

# COGNITA



Duncombe  
School

An Independent Preparatory  
School and Nursery

## **Children Absent from Education and Attendance Policy**

(including  
Attendance Guidance  
for Parents)

## Children Absent from Education and Attendance Policy

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| Date Policy Reviewed           | Policy Reviewed By | Reason/Outcome | Next Review Due |
|--------------------------------|--------------------|----------------|-----------------|
| 1 <sup>st</sup> September 2017 | Jeremy Phelan      | Review         | Autumn 2018     |
| 4 <sup>th</sup> September 2018 | Jeremy Phelan      | Review         | Autumn 2019     |
| 3 <sup>rd</sup> September 2019 | Jeremy Phelan      | Review         | Autumn 2020     |
| 4 <sup>th</sup> September 2020 | Jeremy Phelan      | Review         | Autumn 2021     |
| 25 <sup>th</sup> August 2021   | Jeremy Phelan      | Review         | Autumn 2022     |
| 1 <sup>st</sup> September 2022 | Jeremy Phelan      | Review         | Autumn 2023     |
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| 1 <sup>st</sup> September 2024 | Jeremy Phelan      | Review         | Autumn 2025     |
| 31 <sup>st</sup> March 2025    | Jeremy Phelan      | Amendments     | Autumn 2025     |

### Policy Statement

The school maintains its Admissions Register and Attendance Register in accordance with Statutory Regulations, as amended from time to time (see below). The school also adheres to Statutory Guidance when dealing with Children Absent from Education. The school will work in a collaborative way with parents and external agencies, in accordance with the principles of the UK government guidance Working Together to Safeguard Children (2023), Working Together to Improve Attendance (2024), Children Missing Education (2024), and Keeping Children Safe in Education (2024)

### Purpose

The purpose of this policy is to outline the approach taken to:

- Recording attendance information on a daily basis;
- Recording information at the point a pupil leaves the school;
- Managing a situation when a pupil has unexplained, persistent and/or prolonged absence from education; and
- Working with authorities where there are safeguarding concerns linked to attendance

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### 1. Attendance

#### Introduction

It is important that staff, parents and pupils are familiar with this policy. Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Promoting consistent and high attendance (and punctuality) is not a discrete piece of work but rather it is an integral part of the school's day to day vision, values, ethos and culture, alongside positive behaviour. Our school has high expectations of attendance, and considers good attendance to be that above 96%.

#### Monitoring and review arrangements

Attendance rates are reported regularly to the Cognita Board. Proprietorial Governors report on pupil attendance, as well as any patterns or trends of persistent absence from school. Representatives of the Proprietor scrutinise Admissions and Attendance Registers for compliance and safeguarding purposes.

#### The legal framework

The Education Act 1996 specifies the legal responsibility of parent/carer(s) of statutory school age children to ensure they attend school every day the school site is open. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable for their age, ability, aptitude, and any special educational needs; either by regular school attendance or home education. At all times, the schools will consider their obligations under the Equality Act 2010 or considerations under the UN Convention on the Rights of the Child.

#### Statutory Regulations

The school is also required to have an Admissions Register (see Applications and Admissions Policy) and, in addition, an Attendance Register, and to place all children on both registers. Failure to do so is an offence. The Statutory Framework for the Early Years Foundation Stage (2024) in the UK requires a daily record of the names of the children being cared for on the premises and their hours of attendance.

School Attendance (Pupil Registration) (England) Regulations 2024

Education (Independent School Standards) Regulations 2014

Education (Penalty Notices) (England) (Amendment) Regulations 2024

Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024

Education (Parenting Contracts and Parenting Orders (England) Regulations 2007

The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 do **not** apply to independent schools (unless academies) therefore we are not legally required to share attendance data.

Therefore our school has not been asked to share daily attendance data with the Department of Education and do not have access to the Monitor your school attendance tools.

### The link between attendance, wellbeing, and achievement

Missing learning time through having unexplained, persistent and/or prolonged absence, leaves children vulnerable to falling behind in their learning and it is well known that poor attendance leads to lower levels of achievement, which reduce longer-term opportunity. Furthermore, poor attendance can also impact on a child's social and emotional development.

Children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. For the most vulnerable pupils, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided.

Poor attendance is habitual, therefore prevention and early intervention is crucial. Absence is a symptom and improving pupil's attendance is part of improving the pupil's overall welfare. Individual pupils' barriers to attendance, however, often go far beyond the school gates. Persistent, prolonged and/or unexplained absence is almost always a symptom of wider issues in a pupil's life, and barriers to attendance are often specific to local contexts.

Attendance, therefore, cannot be seen in isolation and the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils can learn and thrive, plus a strong partnership between the school, parents and the child, beginning from the Early Years.

### Parent/carers(s) responsibilities are to:

- Encourage regular and sustained attendance for the child in their care, being fully aware of their legal responsibilities.
- Ensure that the child in their care arrives at school punctually, prepared for learning.
- Provide clear reasons for any absence for the child in their care which ensures the school can code the absence properly and accurately
- Contact the school on the first day of the child in their care's absence as early as possible and preferably before the start of the school day (no later than 9 am).
- Avoid making arrangements to remove children in their care from school during term time.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence of the child in their care, including any safeguarding matter.
- Provide the school with at least two emergency contact numbers
- Update the school with any changes to circumstances/contacts so that the school can amend the Admissions register as required (including rare circumstances where it is agreed that a child is dual -registered)
- Inform the school of the child's next educational setting and address if they choose to end their contract, especially mid-year, so that the register can be updated. If this is not supplied, the school may need to seek advice from the local authority.

### Leaving school early during the day

- Pupils are not allowed to leave the site during the school day, unless accompanied by a known parent/carers for a specified reason. If a pupil has to leave the school during the day for illness or a parent is required to collect them for a medical appointment, they must sign out at the School Office. Where there are known medical appointments, parents must notify the school in advance.

## Children Absent from Education and Attendance Policy

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- Pupils are not allowed to leave the site during the school day, unless accompanied by staff members (written agreement by the Headteacher) to attend a school visit, an off-site scheduled lesson, or a sporting fixture.

### Requests for absence from parent/carer(s)

- Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Head. The Head/other nominated staff member in the Head's absence is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.
- We ask that parents make contact with the school when a child is going to be absent for ill health (mental or physical) reasons in order that the school can keep records updated and, importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness (see below). We expect any absence for illness to be evidenced by a note from the parent/carer(s) as soon as possible.
- An absence is classified as unauthorised if a child is away from school without the permission of the Head /other nominated staff member in the Head's absence, in advance.

### Records

The school:

- Uses the DfE national codes to record and monitor attendance and absence (School Attendance (Pupil Registration) (England) Regulations 2024) in a consistent way which complies with the regulations, including preservation of the entries on both the Admissions and Attendance Registers for a period of six years after the date they were entered. These registers are legal records.
- Keeps accurate and efficient records (electronic) of attendance and registration at school, including attendance at all after school and before school activities. The school's Attendance Register, kept by means of a computer, is backed up in the form of an electronic copy at least once a month.
- Only authorises absences in specific circumstances according to government guidance (see above)- authorisation is to be undertaken by the Headteacher only or an agreed nominated member of staff in their absence.
- Has two emergency contact numbers for each student on their records, and reviews these with parents/carers
- Regularly informs parents about their child's attendance and absence levels.

### Oversight of Attendance

- All school staff will maintain a positive school culture where monitoring, promoting, and incentivising attendance is seen as **everyone's responsibility**; staff, child and parent/carer.
- The school has a nominated **Senior Attendance Champion** (a member of the leadership team) who has responsibility and oversight of attendance matters (supported by other colleagues where required). Their name and contact details are: Lydia Cartwright (Lydia.cartwright@duncombe-school.co.uk)  
The Senior Attendance Champion has a clear vision for improving and maintaining good attendance, establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.

They will:

- monitor attendance and punctuality patterns and trends on a weekly basis
  - use this analysis to implement strategies for promoting improved awareness of attendance such as targeted support for individual children, cohorts, year groups, and/or vulnerable children, as required, and to also provide regular attendance reports to relevant colleagues (DSL, SENCO, Heads of Year, class teachers) in order to facilitate discussions with pupils and their parents where required.
  - consider half-termly, termly, and full year data identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance
  - use the findings to evaluate approaches or inform future strategies
  - benchmark their attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement
  - where required, devise specific strategies to address areas of poor attendance identified through data
  - report on patterns of attendance at Governance Meetings to safeguard and promote the welfare of pupils
- In addition to the Senior Attendance Champion, on a day-to-day basis, parents/carers are able to gain information around attendance from their child's Heads of Phase, form teacher and Office Manager.

Where a pupil or family needs support with attendance, it is important that the best placed person in the school works alongside and supports the family and wherever possible the person should be kept consistent.

The school day to day:

- Provides parent/carer(s) of children in their care with the timings of the school day and the calendar via the school website and any other usual method(s) such as the school newsletter, in advance.
- Ensures that teachers take a register at the beginning of the morning from 8.50-9.15am and at least once during the afternoon session 1.40-1.50pm
- Ensures that those taking the register mark all children who are not present by the designated time, taking account of absence notes;
- Ensures that should any pupil arrives late for school, they sign in at the school office so that school systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times. Repeated lateness will be discussed with the child's parents/carers to listen and understand the barriers to arrival on time.
- Follows up **un**-notified first day absence with a telephone call to the parent/carer(s) by 9:30 am; children who are vulnerable **must and will** be prioritised (safeguarding, medical, and learning needs). Children on sponsored visas are also a priority. If absence continues without explanation, further contact will be made to ensure safeguarding.

### Vulnerable students

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. The school is particularly mindful of pupils who may be absent from school due to mental or physical ill health and/or their special educational needs and/or disabilities, and will provide them with additional support.

It is important to note that these pupils are **still** expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future. The school will work alongside pupils and parent/carers to ensure that such circumstances do not act as a barrier to regular attendance, by mitigating anxious feelings in school as much as possible.

Some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as it is for any other pupil but additional support may need to be provided adhering to the relevant government [guidance](#).

For children with an Education, Health and Care Plan (EHCP), the school will alert the local authority *who maintains the EHCP* about any significant issues emerging over attendance of which it becomes aware, so that the local authority can consider whether needs continue to be adequately supported through the existing plan. Where needed, the school will work with the local authority to review and amend the child's EHCP to incorporate the additional or different attendance support identified.

In cases of both long term physical or mental ill health, school staff cannot, and must not diagnose or treat physical or mental health conditions, but they will work together with families and other agencies with the aim of ensuring regular attendance for the pupil. Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the schools will seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in supporting pupils at school with medical conditions or arranging education for children who cannot attend school because of health needs.

Where the pupil has an allocated social worker, the school Designated Safeguarding Lead (DSL) will keep them informed and involved in the above processes.

The school will :

- Facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Consider adjustments to practice and policies to help meet the needs of the pupil who is struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil, their parents, and the local authority.
- Register the child using the absent using code I (unable to attend because of illness)
- Consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance. The school can access the many EBSA tools and guidance documents available in these situations, and seek the support from the Regional Safeguarding Lead where required.

- In all situations, the school will support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

### Part-Time (reduced timetables)

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a **temporary** part-time timetable to meet their individual needs. A part-time timetable will have:

- the written agreement of both the school and the parent/carers
- a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- regular review dates which include the pupil and their parents to ensure the plan is only in place for the shortest time necessary.

a proposed end date that takes into account the exceptional circumstances of the pupil, after which the pupil is expected to attend school on site full-time. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term physical/mental health condition may require a part-time timetable for a prolonged period. Medical evidence will be needed, and external specialist intervention will need to be in place to support the child during this period.

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

## 2. Children Absent/ Missing from Education

### Children Missing in Education are:

'Children who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.' (DfE Children Missing in Education 2016). Children 'missing' in education are therefore different to those who are 'absent' from education.

### Children Absent from Education

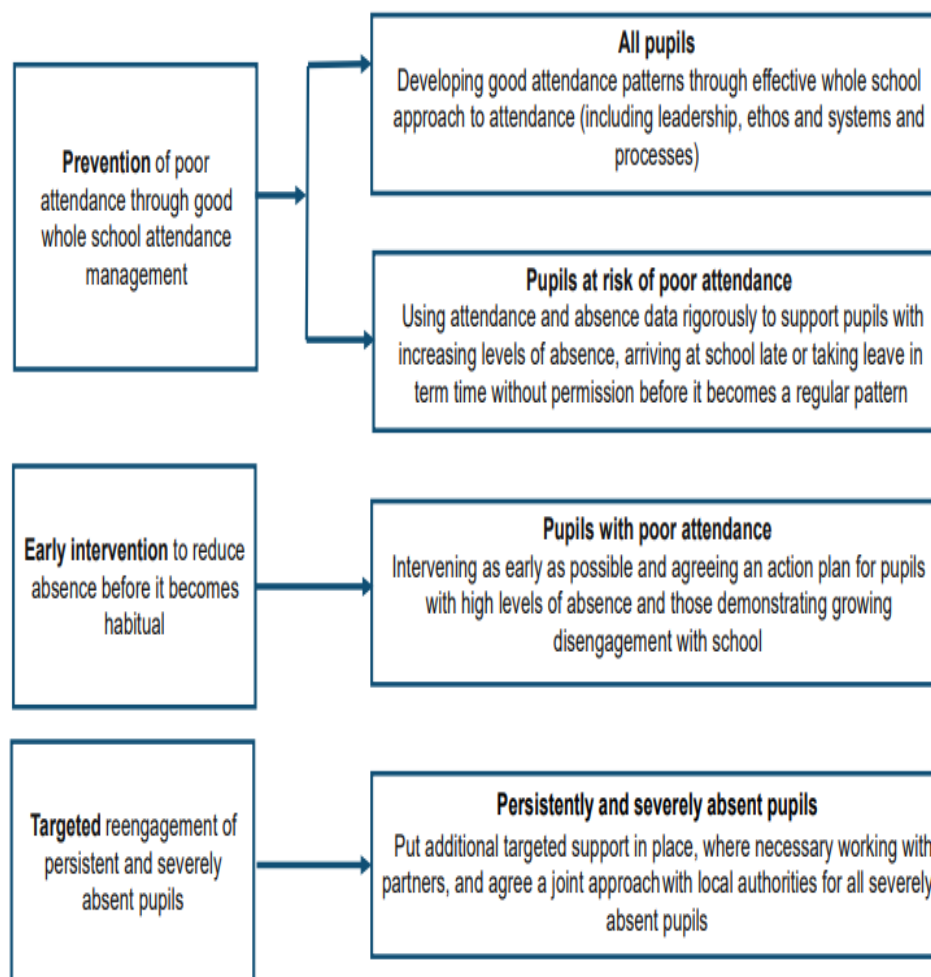
Often children can be persistently absent from school or have prolonged absences. Of course, there may be a satisfactory reason for their absence, most often medical, for why this is needed, for example, the child is having operations/treatments. In these situations, the school will offer work to be completed at home/involve the child with their class remotely on MS Teams, only where appropriate, and in collaboration with the parents/cares and children. No work will be sent home if this is thought to have the potential to place additional pressure on any child. Any arrangement will be short-term and reviewed regularly. Where children are absent due to mental health reasons, such as anxiety, a co-constructed plan will be put in place for their return (see above and Safeguarding Policy).

However, on other occasions, the child is frequently absent but there does not appear to be an explanation or a satisfactory reason. This is different from a child being a 'child missing in education' (as described above) but it is still a concern.



As stated above, it is mandatory that children of a compulsory age attend school, but of most importance, frequent absences impact on a child's development across all domains, not purely cognitive. Schools should follow their local authority guidance in terms of the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly or have missed ten school days or more without permission.

### 3 Effective management of child absence and procedures



#### Step 1- Prevention

The Senior Attendance Champion, alongside the Designated Safeguarding Lead (DSL) and all staff will work together to identify patterns/changes in all pupil's attendance at an early stage to prevent any further absence, including addressing unexplained, persistent, or prolonged absence (deemed as attendance below 90%). Schools must address all attendance concerns with both parents/carers and child as soon as challenges emerge. School staff will listen to children and their parents/carers to understand any 'in school' /external barriers to the child's good attendance, working jointly with families to remove those barriers wherever possible. They will agree actions and interventions, such as referrals to services or organisations that can support. These actions will be regularly discussed and reviewed together with pupils and families. Where interventions are failing, all parties will work together to identify the reasons why and either adjust or change the approach. If the attendance does not improve, then the next step will be taken.

### Step 2- Early Intervention

Where absence intensifies, so will the support provided, which may require the school to work in tandem with the local authority and other relevant partners. Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment. The DSL and/or Senior Attendance Champion should seek advice from the Regional Safeguarding Lead where needed at this stage.

### Step 3-Targeted Support

Where engagement in support is proving challenging, the school will continue to hold formal conversations with the parents (and pupil where they are old enough to understand). This meeting is likely to be led by the school's Senior Attendance Champion, the DSL, and *may* include the school's point of contact in the local authority School Attendance Support Team.

#### *School Attendance Support Team*

All local authorities are expected to have a School Attendance Support Team that works with all schools in its area, **including** independent schools. There is no requirement for a specific service delivery model or name, but each local authority is expected to provide four core functions outlined below free of charge to all schools: communication and advice; targeted support meetings; multi-disciplinary support; and legal intervention. In cases where a pupil lives in one local authority area and attends our school in another, the overarching principle is that both the local authority in whose area the pupil attends school (the 'School LA') **and** the local authority in whose area the pupil lives (the 'Home LA') work together to support the pupil and family. Assessing and putting in place any early help or multi-agency family support plan in cases where local authority action is needed sits with the Home LA. Where schools are completing the single assessment or acting as the lead practitioner (but with local authority involvement) the school will need to work together with the Home LA.

These above meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences. If a particular form of support is refused or does not work initially, schools and partners are expected to provide further opportunities to engage in that support, try something else or ultimately take legal action if support is not appropriate.

### Step 4 – Legal action by the local authority

The local authority may, in accordance with the regulations decide to:

- Put formal support in place in the form of an attendance contract or an education supervision order.
- Issue a Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

More information on the above can be found in the [government guidance](#) pages 47-61.

### Reasonable enquires to locate a suspected child missing education

If a new pupil fails to attend at the beginning of first day of the agreed or notified admissions date, the school should undertake *reasonable enquiries* to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. Schools must monitor all pupils' attendance through their daily register.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is. The type of enquiries may include the school/local authority checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved.

#### **No home visits must or will be undertaken by the school.**

The school will make a written record that they have completed these procedures on their safeguarding systems under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

In conducting these enquiries the school and the school local authority are also expected to liaise with the home local authority and if, following those enquiries, the pupil's name is deleted from the school's register, the home local authority should investigate whether the child is a Child Missing Education.

## 4. Safeguarding

- Ensuring that attendance improvement is prioritised and strategies and action plans are put in place for pupils with persistent and severe absence is crucial to safeguarding and improving pupils' overall welfare in both the short and long term.
- The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained, persistent, and/or prolonged absences. Children being absent from education for prolonged periods and/or on repeat occasions (including truancy) can act as a vital warning sign to a range of safeguarding issues including neglect, and/or child sexual and/or child criminal exploitation.
- It is important that the school's response to persistently absent pupils and children missing education supports identifying such abuse, neglect and/or exploitation and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging, but also where children are already known to local authority children's social care and have an allocated Social Worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.
- Where there are safeguarding concerns about any child's absence, whether this be persistent, prolonged or unexplained, absence, the school will always talk to the child and parents/carers about their concerns, in order to understand the barriers to attendance as soon as problems begin to emerge (see above). They will also follow its Safeguarding and Child Protection Policy, which includes notifying the the local authority attendance services, and also referring to Social Care as appropriate.

- Where children are absent for a period of time and there are safeguarding concerns, the school will arrange to have twice weekly check-ins with the child via online methods e.g. MS Teams. The school has a duty to know where children are and have visibility of them. If the parent/s carers of the child do not agree to this request, or do not respond to any such request, consideration will be given to seeking advice from/making a referral local authority Social Care.
- Where there are existing/potential safeguarding concerns around a child, and the parent/carer unexpectedly removes their child to home educate them, a referral to children's Social Care must be made (see above)
- If there is reason to suspect a crime has been committed whether this relates to a child's absence or not, the school will inform the Police.
- If there is reason to believe a child who is absent from school is in immediate danger or at risk of harm, whether there has been communication from parents/carers or not, a referral must and will be made to children's social care (and the Police if appropriate) This only applies if the school does not have reasonable grounds (and medical evidence) to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- For children on sponsored visas, please see the Safeguarding Policy and Appendix 1.
- The school will work in collaboration with external organisations and local authorities when school absence is a significant concern.
- Severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. If all avenues of support have been facilitated by schools, local authorities, and other partners, but severe absence for unauthorised reasons continues, it is likely to constitute **neglect**. In these situations, Social Care will be involved and make decisions around the child/family.

### 5 Elective Home Education

Where a parent/carer has expressed their intention to remove their child from school with a view to educating them at home, the school will coordinate a meeting with parents/carers to explore why they are considering this option. Schools will explore keeping the child in school whilst respecting parental choice. Where a parent/carer notifies the school in writing that they are now home educating their child, the school must delete the child's name from the admission register and notify the local authority of the leaver, including the local authority's Elective Home Education Team (informing the parents that they have done this so that they can receive the necessary support). However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity.

## **Appendix 1 - Attendance of Sponsored International students (Child Student and Student visas)**

Cognita acts as a sponsor for international students who have Child Student and Student visas. The United Kingdom Visas and Immigration (UKVI) has a duty to ensure that all sponsors discharge their responsibility to act in accordance with the immigration rules. As a school, we are responsible for ensuring that these students are appropriately cared for and that any safeguarding concerns are addressed.

### **Knowledge of the sponsored student**

Prior to any children sponsored by Cognita arriving at the school, it is important that the school's pastoral and safeguarding team, and other relevant staff (including the child's form tutor/class teacher, Head of Year, Head of Phase) have knowledge of the child's circumstances, including who has parental responsibility, the child's care arrangements, and contact details for the carer/Private Foster carer in the UK. The most senior member of the pastoral team, with support from the DSL, must have oversight of all international students sponsored by Cognita.

Responsibility for each sponsored student starts from the moment the Cognita International Recruitment Team assigns the Confirmation of Acceptance for Studies (CAS), i.e. before the student leaves their home country and enrolls at the school. The Headteacher, school admissions team, most senior member of the pastoral team and DSL should be aware of the child's travel arrangements to the UK.

### **Records of sponsored student information**

At the very least, this should be the student's passport and their BRP (once this has been issued, after arriving in the UK). If the child is aged 4-11 years old, then they will be here with one of their parents under the Parent of a Child Student visa route. We should have the parent's passport and BRP too.

Other appendices we hold, depending on circumstances, may include:

- Appendix A: letter of consent from the parents/guardians for Cognita to sponsor their child
- Appendix B: letter of undertaking from intended carer (if the child isn't coming to the UK with one or both of their parents)
- Appendix C: letter of consent from parents/guardians to intended carer
- Appendix D: close relative care arrangements (if the child is going to live with a grandparent, brother, sister, stepparent, uncle (brother or half-brother of the child's parent) or aunt (sister or half-sister of the child's parent) who is aged 18 years or over and has UK Settled Status.
- Appendix K: travel confirmation form (detailing travel arrangements to the UK)
- Appendix P: genuine student English interview (conducted and completed by the Cognita International team)
- Appendix Q: student route finance declaration (confirming the family have sufficient funds to meet the UKVI requirement for sponsorship)
- Appendix S: Tuberculosis certificate declaration

### **Arrival to the UK**

If the child fails to arrive as expected, the school should report this as a matter of urgency to the Cognita International Recruitment Team (IRT), who are responsible for updating UKVI if the child fails to enroll. Cognita are responsible from the moment the CAS is raised. The

school needs to complete the enrolment checklist (Appendix F in the UKVI handbook) and upload it to the student's sponsor file on Teams.

### **Arrival to start school**

If the student does not arrive when expected to start school, the school should notify the IRT immediately. If the student does not arrive within ten working days of the enrolment period, the IRT must report this to UKVI.

Once the child has arrived safely, the UKVI School Champion, in collaboration with the DSL, will aim to ensure that their needs are met, including pastoral need, and they will liaise with the child's parents and carers for the ongoing needs of the child.

### **Absences from school or pastoral concerns**

With regards to safeguarding this potentially vulnerable group of students, any lack of engagement in study/social activities displayed by them, any absences, or failure to return to school after a holiday or break, should be escalated initially to the Regional Safeguarding Lead **on the day it occurs**. Therefore, schools must make notes of the child's planned travel dates and location/address of visit). The RSL will escalate the concerns to the Cognita International Recruitment Team as needed (but no later than 5 working days after the event); the latter is obliged to report the child to the UKVI if the child has ten consecutive unauthorised absences.

A formal meeting with the child's parent/guardians/carers **must** be arranged if a sponsored child's attendance falls lower than 92% and again if it falls below 82%. A record must be made of this meeting and saved in the child's folder in MS Teams, with agreed action points to improve the child's attendance. If a sponsored child's attendance falls below 80%, Cognita may be required to withdraw sponsorship of their visa and they will need to leave the UK. It is a requirement of the UK Visas & Immigration (part of the Home Office), that schools demonstrate how they track attendance of this group of potentially vulnerable children. The school must therefore collate evidence.

### **Changes in circumstances of the sponsored student**

Schools should be proactive in determining whether there has been any change in a sponsored international student's circumstances. The school should liaise with the parent(s)/guardians of all sponsored international students **every term** to check whether:

- the student and their parent/guardian's address has changed; or
- the students' childcare arrangements have changed (e.g. moved from living with their parents to a private foster care arrangement).

Changes in circumstances must be reported immediately. These can include:

- a change in where a student studies;
- a change in the student's course;
- a change in a student's registered address;
- a change in whom the student lives with (e.g. from parent to private foster care); or
- any other circumstance that suggests that they are breaking the conditions of their permission to stay in the UK.

Templates are available in the UKVI handbook.

### 6. Appendix 2 – Attendance Guidance for Parents

**Note – this section is intended to be used by schools to share with parents in whatever form is most appropriate.**

#### **Introduction**

Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind and it is well-known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents and the child, beginning from the early years.

#### **The legal framework**

Legislation in the UK specifies the legal responsibility of parent/carer(s) of statutory school age children to ensure they attend school every day.

The regulations require the school to have an Admissions Register and an Attendance Register, and to place all children on both registers. Failure to do so is an offence.

#### **Link between attendance and achievement**

There is clear evidence of a link between poor attendance at school and low levels of achievement:

- Of pupils who miss more than 50% of school, only 3% manage to achieve five A\* to Cs including English and Maths;
- Of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A\* to C GCSEs including English and Maths; and
- Of pupils who miss less than 5% of school, 73% achieve five A\* to Cs including English and Maths.

#### **Parent/carer(s) have responsibility to :**

- Be fully aware of their legal responsibilities for ensuring the child in their care attends school every day
- Ensure that the child in their care arrives at school punctually, prepared for learning.
- Provide clear reasons to the school for any absence which ensures the school can code the child's absence properly and accurately.
- Contact the school on the first day of the child's absence as early as possible (and before 9 am)
- Avoid making arrangements to remove children from school during term time as this can only be authorised in exceptional circumstances.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence related to the child in their care, including any safeguarding matter.
- Adhere to any co-constructed reintegration plan where the child in their care has been absent from school for a longer period.

#### **School has the responsibility to:**

- Promote pupils' good attendance and reduce absence.
- Work to ensure every pupil has good attendance so they can access the education they are entitled to.
- Act early with parents/cares and children to address patterns of absence by listening and understanding any barriers to attendance.
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually.

Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities

### **Late arrival**

If a pupil arrives late, they must sign in at the school office so that our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

### **Leaving school early during the day**

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer; or to attend a school visit, an off-site scheduled lesson, or a sporting fixture.

If a pupil has to leave the school during the day for illness or a parent is required to collect them for a medical appointment, they must sign out at the school office. Where there are known medical appointments, parents must notify the school in advance and provide evidence.

### **Requests for absence from parent/carer(s)**

Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Head. The Head/other nominated staff member in their absence is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.

We ask that parents/carers make contact with the school when a child is going to be absent for ill health reasons in order that the school can keep records updated and importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. We expect any absence for illness to be evidenced by a medical note from the parent/carer(s) as soon as possible.

An absence is classified as unauthorised if a child is away from school without the permission of the Head/other nominated staff member in their absence in advance.

### **Good attendance**

Our school considers good attendance to be above 96%. The school will contact the parent/carer(s) of the child if there are emerging attendance concerns. If attendance does not improve, the school will contact the local authority in accordance with local authority procedures (see policy).



## Children Absent from Education and Attendance Policy

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