded on annual reports and passed to future schools, if needed.

Glen Hills school arrival/departure and registration times.

Department	Age	Arrival	Morning registration	Afternoon registration	End of school day
Four Plus	4+	4+ doors open at 8:40am. Your child must arrive by 8:40am.	8.40am	1:10pm	3:10pm
Infants	Years 1 + 2	Atrium doors open at 8:40am. Your child must arrive by 8:50am.	9am	12:55pm	3:20pm
Juniors	Years 3 to 6	Junior gate opens at 8:35am and shuts at 8:45am. Your child must arrive by 8:45am.	9am	Year 3 and 4 1:05pm Year 5 and 6 1:15pm	3:15pm

6. How we support good attendance and punctuality

At Glen Hills Primary School, we use a range of strategies to support attendance:

- Working together with parents/carers to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, all partners will work together to support pupils and parents/carers to access any support they may need (e.g. meeting with pupils and parents and agreeing an action plan).

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- Where the needs are wider and a whole family response is more appropriate, this may include a referral to Early Help for assessment or/and Virtual Schools (for looked after children) or other appropriate bodies.
- Individual attendance figures are reported to parents at Parents' Evenings and at the end of the year in school reports. Whole school attendance figures are reported to the Governors
- An attendance contract can be written to provide support to the family. The pupil, where appropriate, could be included in the meeting.

My child is trying to avoid coming to the school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best tackled through partnership with the school, parents/carers and of course, in discussion with the pupil. If a pupil is reluctant to attend school, excusing their absence or giving in to pressure from them to be excused from school, is rarely a long-term solution. On the contrary, this gives the impression that attendance does not matter and may make school avoidance more of a problem.

Contact your child's teacher immediately and be open about your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, friendship issues, family difficulties, worries around a specific lesson or medical need. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional such as a doctor, Early Help worker or the Education Welfare Officer.

What can I do to encourage punctuality and good attendance?

Make sure your child/ren gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and they are properly equipped with plenty of time to allow them to get to school on time. Show your child, by your interest and the way that you talk about school, that you value their education.

7. Special Educational and Disability Needs (SEND) (including medical and behaviour needs)

Glen Hills Primary School recognises that some pupils face greater barriers to attendance than their peers. This can include children whose needs have been identified on an Educational Health Care Plan, those with long-term medical conditions or those who have special education needs and disabilities, including behavioural needs. School will deal with attendance sensitively, put reasonable adjustments into place and consider whether additional support is needed. If a pupil's attendance becomes a cause for concern, the school may ask parents/carers to provide medical evidence to substantiate their reasons before any absence can be authorised.

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Part-time timetables

Should a child struggle to cope with the demands of a full-time timetable, a part-time timetable may be implemented. This is agreed in conjunction with outside agencies such as Oakfield PRU, Birkett House, Inclusion Forum, School Nurse, Doctor or an Educational Psychologist. This is the responsibility of the SENDCo, in liaison with the Head Teacher, educational professionals and the class teacher. The school will inform the Inclusion Team at the LA.

Mid-year moves

Should a child/ren leave school mid year e.g. due to family relocation, the School Office will pass on information to their new school. If we have no contact from the family, we would inform the Inclusion Team.

Suspensions and Exclusions

In line with our Behaviour Policy, a child's behaviour may result in a temporary suspension. This could be for lunchtimes only, a fixed suspension or a permanent exclusion.

It is the Head Teacher's responsibility to authorise a suspension or exclusion or an acting member of the Senior Leadership Team in their absence. The person who authorises the suspension or exclusion contacts the Inclusion Team and informs the School Office. Section 105 of the Education and Inspections Act 2006 enables Penalty Notices to be issued to parents/carers in relation to a suspended pupil of compulsory school age, should they fail to ensure their child is not present in a public place during school hours in the first five days of each and every fixed period suspension or permanent exclusion without reasonable justification.

NB The process of suspension and exclusion that all schools must follow is based on guidance *DfE Exclusion from maintained schools, Academies and pupil referral units in England.*

Appendix 1: Other Types of Absence

Religious observance

This is absence where the day is exclusively set apart for religious observance by the religious body to which the pupil /pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. The religious observance day may be granted, but not days surrounding it for travel/preparation purposes etc, this would not be authorised.

Absence through child participation in public performances, including theatre, film television-work and modelling

Parents/carers of a 'child performer' can seek a one off leave of absence from the school for their child to take part in a regulated performance. Authorisation will be at the Head Teacher's discretion (based on the child's attendance, academic achievement, well-being etc.) and they will wish to discuss with the parent/carer the nature and frequency of the absence and how learning will continue if absence occurs. If this was for an extended period, a risk assessment would be put into place to assess the risk of the child being 'missing in education' and an educational tutor would need to be sought to ensure the child does not miss out on their learning.

Absence through competing at regional, county or national level for sport

Parents of very able children in sport can seek leave of absence from the school for their child to take part in regional, county, national and/or international events and competitions. Authorisation will be at the Head Teacher's discretion on a case by case basis and they will wish to discuss the nature and frequency of the absence with the parent/carer to discuss how learning will continue if absence occurs. Permission for a pupil to leave early or arrive late to attend regional/county coaching etc. is also at the discretion of the Head Teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching and stating in writing that it is a necessity.

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Gypsy, Roma, Traveller and Showman families

Absence of a pupil from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school.

Version History

Version	Date	Approved by	Reason for change
1.0	20/11/2024	Governors	Updated based on new DfE statutory guidance